

# COLLEGE OF MICRONESIA-FSM

## COURSE OUTLINE COVER PAGE

ESL for Business Purposes II  
Course Title

ESL/BU 096  
Dept & #

Course Description : This course is designed to continue building English skills necessary in a business workplace. Students practice more advanced reading, writing, listening, and speaking skills needed in an office setting. The computer lab component reinforces business computer skills and provides opportunity for online English practice.

**Course Prepared by:** Lang Lit. Division

**State:** COM-FSM Nat. Camp.

	Hours per Week		No. of Week		Total Hours		Semester Credit
Lecture	3	X	16	X	48	-	3
Lab	3	X	16	X	48	=	1
Workshop		X		X		=	
<b>Total Semester Credits</b>							<b>4</b>

**Purpose of Course:**

Degree Requirement	_____
Degree Elective	_____
Certificate	X
Remedial	_____
Other	_____

**Prerequisite Courses:** ESL/BU 095

**Course Outline Revision:** Pohnpei Campus, January 2002

7/24/02

Date Approved by Committee

7/26/02

Date Approved by President

**General Objective:**

This course is designed to continue building English skills necessary in a business workplace. Students practice more advanced reading, writing, listening, and speaking skills needed in an office setting. The computer lab component reinforces business computer skills and provides opportunity for online English practice. Classroom work focuses on three areas: grammar

development, carrying out business functions, and reading and writing business correspondence. During the computer lab, students will be given assistance as they write business correspondence as well as visit on-line English instructional sites.

### **Specific Objectives:**

Students will be able to:

- Follow and give directions using a map
- Identify correct verb tense for a given situation
- List correct tenses for regular and irregular verbs
- Differentiate between active and passive voice
- Give instructions on how to use various office machines
- Ask and state preferences in various situations
- Choose correct pronouns in given sentences
- Correctly punctuate standard sentences
- Take a complete telephone message
- Politely respond to complaints
- Write a complaint, claim, and adjustment letter
- Write a request and reply letter
- Give advice to a coworker
- Write a credit and collection letter
- Ask permission in the work place
- Verbally identify future plans in the work place
- Write a cover letter, resume, and follow-up letter.
- Maintain and update a vocabulary journal
- Summarize pleasure reading material

### **Course Content:**

#### **Business Functions**

Directions

Describing processes

Stating Preferences

Current Activities

Using the Telephone

Complaints

Advice

Asking Permission

Future Plans

#### **Grammar**

Verb Tense

Pronouns

Mechanics

#### **Business Letters**

Request and Reply Letters  
Credit and Collection Letters  
Employment Correspondence

**Required Textbooks:**

Keith Adams and Marc Helgeson, Workplace English Office File, Essex, England: Longman Group Limited 1995

Andrea B. Geffner, Business English, 3<sup>rd</sup> edition, Hauppauge, New York: Barron's Educational Series, Inc. 1998

**Supplemental Materials:**

John Flower with Ron Martinez, American Business Vocabulary, Have, England: Language Teaching Publications 1995

Longman Dictionary of American English, Essex, UK, Addison Wesley Longman 1997

**Method of Instruction:**

The course will be taught using lecture, group work, and computer lab.

**GRADES:** Grades will be based on class work, homework assignments, computer lab work, and tests. The students will receive a letter grade of A, B, C, D or F based on the following standard:

- A - 90% to 100%
- B - 80% to 89%
- C - 70% to 79%
- D - 60% to 69%
- F - Below 60%

**Attendance Policy:**

The COM - FSM attendance policy will apply.