

# Written Business Level IV



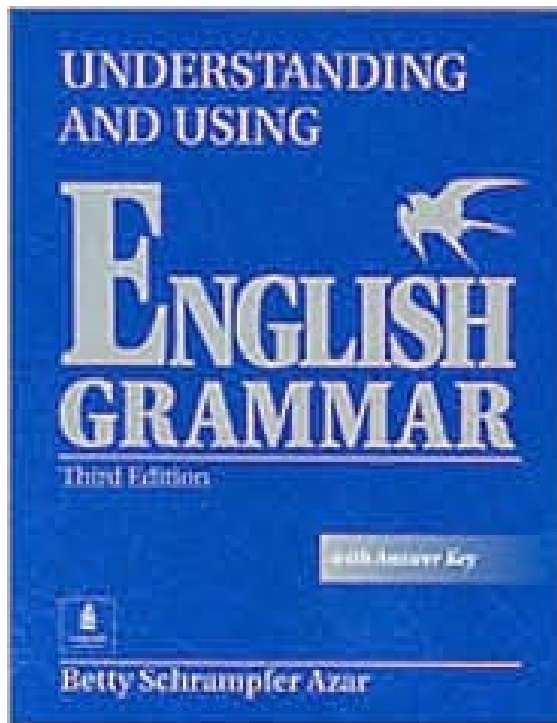
## Course Format

The course is divided into three main components:

- **Grammar**
- **Reading**
- **Writing**

# Class textbooks

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# Grammar Objectives

**Students will develop their grammatical understanding in the following areas:**

- **General review of all verb tenses including:**
  - Simple present, past, and future
  - Present, past and future progressive
  - Present, past, and future perfect
- **Adjective clauses**
- **Noun clauses**
- **Adverb clauses**
- **Correct use of punctuation and capitalization**

# Reading Objectives

**Students will develop their overall reading proficiency skills and be able to:**

- **Develop strategies for pre-reading, skimming and scanning**
- **Focus on organization**
- **Identification of main and supporting details**
- **Determine meaning from context**

# Writing Objectives

**Students will develop a wide range of writing skills in the following areas:**

- **Business letters**
- **Email**
- **Business article summaries**
- **Basic 5 paragraph essays**

# Sample Topics

- **Basic Factors of Business**
- **Management/Leadership**
- **Human Resources**
- **Legal Forms of Organization**
- **Career Paths**
- **Entrepreneurship**

# Importance of Effective Business Writing

- **American English has become the essential language of the global marketplace.**
- **When you improve your skills and gain confidence in written business English, you benefit yourself and your employer.**

## For more information:

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