

8 Week Teaching Plan for WB IV

Beginning Written Business Level IV

Beginning Written Business is an interactive, content-based course designed for advanced intermediate students who want to understand basic business/economic concepts and vocabulary. Introductory business writing will include practice letters and memos, resumes, as well as summaries and essays, with a strong focus on organization. Students will analyze, summarize and organize business information from textbooks and current articles in the field. They will improve their reading, writing and business vocabulary as well as review problematic grammar structures.

CLASS TEXTS:

Send Me a Message, Daphne Mackey

Understanding and Using English Grammar, Azar (Fourth Edition) * Students must also register for the online component at www.azarinteractive.com.

- ***There is no specified reading text for this course. Instructor chooses level appropriate readings for use in the class in order to accomplish reading objectives from the syllabus.***

Teaching Plan

Week 1:

The purpose of week 1 is to diagnose the students' needs in terms of grammar, reading and writing. (All diagnostics can be found in the folder marked WB on the H drive – go to “Computer,” “H drive,” “Committees,” “Classes,” “WB folder.”)

- Diagnostic Grammar Test (**not** to be handed back to students)
- Diagnostic in –class writing assignment
- Diagnostic reading

Grammar – Begin Chapter 1, Overview of Verb Tenses (This chapter serves to review all the verb tenses at once. Remind students that they should have ‘learned’ these verb tenses at some time in the past, but chapters 1-5 will provide them with a more in depth look at each tense. Careful review of exercises 10, 11 and 12 in Chapter 1 will require students to correctly spell present/past participles and past tense forms of regular verbs in all future assignments and tests. This chapter is simply for review – no test is needed for this chapter.

Each week the instructor should check the students work on www.azarinteractive.com to make sure they are doing all support exercises for each chapter. Instructor can decide to give a grade or just credit for doing the exercises; however students must held accountable for the exercises.

Reading – Do pre-reading for *Finding Work That is Right for You*, (photocopied from *Beyond True Stories*, by Heyer)

Writing – Based on Exercise 1, Chapter 1 of grammar book, have students interview a classmate and write a paragraph about that classmate. (This is their first original writing piece.)

Week 2

Grammar - Chapter 12 – Noun Clauses (Test given at the end of week 2 or beginning of week 3 – test can be found in the Azar Test Bank or originally/independently generated by instructor. The latter is favored.)

Reading – *Finding Work That is Right for You, and The Greatest Job in the World* (Photocopied for students from *Beyond True Stories* textbook). Give a reading test on the story *The Greatest Job in the World* at the end of the week.

Writing – Review structure of basic paragraph and review standardized format, practice writing basic paragraphs (2-3 on related business topics) in pairs or in groups. Focus on isolated writing mistakes taken directly from student paragraphs – do as much error analysis as possible.

- Begin working in *Send Me a Message*, Unit 1
- Explain, demonstrate and practice how to write standard academic article summaries. (Handouts can be found on the H drive.)

Week 3

Grammar- Begin Chapter 13 – Adjective Clauses (only sections 13.1 – 13.8 - test at end of week or beginning of week 4)

Reading - *Basic Factors of Business* (from *You're in Business* textbook.) Do all comprehension and vocabulary exercises, (test at end of week or at beginning of next week)

Writing - Begin to prepare the students to write a 5 paragraph **description** essay on: The Greatest Job in the World. (Due this week. – handouts on H drive.)

- Continue working in and/or wrap up Unit 1 of *Send Me a Message* – focusing on the basics of email writing and business letter format and writing. Give a quiz on the basics of each (i.e. format – greetings, closings, etc.). **Before the quiz, students should send instructor various emails (on topics to be decided by the instructor) in order to provide ample opportunity for email practice and correction. These emails are sent back to the student or printed and handed back in class.
- Article summary on a business article of the student's choice due this week. Students should choose a business related article to read, send the link to the instructor for approval and then prepare the article summary with the accompanying worksheet found on the H drive.

Week 4

Grammar – Chapter 17 – Adverb Clauses (only sections 17.1 – 17.5) – with follow up quiz.

Reading – *Legal Forms of Organization* (from *You're in Business* textbook.) Do all vocabulary, comprehension, grammar building and writing exercises in the chapter. (Test given at the end of the week.)

Writing – More practice with various forms of business letters. Begin Unit 2 of *Send Me a Message* - Complaints and Responses. Feel free to bring in outside of class realia or other support material in addition to *Send Me a Message* to further enforce students' knowledge of how to write a business letter – sales, promotional, inquiry, thank you, complaint etc. Also, assign another article summary due on Monday of Week 5.

Week 5

Grammar – Chapters 2– (quick review, as students should have had this grammar information in previous levels) and begin Chapter 3 (Give quiz/test as instructor sees fit.)

Reading – Do the reading *Entrepreneurs* from the textbook *New Business Matters Coursebook*, Powel with all follow up exercises. Also do the reading *Becoming an Entrepreneur* found on the H drive.

Writing – Another article summary on student’s choice of a business article due this week.

- Begin to prepare students to write a Comparison/Contrast essay. Assign a 5 paragraph essay to be handed in on a business topic in week 6.

Week 6

Grammar – Finish up with Chapter 3 and do a comprehensive review of the future Tense in Chapter 4 (No test at end of week, material from Chapter 4 will be covered on the final exam)

Reading – instructor’s topic of choice or just spend time reviewing reading strategies (i.e. distinguishing main ideas from details, discourse markers, overall organization etc.)

Writing - Students will submit their Comparison/Contrast 5 paragraph essay on two companies (or other business related topics that you deem appropriate.) Students could choose two companies that are somewhat related, for example Coke and Pepsi, or Reebok and Nike, Toyota and GM etc.

Week 7

Grammar – Chapter 11 Passive

Reading – Review skills and strategies for facilitating reading: determining vocabulary in context; finding the main ideas and supporting ideas; vocabulary of numbers; practicing with information in charts and graphs.

Writing – Comprehensive review of business writing skills

Week 8

Grammar – Review for Final exam on or before Wednesday. Wrap up loose ends and review before grammar final. Worth 20% of final grade. Exam will be emailed to you. PLEASE KEEP HIGHLY CONFIDENTIAL! DO NOT RETURN TO THE STUDENTS!

Reading – Final reading exam, worth 20% of final grade. This exam is given by the ELI. It is an institute-wide exam.

Writing – In-class final essay worth 20%. Sample topics are provided on the H drive.