



**Course Title:** EFL 251 Intermediate Business English

**Instructor:** Justin Charles Foster Sutherland (justin.foster@oist.jp)

**Schedule:** Mondays and Wednesdays at 16:00pm

**Duration:** May 7th – August 2<sup>nd</sup> , 2019

**Room:** Lab2 C600b

**English Level:** Intermediate

**Note:** This is the continuation of EFL 250: Intermediate Business English. You may register for this course even if you have not taken the previous course.

**Course Components:**

**This course will use *International Express: Intermediate* as a text. In this semester, we plan to cover unit 3 & 4 (p.30-53)**

**Grammar:** Grammar topics for this semester will all be related to the structure and functions of business English. They will include the use of will, may, might, be likely and possible; and comparatives.

**Vocabulary:** Participants' general and business-related English vocabulary will be expanded throughout the course via in-class activities. In this semester students will learn vocabulary related to the speed of change and descriptions of cities.

**Work skills:** Each chapter features a special 'work skills' section to help students practice skills needed on the job. This semester we will be looking at emails and presentations.

**Functions:** We will also look at special 'functions' to help students practice various elements of spoken business English. This semester this will include making arrangements and giving opinions.

**Assessment Plan:** Participants will be evaluated through a variety of in-class activities and homework assignments throughout the course and be assessed upon completion. Attendance and class participation are essential to success in this course.