



LONDON CAPITAL COMPUTER COLLEGE

Certificate in Information Systems (102) – Business English

Prerequisites: None	Corequisites: GCSE qualification.
<p>Aim: This course thoroughly and systematically prepares the student for all aspects of – reading, writing, listening and speaking. Within the format the following skills are taught and practised: speaking skills (social and transactional conversation, discussion, giving oral reports, interview skills); reading skills (e.g. scanning and skimming; identifying main ideas and details; summarising; identifying writer’s opinions); and writing skills (e.g. constructing cohesive paragraphs; writing essays; writing summaries; describing tables and graphs; using writing functions such as explaining causes and effects, describing processes, comparing and contrasting). The Business English course helps those who need English in their work. It enhances grammar skills while learning business terms and discussing business-related issues. The course focuses on the practicing of grammar structures designated to the level, listening comprehension, pronunciation, vocabulary development and idioms. It teaches English language skills designed to help students communicate more successfully in the business environment. The course emphasizes writing as a process of development that includes drafting, writing, editing, and reading for clear expression and correct language use. By the end of the course, students are expected to understand: the process of writing; the difference between correct writing and effective writing; how context affects meaning and grammar; recognising and solving common sentence problems in English; recognising and using correct English grammar in context with an emphasis upon grammar and usage issues; using correct punctuation, mechanics, and spelling in business writing; and how to write error-free, effective documents. Job-specific technical vocabulary is integrated into the curriculum.</p>	
Required Materials: Recommended Learning Resources.	Supplementary Materials: Lecture notes and tutor extra reading recommendations.
Special Requirements: None	
<p>Intended Learning Outcomes:</p> <ol style="list-style-type: none"> 1. Explore the options on how to improve vocabulary and speech. 2. Understand how to identify parts of speech and identify functions of different parts in a sentence. 3. Understand the importance of developing sentences by analysing the grammatical hierarchy of words, phrases and clauses. 4. Learn about the functions of a noun in sentences and identify the differences between singular, plural and collective nouns. 	<p>Assessment Criteria:</p> <ol style="list-style-type: none"> 1.1 Be able to use thesaurus 1.2 Understand the importance of proof-reading 1.3 Explore spelling, pronunciation and words used incorrectly 1.4 Understand how to memorise difficulty words 1.5 Understand basic adjectives, adverbs, nouns and prefixes/suffixes 2.1 Be able to identify verbs 2.2 Describe adjectives and adverbs 2.3 Identify connectors 2.4 Identify interjections 3.1 Describe different purposes of writing sentences 3.2 Identify subject, predicate and object 3.3 Describe direct and indirect objects 3.4 Identify subject and predicate complement 3.5 Be able to construct simple, compound, complex and compound-complex sentences 4.1 Describe nouns 4.2 Identify proper and common nouns 4.3 Explore rules of forming plurals

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<p>5. Demonstrate the implementation of compound and possessive nouns and analyse the grammatical rules of compound and possessive nouns.</p>	<p>4.4 Identify differences between singular, plural and collective nouns</p> <p>5.1 Identify possessive nouns</p> <p>5.2 Identify compound nouns</p> <p>5.3 Be able to use examples to describe the possessive case of nouns</p> <p>5.4 Understand the rules of forming the possessives of singular, plural and irregular</p> <p>5.5 Be able to show separate and joint ownership</p> <p>5.6 Be able to form possessives of compound nouns</p>
<p>6. Analyse rules used to identify when it is appropriate to capitalise a word in a sentence and explore English rules about grammar, punctuation and capitalisation.</p>	<p>6.1 Describe rules on capitalisation of proper nouns</p> <p>6.2 Describe rules on capitalisation of first words in a sentence</p> <p>6.3 Describe rules on capitalisation of personal names and geographic locations</p> <p>6.4 Describe rules on capitalisation of proper noun substitutions and derivatives</p>
<p>7. Describe and demonstrate personal pronoun and analyse the classifications of other pronouns.</p>	<p>7.1 Be able to write sentences using pronouns</p> <p>7.2 Explain compound personal pronouns</p> <p>7.3 Describe demonstrative pronouns</p> <p>7.4 Explain indefinite pronouns</p> <p>7.5 Describe interrogative pronouns</p> <p>7.6 Explain relative pronouns</p>
<p>8. Analyse the importance of pronouns agreeing with antecedent in number, gender and person</p>	<p>8.1 Define antecedent</p> <p>8.2 Describe collective antecedent</p> <p>8.3 Describe indefinite pronoun antecedent</p> <p>8.4 Be able to identify pronoun references</p>
<p>9. Identify the importance of verbs and describe the role of verbs in sentences.</p>	<p>9.1 Describe the different types of verbs</p> <p>9.2 Define regular/irregular verbs</p> <p>9.3 Analyse principal parts of verbs</p> <p>9.4 Be able to identify transitive/intransitive verbs</p>
<p>10. Learn how to form the tenses of verbs and describe what the tense of a verb helps identify.</p>	<p>10.1 Describe simple tenses</p> <p>10.2 Describe perfect tenses</p> <p>10.3 Be able to use progressive tense</p> <p>10.4 Define emphatic tense</p> <p>10.5 Be able to use indicative, imperative and subjective moods</p> <p>10.6 Describe verbals (gerunds, participles and infinitives)</p>
<p>11. Demonstrate the subject-verb agreement and describe the subject-verb rules.</p>	<p>11.1 Be able to identify subject in a sentence</p> <p>11.2 Be able to identify verb in a sentence</p> <p>11.3 Be able to identify intervening words/prepositional phrases</p> <p>11.4 Be able to analyse subject/verb agreement in a sentence</p>
<p>12. Explore the functions of adjectives and analyse the principal functions of adjectives.</p>	<p>12.1 Describe descriptive adjectives</p> <p>12.2 Describe compound adjectives</p> <p>12.3 Be able to use limiting, descriptive, possessive, proper and demonstrative</p>

	adjectives
13. Understand the functions of adverbs. Compare and contrast (i) adverbs (ii) adjectives	13.1 Be able to identify and use adverbs 13.2 Define absolute adverbs 13.3 Define adverb clauses
14. Explore the use of prepositions and demonstrate the correct and incorrect use of prepositions.	14.1 Be able to identify prepositional phrases 14.2 Define compound prepositions 14.3 Be able to identify infinitive phrases 14.4 Describe idioms
15. Analyse how conjunctions are implemented. Understand the differences between conjunctions and prepositions.	15.1 Be able to use conjunctions 15.2 Identify differences between conjunctions and prepositions 15.3 Describe coordinating conjunctions 15.4 Describe correlative conjunctions 15.5 Describe subordinate conjunctions 15.6 Be able to use conjunctive adverbs
16. Understand punctuation rules for periods, commas, semi-colons, colon, quotation mark, apostrophe, hyphen and dash.	16.1 Identify the function of a period (full stop) 16.2 Describe the purpose of a comma 16.3 Describe the uses of a semicolon 16.4 Describe the purpose of a colon 16.5 Describe the functions of quotation marks 16.6 Be able to use apostrophe, hyphen, dash, ellipsis marks and asterisks.

**Recommended Learning Resources:
Business English & Report Writing**

Text Books	<ul style="list-style-type: none"> Better Business English: How to Write Effective Business English ISBN-10: 0749455209 Business Vocabulary in Use by Bill Mascull ISBN-10: 0521775299
Study Manuals 	BCE produced study packs
CD ROM 	Power-point slides
Software 	None