SYLLABUS 2025-2026
Business English (U1 S1)

MODULE SPECIFICATION

Module Code	2526_PGE_U1_OX_ANG_S01
Campus	Oxford
Department(s)	English as a Foreign Language
Level / Semester	Undergraduate Year 1 (U1); Equivalent to FHEQ level 4 Semester 01
Language of Instruction	English
Teaching Method	☒ In-person (face-to-face) ☐ Distance learning (live online) ☐ e-Learning (asynchronous) ☐ Hybrid: _____
Pre-requisite(s)?	None
ECTS *Reminder: 1 ECTS = between 20 and 30hr- student workload*	2
Equivalent FHEQ credits	4
Study Hours	100 hours which comprise of 28 directed learning and 72 independent learning/assessment hours

MODULE DESCRIPTION

Module Aims	This module equips students with essential Business English communication skills, including formal presentations; argumentative writing; and business vocabulary related to organisational structures, corporate culture, and management styles. The module aims to develop students' written and spoken business communication skills, enhance reading and language use, introduce core business topics (such as organisational structure and corporate culture), and prepare

	students for English language proficiency exams (including IELTS Task 2 writing). Students also develop grammar proficiency, practice effective reading strategies, enhance their ability to identify key ideas/supporting details and interpret/paraphrase figurative/contextual expressions, and expand their vocabulary through structured themes and continuous practice. The module supports students aiming for TOEIC, TOEFL, or IELTS language certifications.
Teaching Arrangement	The module will be delivered as 8 classes of 3 hours and 2 classes of 2 hours over 10 weeks. A workshop style will be incorporated for writing and speaking.
Learning Outcomes	By the end of this module, students should be able to: 1. Write clear, coherent argumentative essays (IELTS Task 2 structure). 2. Deliver structured and persuasive formal presentations on business topics, employing appropriate language. 3. Apply appropriate grammar and vocabulary for business contexts. 4. Understand and describe key elements of organisational structure and corporate culture. 5. Identify key ideas and supporting details in a business text. 6. Interpret and paraphrase figurative and contextual expressions accurately 7. Apply effective reading strategies, such as skimming, scanning, and inferring meaning.
Competency Goals *(Knowledge, expertise and interpersonal skills)*	PGE_U_CG02 – Communicate effectively in professional contexts
	PGE_U_CG04 – Demonstrate intercultural and international awareness
	PGE_U_CG06 – Think critically and structure arguments effectively
Alignment with Programme Learning Goals	PGE_U_CG01 – Use English language confidently in academic settings
	PGE_U_CG02 – Communicate effectively in professional contexts
	PGE_U_CG03 – Apply theoretical concepts to practical situations
	PGE_U_CG04 – Demonstrate intercultural and international awareness
	PGE_U_CG06 – Think critically and structure arguments effectively

SESSION TOPICS / MODULE SCHEDULE

(Please note, a session/sequence may be more than one scheduled class)

Session 1: Introduction
Content:
- Module overview
- Expectations and assessment overview
- IELTS essay structure (focus on Task 2)

Assignments:
- Create study cards with vocabulary from the S1 vocabulary list

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Session 2: Grammar Review
Content:
- Overview and practice of key tenses:
  - Present simple & continuous
  - Past simple & continuous
  - Present perfect
- Practice paraphrasing and rephrasing contextual expressions

Assignments:
- Grammar exercises on Upward

Session 3: IELTS Task 2 Essay
Content:
- Essay structure breakdown:
  - Introduction (hook, thesis)
  - Body paragraphs (topic sentence, evidence, explanation)
  - Conclusion (summary + opinion/restatement)

Assignments:
- Continuous assessment – written essay evaluation:
  - Students submit IELTS Task 2 response for feedback

Session 4: Vocabulary and Reading Strategies
Content:
- Vocabulary:
  - Linking words and transition phrases for coherence in writing and speaking
  - Categories (addition, contrast, cause/effect, sequence)
- Reading strategies:
  - Effective reading techniques: skimming, scanning, and inferring meaning
  - Identify key ideas and supporting details in business texts

Assignments:
- Review and quiz on vocabulary list

Session 5: Organisational Structure
Content:
- Key terms: CEO, General Manager, departments
- Types of structures:
  - Flat vs. Tall

- Chain of command
- Centralised vs. decentralised

Assignments:
- Matching exercise or online quiz (definitions and structure types)

Session 6: Presentation Skills
Content:
- Elements of effective delivery: tone, pace, body language
- Structure: opening, main points, closing
- Clarity and audience engagement

Assignments:
- Continuous assessment – formal presentation (individual or pair work)

Session 7: Management Styles and Corporate Culture
Content:
- Management styles:
  - Comparison of management styles:
    - Top-down
    - Horizontal (collaborative/flat hierarchy)
  - Real-world applications and case examples
- Corporate culture:
  - What is corporate culture?
  - Examples from real companies (Google, Amazon, etc.)
  - How culture affects productivity and communication

Assignments:
- Reading article and group discussion
- Short writing task: describe a company's culture and explain its impact

Session 8: Review, Mock Exam, and Feedback
Content:
- Grammar review:
  - Tenses recap
  - Common errors in sentence structure and verb usage
- Vocabulary review:
  - Focus on academic and business vocabulary
  - Practice using words in context (writing & speaking tasks)
- Essay and presentation feedback:
  - Recap of key points from continuous assessments
  - Common strengths and areas to improve
- Full practice exam (IELTS-style writing, grammar, and reading comprehension)
- Self and peer marking using rubrics
- Teacher feedback session and Q&A

Assignments:
- Continuous assessment – Upward quiz (covers grammar, vocabulary, and content from previous sessions)
- Submit final reflective log ("What did I improve?", "What do I need to work on?")
- Complete post-module self-assessment form

KEY TEXTS

1. Cullen, P., French, A. and Jakeman, V. (2025) *The official Cambridge guide to IELTS: For academic or general training*. Cambridge, United Kingdom: Cambridge University Press.
2. Murphy, R. (2019) *English grammar in use: A self-study reference and practice book*. 5th edn. Cambridge, United Kingdom: Cambridge University Press.
3. Mascull, B. (2017) *Business vocabulary in use: Intermediate*. 3rd edn. Cambridge, United Kingdom: Cambridge University Press.

SUPPLEMENTARY TEXTS

1. Bovee, C.L. and Thill, J.V. (2023) *Business communication today*. 15th edn. Pearson.
2. Reynolds, G. (2019) *Presentation Zen: Simple ideas on presentation design and delivery*. 3rd edn. New Riders.
3. Gallo, C. (2014) *Talk like TED: The 9 public-speaking secrets of the world's top minds*. Macmillan.
4. Mullins, L.J. and Rees, G. (2023) *Management and organisational behaviour*. 13th edn. Harlow, United Kingdom: Pearson.
5. Handy, C. (1993) *Understanding organizations*. 4th edn. Penguin Books.

MODES OF ASSESSMENT

Continuous Assessment (40% - equal weighting between assessments)	Grammar + vocabulary quiz
	Formal presentation
	Essay writing
Final Exam (60%)	Written exam

MODULE DESIGN TEAM

- Author: *Duncan Jamieson*
- Reviewer: *Michael Surguy*
- External Reviewer: *Martin Jenkins*

Last reviewed: 06/11/2025