



UK

## 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	<input checked="" type="checkbox"/> In-person (face-to-face) <input type="checkbox"/> Distance learning (live online) <input type="checkbox"/> e-Learning (asynchronous) <input type="checkbox"/> Hybrid: _____
Pre-requisite(s)?	None
ECTS <i>Reminder: 1 ECTS = between 20 and 30hr- student workload</i>	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 unit 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, introduce core business topics (such as organisational structure and corporate culture), and prepare students for English language
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	<p>proficiency exams (including IELTS Task 2 writing). Students also develop grammar proficiency and expand their vocabulary through structured themes and continuous practice. The module supports students aiming for TOEIC, TOEFL, or IELTS language certifications.</p>
<b>Teaching Arrangement</b>	<p>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.</p>
<b>Learning Outcomes</b>	<p>By the end of this module, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Write clear, coherent argumentative essays (IELTS Task 2 structure).</li> <li>2. Deliver structured and persuasive formal presentations on business topics.</li> <li>3. Apply appropriate grammar and vocabulary for business contexts.</li> <li>4. Understand and describe key elements of organisational structure and corporate culture.</li> </ol>
<b>Competency Goals</b> <i>(Knowledge, expertise and interpersonal skills)</i>	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
<b>Alignment with Programme Learning Goals</b>	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)*

<p><u>Session 1: Introduction</u></p> <p><i>Content:</i></p> <ul style="list-style-type: none"> <li>• Module overview</li> <li>• Expectations and assessment overview</li> <li>• IELTS essay structure (focus on Task 2)</li> </ul> <p><i>Assignments:</i></p> <ul style="list-style-type: none"> <li>• Create study cards with vocabulary from the S1 vocabulary list</li> </ul>
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*Last reviewed: 16/09/2025*

## Session 2: Grammar Review

### *Content:*

- Overview and practice of key tenses:
  - Present simple & continuous
  - Past simple & continuous
  - Present perfect

### *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

### *Content:*

- Linking words and transition phrases for coherence in writing and speaking
- Categories (addition, contrast, cause/effect, sequence)

### *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

### *Content:*

- Comparison of management styles:

<ul style="list-style-type: none"> <li>○ Top-down</li> <li>○ Horizontal (collaborative/flat hierarchy)</li> <li>● Real-world applications and case examples</li> </ul> <p><b>Assignments:</b></p> <ul style="list-style-type: none"> <li>● Reading article and group discussion</li> </ul>
<p><b><u>Session 8: Corporate Culture</u></b></p> <p><b>Content:</b></p> <ul style="list-style-type: none"> <li>● What is corporate culture?</li> <li>● Examples from real companies (Google, Amazon, etc.)</li> <li>● How culture affects productivity and communication</li> </ul> <p><b>Assignments:</b></p> <ul style="list-style-type: none"> <li>● Short writing task: describe a company's culture and explain its impact</li> </ul>
<p><b><u>Session 9: Review</u></b></p> <p><b>Content:</b></p> <ul style="list-style-type: none"> <li>● Grammar review: <ul style="list-style-type: none"> <li>○ Tenses recap</li> <li>○ Common errors in sentence structure and verb usage</li> </ul> </li> <li>● Vocabulary review: <ul style="list-style-type: none"> <li>○ Focus on academic and business vocabulary</li> <li>○ Practice using words in context (writing &amp; speaking tasks)</li> </ul> </li> <li>● Essay and presentation feedback: <ul style="list-style-type: none"> <li>○ Recap of key points from continuous assessments</li> <li>○ Common strengths and areas to improve</li> </ul> </li> </ul> <p><b>Assignments:</b></p> <ul style="list-style-type: none"> <li>● Continuous assessment – Upward quiz (covers grammar, vocabulary, and content from previous sessions)</li> </ul>
<p><b><u>Session 10: Mock Exam &amp; Feedback</u></b></p> <p><b>Content:</b></p> <ul style="list-style-type: none"> <li>● Full practice exam (IELTS-style writing, grammar, and reading comprehension)</li> <li>● Self and peer marking using rubrics</li> <li>● Teacher feedback session and Q&amp;A</li> </ul> <p><b>Assignments:</b></p> <ul style="list-style-type: none"> <li>● Submit final reflective log (“What did I improve?”, “What do I need to work on?”)</li> <li>● Complete post-module self-assessment form</li> </ul>

## 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

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

## MODULE DESIGN TEAM

- Author: *Duncan Jamieson*
- Reviewer: *Michael Surguy*
- External Reviewer: *Bethany Stephenson*