

Department of English Language Teaching
DELT Course Units offered for the Faculty of Commerce and
Management Studies

Level	Course Code	Title of the Paper	Department	Type
Level 01	One Year Course	English for Communication	All the five departments of the Faculty of Commerce and Management Studies	Certificate Course
Level 02	DELT 21532	Advanced English for Commerce and Management Studies	All the five departments of the Faculty of Commerce and Management Studies	C
Level 03	DELT 31522	English For Commerce and Management Professionals	All the five departments of the Faculty of Commerce and Management Studies	C

Level:	Level I
Course Code:	-
Course Title:	English for Communication
Credit Value	-
Pre requisite	None
Type:	Certificate
Hourly Breakdown:	150hrs (10 lecture hours X 15 weeks)

Course Intended Learning Outcomes:

At the completion of this course unit, students will be able to:

- ILO 1 : Identify lexical categories (nouns, verbs, adjectives, adverbs, determiners, pronouns, conjunctions)
- ILO 2 : Discuss sentence patterns and sentence types (simple, co-ordinate, complex)
- ILO 3 : Recognize and analyze phrase structure, grammatical relations between nouns and verbs (Noun functions and Verb functions)
- ILO 4: Use tenses appropriately in Communication.
- ILO 5: Differentiate between formal and informal language to draft emails in the appropriate register.
- ILO 6: Identify the use of collocations, idioms, adverbial phrases of time, cohesive devices in language production
- ILO 7: Describe products by specifying their features and functionalities
- ILO 8: Identify main and supporting ideas of a paragraph and create one's own paragraphs
- ILO 9: Express opinions on a current phenomenon, make predictions, produce arguments and negotiate effectively using appropriate expressions in English and agree or disagree with ideas and change the topic of conversations politely
- ILO 10: Analyze business cases from different contexts
- ILO 11: Read, understand and analyze the sections of a journal article
- ILO 12: Express opinions using appropriate vocabulary
- ILO 13: Deliver prepared speeches at different occasions
- ILO 14: Provide constructive peer feedback
- ILO 15: Use persuasive language devices in business communication
- ILO 16: Taking notes by listening to different audio and video material
- ILO 17: Use internet sources for business communication
- ILO 18: Understand and infer meaning from texts such as journal articles and academic essays
- ILO 19: Identify the importance of all the 4 skills in language communication and practice appropriately.

Content

Semester I

1. Self-Introduction
2. Describing People
3. Clothes, Present Continuous Tense Usage
4. Past Simple
5. The Story behind the Photo (Past)
6. Time Sequencers and Connectors (Future)
7. Plans for Future (Part I)
8. Plans for Future (Part II)
9. Plans for Future (Part III)
10. Parents and Young Adults
11. Fashion and Shopping
12. No Time for Anything
13. Superlative Cities
14. How much is too much
15. Optimism | Pessimism
16. I will never forget you
17. Meaning if Dreaming
18. Say Hello!
19. Well-being
20. I don't know what to do!
21. If something can go wrong?
22. You must be mine!

Semester II

Chapter 1 – Business and Culture

Theme 1 – Famous Personalities

Theme 2 – Organizing Events

Theme 3- Communicating through Emails

Chapter 2 – Business and the environment

Theme 1: Succeeding in the academic and professional world

Theme 2: Technology, business and the environment

Theme 3: Business and sustainable development

Chapter 3: Global economy

Theme1: Living in a small world

Theme 2: To bring about change

Theme 3: Technology and economy

Chapter 04: World of business

Theme 1: Networking in the business world networking at work

Theme 2: Conducting market research for businesses

Theme 3: Communicating at work

Chapter 5- Business communication

Theme 1- Analyzing business content from different platforms

Theme 2-Key aspects in business communication

Teaching/ Learning Methods:

Task-based language learning; presentations, discussions, role play, student presentations,

Assessment Strategy: Assignments, Presentation, End of Semester Exam**Continuous Assessment 50%**

Details:

Assessment 1: 20% - Grammar Quiz

Assessment 2: 25% - Presentation

Assignment 3 : 25% - Individual Speech

Final Assessment 50%

In-Class Test -30%

Level:	Level II
Course Code:	DELT 21532
Course Title:	Advanced English for Commerce and Management Studies
Credit Value	2
Pre requisite	None
Type:	Compulsory
Hourly Breakdown:	30hrs (2 lecture hours X 15 weeks)
<p>Course Intended Learning Outcomes: At the completion of this course unit, students will be able to: ILO 1: Analyze mistakes and strategies of market positioning ILO 2: Understand the language and structure used in a business plan. ILO 3: Conduct participant interviews and code interview data. ILO 4: Choose appropriate grammatical structures and lexical resources which accurately express the desired meaning in academic contexts</p>	
<p>Module 1: Succeeding in Business Lesson 1: Understanding the market Lesson 2: Planning a Business Lesson 3: Research and participant interviews</p>	
<p>Teaching/ Learning Methods: Task-based language learning; presentations, discussions, role play, student presentations,</p>	
<p>Assessment Strategy: Assignments, Presentations, End of Semester Exam</p>	
Continuous Assessment 50%	Final Assessment 50%
<p>Details: Assessment 1: 20% - Report Writing Assessment 2: 20% - Presentation</p>	<p>In-Class Test -60%</p>

Level:	Level III
Course Code:	DELT 31522
Course Title:	English for Commerce and Management Professionals
Credit Value	2
Pre requisite	None
Type:	Compulsory
Hourly Breakdown:	30hrs (2 lecture hours X 15 weeks)
<p>Course Intended Learning Outcomes:</p> <p>At the completion of this course unit, students will be able to:</p> <p>ILO 1: Identify and analyze details in job descriptions and adverts</p> <p>ILO 2: Identify and respond to gist and details in texts, audio-visual materials based on real-life business situations</p> <p>ILO 3: Compile effective CV's, cover letters and professional profiles</p> <p>ILO 4: Answer questions in job interviews with a degree of confidence and accuracy</p> <p>ILO 5: Initiate and engage in telephone conversations using situationally appropriate language</p> <p>ILO 6: Compile letters and emails for professional purposes</p> <p>ILO 7: Distinguish between formal and informal situations and use language appropriately</p> <p>ILO 8: Plan and compile business case studies</p> <p>ILO 9: Plan and compile reports and proposals for professional purposes</p> <p>ILO 10: Plan and generate ideas in work-related discussions using appropriate language</p> <p>ILO 11: Express and respond to ideas and opinions in meetings using appropriate language</p> <p>ILO 12: Initiate and develop conversations with clients, colleagues and superiors in professional contexts</p> <p>ILO 13: Plan and deliver a presentation or speech for professional purposes</p> <p>ILO 14: Choose appropriate grammatical structures and lexical resources which accurately express the desired meaning in professional contexts</p>	
<p>Module 1: Successful Internship</p> <p>Lesson 1: Meeting New People & Being Polite</p> <p>Lesson 2: Communicating and Responding Positively to Others</p> <p>Lesson 3: Understanding Organisational Culture</p> <p>Lesson 4: Preparing Effective CVs and Cover Letters</p> <p>Lesson 5: Internship Record Books & Reports</p>	
<p>Teaching/ Learning Methods:</p> <p>Task-based language learning; presentations, discussions, role play, student presentations,</p>	

Assessment Strategy: Assignments, Presentation, End of Semester Exam	
Continuous Assessment 50%	Final Assessment 50%
Details: Assessment 1: 25% - Presentation Assessment 2: 25% -(creating video CVs)	In-Class Test -50%