

COURSE SYLLABUS
English for Oral Business Communication
Spring 2023

Instructor: I-Tsen Huang

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Course Description

The course aims to sharpen students' verbal communication skills and is designed to arm students with the language they need to speak professionally and express themselves confidently in a business environment. Through business simulations and scenarios, students are trained to use the language functions presented to resolve conflicts, give advice, solve problems, deal with business dilemmas, participate in meetings, negotiate, make decisions, promote products, and pitch ideas.

Office hours by appointment only

Monday 12:00 - 13:20

Required textbook

Dubicka, I., Rosenberg, M., O'Keefe, M., Dignen, B., & Hogan, M. (2020). *Business Partner (C1)*. Essex: Pearson Education.

Grading policies

I. Attendance – 10%

- a. Each late arrival will result in a 2-point deduction of the semester grade.
- b. Each unexcused absence will result in a 5-point deduction of the semester grade.
- c. Students are required to email the instructor to request a leave of absence.
- d. Two unexcused absences will result in a failing grade.
- e. A total of three absences will result in a failing grade.
- f. Missing 15 minutes of class—arriving late, departing early, or leaving during class—counts as half an absence.

II. Participation: In-class oral contributions – 10%

Digital devices such as laptops, tablets, and mobile phones are not allowed in class.

III. Assignments: Vocabulary and listening – 20%

Late submissions are not graded.

IV. Speaking tasks and presentations – 60%

Information about assignments and classroom activities

- Students are obligated to email any due assignments to the instructor before the deadline.
- Success in this class depends on **regular and punctual attendance, active participation in class, and completion of assigned textbook exercises.**

Weekly schedule

Week	Date	Unit
1	2/14	1.1 An innovative approach 2.1 Circular economy
2	2/21	1.3 Pitching your ideas 1.4 Engaging presentations
3	2/28	Holiday
4	3/7	2.3 Reformulating and clarifying 2.4 Effective meetings
5	3/14	3.2 Financial investments 3.3 Challenging facts politely
6	3/21	3.4 Exploring options
7	3/28	4.1 Disruptors in business 4.3 Finding solutions
8	4/4	Holiday
9	4/11	4.4 Reporting and planning 5.1 Marketing strategies
10	4/18	5.2 Persuasion 5.3 Presenting research data
11	4/25	5.4 Building relationships on trust
12	5/2	6.1 The impact of tourism 6.2 Evolving tourism
13	5/9	6.3 Business networking 7.1 Workplace clashes
14	5/16	7.2 The road to reconciliation 7.3 Giving support and guidance
15	5/23	7.4 Mediating conflict
16	5/30	8.1 The entrepreneurial mindset 8.2 Mindset
17	6/6	8.3 Handling a performance review
18	6/13	8.4 Action learning