

The New Senior Secondary Curriculum for Sierra Leone

Subject stream for Business English
Subject Discipline: Languages and Literatures



This subject syllabus is based on the National Curriculum Framework for Senior Secondary Education. It was prepared by national curriculum specialists and subject experts.



Syllabus for Business English –an applied subject

Subject Description

Business English aims to cover a range of skills that are found in everyday work situations. Unlike a general English course, the vocabulary and dialogue will focus on workplace processes, working with clients, managing the business, negotiating deals, coping with communications.

General Learning Outcomes

At the end of the course learners should be able to:

- Write and converse clearly in English that is free from grammatical mistakes.
- Demonstrate understanding of the functions and use of the various parts of speech and effectively apply them in their writing and oral communication
- Use the form and conventions appropriate to business writing.
- Use a range of vocabulary appropriate for various business contexts.
- Display listening and oral competence for specific business contexts.
- Express themselves fluently in conversation.

Subject Content Outline by Themes and Topics

Basic Grammar

Understand the function of different parts of speech and their functions in sentences; the plural form of nouns; Possessive form of a noun or pronoun and the correct use of the apostrophe; using correct pronouns in sentences; using verbs in a sentence correctly; Using adjectives and adverbs correctly; using prepositions; using basic punctuation rules; using basic capitalization rules; using basic guidelines for expressing numbers.

Writing

Business Letters; business reports; company leaflets; business related articles; company notices; memos, emails etc.

Vocabulary

Learners are required to have a good grasp of technical vocabulary in the following areas: travel; purchasing; socializing; character and disposition; workplace (routines, work relationships, professions etc.)

Listening and Speaking

Travel; business transactions; tourism; business instructions; trade; production and sale of goods; communications; transport; report presentation skills



Teaching Syllabus

Topic/Theme/Unit	Expected learning outcomes	Recommended teaching methods	Suggested resources	Assessment of learning outcomes
<p>Basic Grammar Parts of speech and their functions in sentences</p> <p>Using basic punctuation rules</p> <p>Using basic capitalisation rules</p> <p>Using guidelines for expressing numbers</p>	<p>Learners will be able to:</p> <ul style="list-style-type: none"> Identify and use parts of speech in a particular context, effectively. Recall and apply the basic punctuation and the use of capital letters. Recall and use the guidelines for expressing numbers in writing. 	<p>Direct and learner-centered instruction</p> <p>Group activities</p> <p>Questioning</p> <p>Class work</p> <p>Assignments</p>	<p>Business English Writing Grammar (2020). Masterclass International School</p> <p>Business English Vocabulary Builder (2020).</p> <p>Lingo Mastery James Schofield & Anna Osborn (2011) Collins</p> <p>English for Business Speaking. HarperCollins Publishers.</p> <p>Fiona Talbot (2019). How to Write Effective Business English, Third Edition. Kogan Page Limited.</p> <p>Jane Cordell (2011). Cambridge Business English Activities, Serious fun for Business English students. Cambridge University Press.</p>	<p>Learners will be assessed both formally and informally as follows:</p> <ol style="list-style-type: none"> Answer short questions during and at the end of lessons. Multiple choice tests on punctuation and the use of capital letters as well as rules for expressing numbers. Written assignments: Write short sentences to demonstrate the appropriate application of grammar rules and guidelines. An examination will cover 70% of the final assessment.
<p>Vocabulary Travel, shopping,</p>	<p>Learners will be able to:</p>			<p>“Cloze” tests will be administered to gauge</p>



socialising	<ul style="list-style-type: none"> Recall and explain the meaning of various business terminologies Use words appropriate for a range of business purposes, audience, and contexts Use business expressions accurately and appropriately 			proficiency in vocabulary. (Cloze work requires learners to choose appropriate words to fill in the blanks left sentence).
Character and disposition				
Workplace (routines, work relationships, professions.)				

Topic/Theme/Unit	Expected learning outcomes	Recommended teaching methods	Suggested resources	Assessment of learning outcomes
Writing Business Letters Business Reports Leaflets Business related articles Notices, memos, emails	Learners will be able to: <ul style="list-style-type: none"> Use a formal style in business writing Use appropriate form and structure in writing business correspondences Organize ideas for writing business reports and articles (eg. introduction, body paragraphs and conclusion) Write with clarity in view of the intended audience and message Produce business correspondence/writing that is appropriate and efficient. 	Direct and learner-centered instruction Group activities Think-Write-Pair-Share Questioning Class work/ Assignment Presentation		a. Written assignments: Learner's writing will be assessed on the use of formal language as well as appropriate form and structure. b. Learners will be required to re-arrange an assortment of paragraphs to ensure logical flow. c. Writing sessions. During lessons, learners will complete a specific, business letter. This will be assessed based on attention to rubrics such as: clear statement of purpose, the use of appropriate vocabulary, use of correct grammar



				and punctuation, good organization of ideas/details
Listening	Learners will be able to: <ul style="list-style-type: none"> • listen and respond to oral presentations in a variety of business contexts • apply the full range of listening skills to understand business information delivered orally or by audio 			<p>a. Dictation exercises. The teacher will read aloud a passage on a business, related topic and learners will respond to questions during and after the reading.</p> <p>b. Audio recording. Learners will listen to an audio clip and then discuss with peers their understanding of its contents. They will later respond to short questions prepared by the teacher.</p>

Topic/Theme/Unit	Expected learning outcomes	Recommended teaching methods	Suggested resources	Assessment of learning outcomes
Speaking	Learners will be able to: <ul style="list-style-type: none"> • Participate meaningfully in discussion with others. • Speak with confidence for a variety of purposes and audience • Express themselves in a fluent manner 	Direct and learner-centered instruction Group discussions Think-Pair-Share Presentations Questioning Class work		Learners will be assessed based on the following: <ol style="list-style-type: none"> Simulated interviews involving the teacher Conversation with their peers Oral presentations <p>Marks will be awarded based on: Fluency, Confidence, Pronunciation, Grammar</p>