

English I (Eng 101) Course Notes

The book used: The Business – Pre-Intermediate, P. Sharma & P. Emmerson - Macmillan

Unit 1 Living Abroad

This module focuses on living and working abroad. The students listen to a recording of four people talking about their experiences of working for extensive periods abroad.

For this lesson an internet research is given to the students about “working abroad” where it will give them an idea on working in various countries.

1.1 About Business - Working Abroad

Following exercises are done in class

- Discussion about jobs that can be done abroad, Advantages and disadvantages about working abroad, culture and culture differences
- Collocations exercise: words that come one after another in the passage
- Reading comprehension passage named “Cultural Chameleons” is covered to teach about different CV s and working abroad
- Listening and note taking exercise is done and questions are answered

1.2 Vocabulary - Living abroad

- Various exercises such as filling the blanks with given vocabulary, listening and matching phrases to make sentences are done to get students understand about the vocabulary for living abroad.

1.3 Grammar

Present simple and prepositions of time exercises are given for homework

1.4 Speaking: Making small talk example is used

Usage of reading, listening, matching phrases were used as exercises in this section

1.5 Writing exercise: Formal and informal e-mails

Various exercises are done in class such as discussion, reading, matching given words.

As homework a formal e-mail is to be written by the students

1.6 Case Studies are used at a later stage after finishing units

Unit 2 Dealing with customers

This module focuses on the experience of shopping in a luxury environment – at Breuninger: The upmarket chain of department stores in Germany, which is famous for its high standard of customer care.

For this lesson an internet research is given to the students about “luxury retail” where it will give them an idea on luxurious shopping.

2.1 About Business – The shopping experience

Following exercises are done in class

- Discussion: Brainstorming about different kinds of shops
- Vocabulary exercise : words given in the box
- Reading comprehension passage named “Breuninger: The beautiful things in life” to teach about shopping in luxury
- Listening and note taking exercise is done and questions are answered

2.2 Vocabulary - Telephoning and customer care

- Various exercises such as filling the blanks with given vocabulary, listening, matching phrases to make sentences and matching definitions with their given meanings are done to get students understand about the vocabulary for telephoning and customer care.

2.3 Grammar

Countable and uncountable nouns, requests and offers: exercises are given for homework

2.4 Speaking exercise: Telephoning, handling complaints example is used

Usage of listening, matching phrases, describing and dealing with problems in the given pictures are given as exercises in this section

2.5 Writing exercise: Dealing with an e-mail of a complaint

Various exercises are done in class such as discussion, reading, putting sentences in an order in a formal e-mail, putting phrases under appropriate headings.

As homework a formal e-mail is to be written in response to the mail received, explaining the cause of the problem and promise an action is given

2.6 Case Studies are used at a later stage after finishing units

- **Review units 1 and 2 are used in the revision lessons**

Unit 3 Operations

This module examines production processes. It focuses on the concept of “lean production”. “Lean production” evolved in Japan and is also known as the Toyota Production System (TPS).

For this lesson an internet research is given to the students about “lean manufacturing, its advantages and disadvantages. It brings up a lot of useful information about this topic.

3.1 About Business – Lean manufacturing

Following exercises are done in class

- Reading comprehension passage named “Toyota Production System” to teach about operations in different countries
- Listening and note taking exercise is done and questions are answered
- Discussion about lean manufacturing

3.2 Vocabulary - Trends and planning

- Various exercises such as discussion about the aviation industry, reading, filling the blanks with given vocabulary, listening and matching phrases to make sentences are done to get students understand about the vocabulary for trends and planning.

3.3 Grammar

Present continuous, adverbs, present simple passive are given for homework

3.4 Speaking exercise: Presentations – signposts and stepping stones example is used

Usage of discussion, language usage, listening, and making presentations were used as exercises in this section

3.5 Writing exercise: Instructions and procedures for an exhibition stand

Various exercises are done in class such as discussion, reading and describing

As homework a formal e-mail is to be written by the students

3.6 Case Studies are used at a later stage after finishing units

Unit 4 Success Stories

This module looks at a successful business and the woman behind that success. Estee Lauder. Article which looks at the way in which she started and developed her famous perfume house.

For this lesson an internet research is given to the students about “habits of business success” which will show useful tips for enjoying business success.

4.1 About Business – Business leaders and success stories

Following exercises are done in class

- Discussion on what is more important when starting up a business
- Listening and note taking exercise is done and questions are answered
- Vocabulary exercise done by matching words and their definitions
- Reading comprehension passage named “The sweet smell of success” to understand about the being successful
- Discussion about the reading passage

4.2 Vocabulary - Describing yourself and being successful

- Various exercises such as filling in the table with the correct adjectives, filling the blanks, listening and discussion about seven habits of successful business owners.

4.3 Grammar

Past simple and past continuous and used to are given for homework

4.4 Speaking exercise: Appraisals

Usage of listening, deciding if the sentences given are agreeing or disagreeing, looking at the structure of diplomatic disagreeing were used as exercises in this section.

4.5 Writing exercise: Profiles of business leaders

Various exercises are done in class such as reading, linking words and phrases

As homework a report is to be written by the students

4.6 Case Studies are used at a later stage after finishing units

- **Review units 3 and 4 are used in the revision lessons**