Introduction to Academic English for Business and Economic Students

Course Overview

Learning Objective: By the end of this semester, you will learn about several important business documents including: e-mails and analytical, proposal, and investigative reports.

Course Organization - Overview

- Module 1: Business E-mails and Analytical Reports

- Module 2: Proposal Reports and Presentations

- Module 3: Investigative Reports

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Course Organization - Grading

Students will be graded on these five tasks:

- Written Work

- Midterm

- Presentation

- Final Exam

- Daily Professionalism: ongoing

- Coursework Grade: ongoing

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Grading in Detail - Written Work

1. Writing Assessment 1 = **10%**

- Analytical Report Outline

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Grading in Detail - Midterm

2. Midterm in Detail = 30%

- Proposal Report Outline

- Proposal Report

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Grading in Detail - Presentation

3. **Presentation in Detail** = **10%**

- The Module 2 presentation is a group project.

- You will present your proposal research.

- Your presentation skills will be graded individually.

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Grading in Detail - Final Exam

4. Final Exam in Detail = **40%**

- Investigative Report Outline

- Investigative Report

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Grading in Detail – Professionalism

3. Daily Professionalism Explained = 5%

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1.	speaks English ALWAYS in multilingual environment	speaks Arabic at any time during class
2.	comes on time & inform instructor/team of being late or absent within 10 minutes of class start	comes late and does not inform team or teacher within 10 minutes of class start
3.	brings necessary materials to class sessions & team meetings/group work	does not bring necessary materials to class sessions & team meetings/group work
4.	remains on task during entire class; phones are NEVER visible, either partially or completely	does not remain on task during entire class; phones are visible partially or completely
5.	hands in assignments on time	hands in assignments late

Grading in Detail- Coursework Grade

4. Coursework Grade = 5%

- These are specific tasks that your instructor will give you throughout the semester.

- Your instructor will tell you the value for each task.

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