

EB-Biz 1 (English Basics on Business Part 1)

Syllabus v.1 (April 10, 2022)

MEIT (EIT School @ Myeik)

Objectives of EB-Biz 1

- Have learners develop oral communication skills at the workplace
- Have learners acquire basic presentation skills for business
- Introduce international business customs & culture (especially, in US and Europe) to learners

Expected Learning Outcomes of EB-Biz 1

- Learners become able to communicate at the workplace orally
- Learners acquire basic skills for oral presentation in business
- Learners get familiar with international business customs & culture

Prerequisite: Basic English Skills (in both oral and written communication)

Term Length: 6 months

- Part A (5 months): Conversation at the Workplace
- Part B (1 month): Oral Presentation at the Workplace

Weight Ratio in EB-Biz 1 between Oral and Written Communication Skills:

Oral	8	Conversation & Oral Presentation at the Workplace
Written	2	Dictation of Conversation; Creation of Presentation Slides

Part A: Conversation at the Workplace

Generic Lesson Plan: 60-min Lessons 3 Times a Week for 5 Months

1st 30 min: Comprehension of a Conversation in a Video (about 5 min conversation)

- 5 min Play the theme video of the day
- 10 min Pick some key words & phrases in the conversation and teach their various usages [This part could be done after showing a transcript of the video]
- 10 min Repeatedly play the video (possibly slow down the replay speed by using VLC) Make learners listen to the video and try to dictate its conversation
- 5 min Show a transcript of the video to the learners and explain the conversation [After a lesson, the transcript will be posted on our website for their review]

2nd 30 min: Practice of Conversation by Group

[Divide learners into groups whose size is same as the number of characters in the video]

- 20 min Make the learners in each group have role play exercises in turn by switching roles of group members
- 10 min **Case 1:** Pick a learner for each character from all learners (e.g., randomly or in turn) Have the selected learners do role play Repeat to select other learners and have them do role play
Case 2: Give learners a variation of the theme script (to be prepared by the instructor) Have the learners practice the variation script

Homework Assignments (the amount of homework is commonly 1~2 times a lesson time)

- **Example 1:** Given a variation of the transcript, have learners practice it
- **Example 2:** Given a "partial" transcript of a variation with missing dialogs, have learners fill in the missing parts
- **Example 3:** Given a link to an audio/video file (created by an instructor & posted on our website) similar to the theme video of the day, have learners dictate its transcript and practice its conversation

Last 1 Week: Overall Review Exercises by Group

- **Type 1:** Give a script (about 3 ~ 5 min length) to each group in advance Each group shows the others a roll play of the script Each group's script may be different (OR the same script for a competition)
- **Type 2:** Given a particular situation at the workplace, have each group create their own script Each group shows the other groups

Part B: Oral Presentation at the Workplace

Tool: Google Slides (available for free to all Google account owners)

OR PowerPoint if no conflict with PB courses and laptops will be available for EB-Biz1

60-min Lessons 3 Times a Week for 4 Weeks (Possibly expanded if Part A is shortened)

Week #1 Rules of Thumb for Oral Presentation

Week #2 Guidelines & Techniques for Slide Creation

Week #3 Executive Summary or Handout

Week #4 Practice of Oral Presentations in Project Meetings

Example 1: Marketing Research Report within a Department

Example 2: Department's Financial Report to a Manager

Example 3: Project Proposal to Executives<