Elite
LANGUAGE ACADEMY

Course Syllabus
Business English Conversation
(4Weeks)

Faculty Contact and Course Information

Professor:	Dr. Katya Pizarro/TBA
Office Phone:	954-315-3677
Administration:	754-307-0985
Email:	**info@elitelanguageacademy.org** (All communication should be through Elite Language Academy. Use this email only if you have an emergency.)
Course Schedule:	This Class meets twice a week, either in person or virtually. You will coordinate with administration additional meeting days and times based on your request and availability. You will both create your Blended Collaborative Agenda to meet the course requirements (Language Lab). As a student, you have **4 weeks** to complete this online course. ELA **suggests** to work online at least 14 hours a week or more.

The design of this course will improve your Business English speaking skills by building up your vocabulary, grammar, pronunciation, interpersonal skills within a Business context, and your skills to covey professional business speeches for specific purposes. These same skills will facilitate business negotiations, telephone conversations, written reports and emails, and professional presentations.

General Course Outcomes

Upon completion of this course, the student will be able to:

- Deliver effective job interviews
- Give persuasive business pitches
- Deliver informative business presentations
- Speak persuasively in English

- Adapt content to purpose, context and audience
- Use appropriate style and tone of communication

E- Course Materials

- **E-Course Books and Resources (for Online Instruction):**

  - MyEnglishLab Business Partner. Author: Dubicka & Rosenberg & Dignen. Publisher: Pearson. Levels: A1 Beginner to C1 Advanced.
  E-Book access codes for MyEnglishLab are sent with the registration confirmation E-mail and E- Instructions for this E-Course.
  - **English Dictionary:** Oxford American Dictionary for Learners of English (or student's preferred dictionary as long as it is English only)

A1   A2   A2+   B1   B1+   B2   B2+   C1

GSE Mapping Booklet

Coursebook contents

Coursebook sample

- **Additional Course Materials (for lab and class work):
  Computer, tablet, and mobile phones (As your preference)**

https://www.pearson.com/english/login-register.html

https://english-dashboard.pearson.com/register

https://english-dashboard.pearson.com/login

Please, check the following visuals to activate your course using MyEnglishLab in addition to the resources above!

1. Before You Begin

Welcome to the **Student Getting Started Guide** for MyEnglishLab. This guide will walk you through the steps required to successfully use MyEnglishLab.

Before you begin, run the Browser Tune-up Check Tool to ensure your computer is ready to use MyEnglishLab.

Note: Mozilla Firefox or Google Chrome are the preferred Internet browsers for MyEnglishLab.

Things You'll Need:

1. **A Student Access Code:** You will need a student access code to register and create an account. If you do not have a student access code, please contact your local bookstore, buy online, or contact your local Pearson Sales Representative.

2. **An Email Address:** This email address will be used to receive registration confirmation and system update notifications.

3. **Your Instructor Course ID:** The Course ID is provided by your instructor. If you are working on your own, you will not need this information.

2. Registration

To gain student access to MyEnglishLab, you must first create an account. To register, you will need a **student access code**. In this section, we will walk you through the registration process.

📄 *Note: If you do not have a student access code, please contact your local bookstore, buy online, or contact your local Pearson Sales Representative.*

Part 1: Entering Your Access Code

To register your access code:

1. Go to www.MyEnglishLab.com

2. Click on Register.

3. Click on **Change Language** to select your preferred language.

4. Enter your **Access Code** and then click on **Next**.

5. Confirm you are registering for the correct product and then click on **Next**.

Part 2: Creating an Account or Signing In

6. You can either create a new account or sign-in if you already have a Pearson account.

A. First Time Registering?
Click on **Create** to set up a new Pearson account.
OR B. Already have a Pearson Account?
Enter your existing **Username** and **Password**, and then click on **Sign In**.

7. Read the License Agreement. Click "*I agree to the license agreement*" and then click on **Next**.

Part 3: Entering Your Account Information

8. Enter your **Personal Information** (*Email Address, Full Name, and Institution*).
   Note: You can still proceed with the registration if your institution is not listed.

9. Enter your **Account Information**.

   A. **Username** must be at least six characters long. We recommend that you use your email address as an easy way to remember your username.

   B. **Password** must be between 8 and 32 characters long and have at least one number.
      Note: Do not include blank spaces, your name, all numbers, or your username.

10. Click on **Next**.

11. Review your information and then click on **Finish**.

12. Click on **Go to your product**. You will be automatically logged into the MyEnglishLab. If not, enter your username and password.

3. Joining a Teacher's Course

Your teacher will give you a **Course ID** in order for you to join the teacher's course. This will allow your teacher to assign activities to you and track your progress.

Notes:

To join a teacher course:

1. Go to www.MyEnglishLabHelp.com/login
2. Enter your **Username** and **Password**.
3. Click on the **Settings** tab.
4. Under **My Courses** section, click on **Join a Course**.
5. Enter your teacher's **Course ID** and click **Join**.
   Note: Course ID looks like: pprt-vast-tr99-by94
6. Click on **Don't transfer grades** to clear your account data or click on **Transfer grades** to transfer your current grades to your new course.
7. Click **Close**.
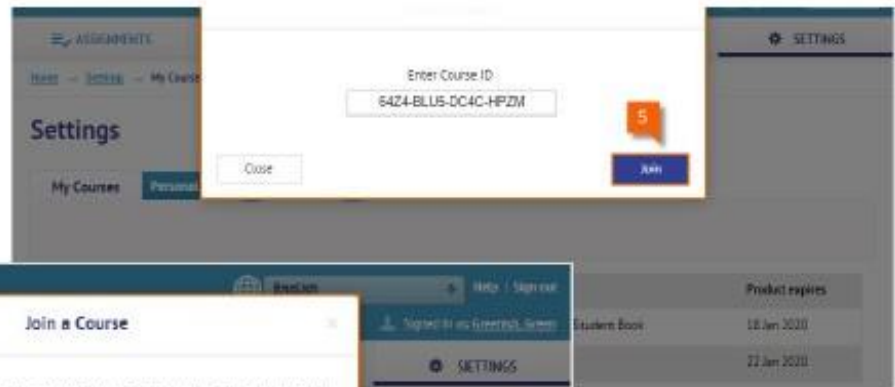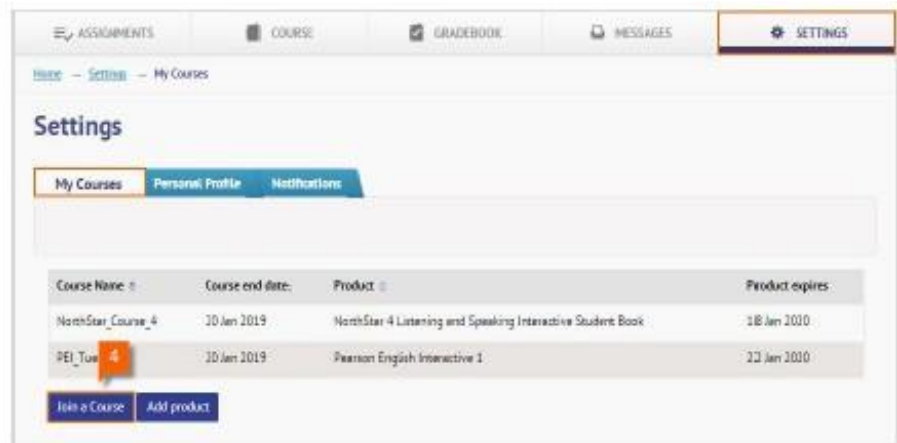
Course Prerequisites

To maximize your chances for success in this course, make sure that you meet the following course prerequisites:

- **Course Prerequisites and Co-requisites:** Through placement by entrance English Assessment and/or Administration recommendation.
- **Computer Knowledge and Skills:**
  - You should be familiar with the following computer skills:
    - **File Management** - You should be familiar with finding and saving files on your computer and/or flash drive.
    - **The Internet** - You should be familiar with connecting to the Internet through an Internet Service Provider or Network Connection.
    - **Web Browser Software** - You should be familiar with using web browser software to navigate the Internet and locate information (Internet Explorer, Mozilla Firefox, Chrome, or Safari).
    - **Email** - You should be familiar with sending and receiving email messages.

- ▪ **Attachments** - You should be familiar with sending email messages with attached files.
- ▪ **Google Docs or Word Processing** - You should be familiar with creating, editing, saving, and printing documents using Microsoft Word.
- **Important Requirements:**
  - o You need to know your ELA e-mail to access the online portion of this course. Your ELA email address can serve as your username when you create MyEnglishLab Account.
  - o https://www.pearson.com/english/login-register.html
- **E-Learning Tutorials and Resources:**
  - o Use ELA Tech Tools to Create E- Artifacts, ELA's Learn Tutorials, Pearson /MyEnglishLAb Tutorials and Additional resources. Do not ignore them, please!

Course Policy

- **Syllabus:**
  - o Your syllabus is a legal binding contract between you and your instructor. The syllabus and course calendar is flexible and subject to change according to the needs and dynamics of the e-class. The purpose of the course outline is to give you an idea how to handle your e-grammar/composition course. You will need to sign a syllabus agreement after reading and understanding the course syllabus terms, policies, and expectations.
  - o The instructor reserves the right to make changes to this syllabus. In the event that changes become necessary, students will be notified through **ELA e-mail/ personal E-mail.**
- **Student Attendance**:
  - *o* You are expected to be on time for each virtual / synchronous meeting. Your instructor's time and yours are valuable. Students who have decided to take this e-course in 4/6/8 weeks will be entitled to have **2/3/4 synchronous sessions.** Students who take this course in 4 weeks will be entitled to have 2 synchronous sessions. Students who take this course in 6 weeks will be entitled to have 3 synchronous sessions. Students who take this course in 6 weeks will be entitled to have 4 synchronous sessions. You have the responsibility to complete this course assignments and assessments **in 4/6/8 weeks based on your course selection when you registered.**
- **Student Participation:**
  - **o** Regular, active, and meaningful participation in all virtual class meetings is a critically important component of this course and is essential to your success. It's your chance to clarify lessons and expand your learning. You take control over your learning!!
  - o It is very important for you to actively perform in this class. *It **is your responsibility to withdraw from the class or you may be administratively withdrawn from class after your assigned 4/6/8 weeks having incomplete work**. To avoid this situation, you should remain an active learner in this class and always communicate extenuating circumstances. Ongoing communication with the instructor is critical to your course success. Completion of tests, assignments, and other class activities are used as indicators of your participation in order to satisfy this reporting requirement.* Program your agenda to complete this course in **4/6/8 weeks**!
  - **o** It is recommended that you check your ELA email or the course's online page several times during the week to check for updates. Frequency and quality of participation will affect your academic performance.

Computer Requirements – Useful Instructional Support Links

This course requires the use of computers/tablets <u>out of class</u>. As a result, you must have reliable access to a computer <u>outside of class</u> to complete your coursework, which includes access to Google Docs and using Google Chrome Extensions.

If you are experiencing difficulty logging in ELA's site or Pearson/ MyEnglishLab, you must notify the instructor immediately.

- **ELA Online– Logging In:**
  - o **Note:** You are responsible for your username and password for ELA Online at all times. Do not forget this important information.
  - o Your username is your ELA email address, and your password is your date of birth in the following format: MMYYYY (e.g. April, 1984 = 041984).
- **ELA's Tech Resources:**

  http://site-2466225-6911-7600.mystrikingly.com/

  https://docs.google.com/document/d/1mi3XoPUExVKJytVtMBzFM6gBApLSmZ_xrU4X5e5Aku0/edit?ts=5f19a795

Online Lessons- My English Lab – Business Conversation

- ● **Mandatory Tutorials:**
  - o Watch ELA'S introduction videos to your E-Language Course. It's in your first Module.

  - o MyEnglishLab – Student Help & Training

    https://mypearsonhelp.com/helpconsole7/kb_student_mel_en/

  - o Successful completion of the Business Conversation is defined as the completion of the following by **WEEK 4**:

      - o Skills- Based Activities
      - o – Style Questions Mastery Assessments

    MyEnglishLab Business Partner Components:

      1. **Coursebook E-book**
      2. **Coursebook and Workbook audio**
         Coursebook Audio
         Coursebook audioscripts
         Workbook audio
         Workbook audioscripts
         All Coursebook and Workbook Audio
      3. **Video Resources**
      4. **Interactive Workbook**
         Units 1 – 8
      5. **Additional Interactive Actitvities**
         Units 1 - 8

Grading and Completion Policy

The following information details the grading and examination policies. This information is subject to change at the professor's discretion.

- **Late Submissions/Make-up Tests Policy**
  - o You have exactly **4 weeks** to complete **ALL the course components** including Post Tests and final artifact. The system will grant LATE Submission based on a tentative weekly schedule, but it only serves as a student support to finish the course **ON TIME!**
- **Viewing Your Grades:**
  - o Grades will always be posted on the course's GradeBook based on your progress.
  - o Grades for tests and assignments will be posted in a timely manner. Instant Feedback!
  - o
- **How Your Grade Will Be Determined:**

Assignments, Lessons, Practices and Tests	Total Points; % of Final Grade	Grading Scale
		Grade = A (90-100%)
Online Class Language Skill -Practice & Activities & Review Writing Online Lessons & Practice	90%	Grade = B (80-89%)
Participation – **Synchronous Sessions**	10%	
		Grade = C (70-79%)
		Grade = D (60-69%
		Grade = F (59% and below)
Total : Final Grade	**100%**	

Communication Policy

- **ELA Email:**
  - o Use ELA's email address to keep up communication with your Instructor and institution.
  - o Check ELA's website & Academic Platform for Updates.

- **Faculty Response Policy:**
  - o Course emails will be answered within 48 hours. Emails sent on Saturday or Sunday may not be answered until Monday. If you need info related to a test or assignment, plan ahead and submit your questions well ahead of the due date (Week 8). Your instructor is *not* online 24 hours per day, so please allow time for response.

Academic Honesty and Other Course Policies and Procedures

- **Academic Honesty:**

- o Elite Language Academy (ELA) expects its students to be honest in all of their course work and activities. Breaches of academic honesty include cheating, plagiarism, and misrepresentation, bribery, and the unauthorized possession of examinations, papers or other class materials that have not been formally released by instructors. A student's academic work must be the result of his or her own thought, research or self-expression
- o Cheating includes, but is not limited to: copying the work of another person ([plagiarism](#)) or permitting your work to be copied by another person, discussing test answers or questions with people who have not completed the test, distributing assignment materials to other students, possessing course materials that have not been formally released to students in the course, and collaborating on the completion of assignments not specifically designated in the syllabus as being group projects.
- o Cheating will be considered a breach of ELA's Code of Conduct Policy: Breaches of Elite Language Academy's policy on academic honesty may result in academic penalties and/or disciplinary action. AT the discretion of the instructor, academic penalties may include, but are not limited to, a failing grade for a particular assignment (0 points; 0%) to a failing grade for the course, depending on the activity. In addition, the instructor or another BC employee may refer a student to the Dean of Student Affairs for student disciplinary action in accordance with the [BC Student Handbook](#). Such discipline may include suspension or expulsion from the College.

- **Critical Event Procedure:**
  - o If there is major event that might impact class schedules, the instructor will post an announcement indicating what changes, if any, the event will have on the course schedule and due dates.
- **Copyright:**
  - **o** The materials used on this course Web site may be protected by copyright and are only for the use of students enrolled in this course for the purposes associated with this course and may not be retained or further disseminated.

Student Success Tips

In order to be successful in this course, you need to be organized and manage your time well so that you can complete all assignments, lessons, practices, and assessments **on time.** You will need to devote at least 14 hours per week to complete the learning activities required in this course. Make sure that you do not allow yourself to procrastinate, and that you communicate with the instructor or your classmates, via ELA Online/ email, if you have any questions on any course materials or need assistance completing any assignments.

- Practice, practice, practice! – Watch all e-classes and virtual meetings to complete all required assignments. You have control over your learning. You can redo all the academic work, as many times you need!
- Self -monitor – Listen to yourself when you speak. Also, edit and revise your writing during and after you've finished. Check for errors and make corrections. Go over the instant feedback!
- Ask for correction – If you're not sure about something, please ask the professor. Never be defensive or embarrassed about making mistakes. Complete your Writing I online lab for extra support.
- Write down new words – In your I-pad/I-Phone/notebook, you should have a section for new vocabulary terms (or a separate e-notebook/hard copy note pad just for vocabulary). When you encounter a new word, write it down. Practice spelling by writing/by typing each new word five times.
- Join the community – Language is not learned exclusively in a classroom. You must use the language outside of the classroom, either formally or informally. Have fun! Enjoy the learning

process! Join a community organization, a study group, or find a job where you have to use English. This step is critical; you will not succeed without it!

THIS TENTATIVE COURSE OUTLINE IS MEANT TO BE ADAPTED BASED ON COURSE LENGTH AND STUDENTS' NEEDS--

Week 1			
Dates	**Business Partner**	**PRACTICE**	**MyEnglishLab**
MM/DD	Introduction to the course Business Partner OVERVIEW PREP		1. **Vocabulary** 2. **Grammar Skills** 3. **Note-Taking**
MM/DD	Orientation VIDEOS	E-Workbook -	

-

Week 2			
Dates	**Business Partner**	**PRACTICE**	**MyEnglishLab**
MM/DD	1. **Reading Skills** 2. **Listening Skills** 3. **Writing Skills**	E-Workbook -	
MM/DD		E-Workbook -	**Unit 3 -**

-

Week 3			
Dates	**Business Partner**		**MyEnglishLab**
MM/DD			
			Unit 4 -

MM/DD			

-

Week 4			
Dates	**Business Partner**	**PRACTICE**	**MyEnglishLab**
MM/DD	Focus on MyEnglishLab Practice – Lessons		
MM/DD	Focus on Online lessons and practices. Units 1-8	Using Future Expressions	-Unit 5

-

Dates	**Business Partner**		**MyEnglishLab**
MM/DD			Unit 6
MM/DD		Mastering Business Partner Questions	

-

Week 5			
Dates	**Business Partner**	**PRACTICE**	**MyEnglishLab**
MM/DD	Units 1-8		Units 1-8 E-Workbook

-
-

-

Choose an item.			
Dates	**Business Partner**	**PRACTICE**	**MyEnglishLab**

-

Choose an item.			

Dates	Business Partner	PRACTICE	MyEnglishLab
MM/DD	Units 1-8 e-coursebook & e-workbook	E-Workbook	
MM/DD		E-Workbook -	Writing Practice - (Instructor's discretion)

-

Week 6

Dates	Business Partner	PRACTICE	MyEnglishLab
MM/DD	Make up Work Units 1-8	E-Workbook -	
MM/DD	Focus on Practice Tests	Lab Work	Course Activities and Regular Activities

-
-

Choose an item.

Dates	Business Partner	PRACTICE	MyEnglishLab
MM/DD			

-

Choose an item.

Dates	Business Partner	PRACTICE	MyEnglishLab
MM/DD		E-Workbook -	Catch Up Work
MM/DD		E-Workbook -	Catch Up Work

-

Week 7			
Dates	**Business Partner**	**PRACTICE**	**MyEnglishLab**
MM/DD	Units 1-8	E-Workbook-	Catch Up Work Post Test

-
-

Choose an item.			
Dates	**Business Partner**	**PRACTICE**	**MyEnglishLab**
MM/DD		E-Workbook - Catch Up Work	Post Test

-

Choose an item.			
Dates	**Business Partner**	**PRACTICE**	**MyEnglishLab**
MM/DD	Final Azar's Assignments & Practices End of Term Review	MyEnglishLab Catch-Up	**Catch Up Units**

-

Week 8			
Dates	**Business Partner**	**PRACTICE**	**MyEnglishLab**
MM/DD	Extra Practice		Writing Final Practice - (Instructor's discretion)

-
-

Choose an item.			
Dates	**Business Partner**	**PRACTICE**	**MyEnglishLab**
MM/DD	Catch-up/Review Lessons	Extra Practice	

MM/DD	END OF COURSE COMPLETE END OF COURSE SURVEY!!		

Please sign this form and e-mail it to the professor by the end of the first week of your course.

Syllabus Receipt
2023 – 2024
Academic Year

I,_____have received, read,
       (Print name)   and understood the Syllabus and lab assignment sheet
for Business Conversation
. I also agree to abide by the rules and assignments in the syllabus.

NAME _____
                   Print name clearly

SIGNATURE

_____

DATE_____/_____/_____