BUSINESS ENGLISH I



Student Companion Manual

This manual is a personal reference copy of Business English I, organized into three parts covering written correspondence, spoken communication, and final consolidation. Each week offers clear learning goals, a key idea, model examples, useful vocabulary, and self-study practice. Ten reference appendices, including letter and e-mail templates, a full grammar reference, and interview and telephone language banks, support independent review throughout the term.

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BUSINESS ENGLISH I

Student Companion Manual

Your reference guide, examples, and practice for all 15 weeks
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BY

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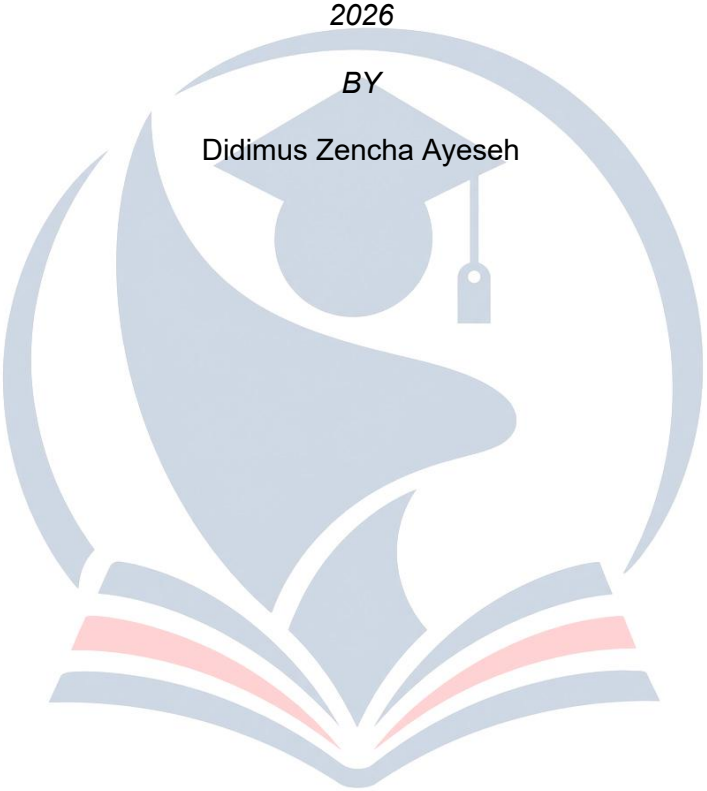


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Introduction

This manual is your personal reference copy of the course. It follows the same fifteen weeks as your instructor's teaching plan, but written directly for you: what you will be able to do, the key idea for the week, model examples, useful vocabulary, and practice you can do on your own. Keep it alongside your course portfolio, the folder where you will collect your drafts, exams and reflections across the term.

The course is organized into three parts. Part 1 builds your written correspondence skills: e-mails, memos, letters and resumes. Part 2 shifts toward spoken communication and research: interviews, meetings, listening and presentations. Part 3 consolidates everything you have learned and leads into your two-part final exam.

A note on digital tools: during timed exams (Weeks 5, 7, 10, 12, 13, 14 and 15), no dictionaries other than paper ones, and no translation software or AI tools, are permitted. Outside exams, you may use digital tools, including AI, to help you brainstorm or check your grammar, as long as the final writing and ideas are your own, and as long as you note what you used and how in a short line at the bottom of your draft when asked to.

Part 1: Written Correspondence Foundations, Weeks 1 to 6

Part 2: Spoken Communication and Research, Weeks 7 to 11

Part 3: Consolidation and Final Evaluation, Weeks 12 to 15