Frequently Asked Questions

1. What is the Business English II Student Companion Manual?

It is the student's working manual for the 15-unit Business English II course. It contains worksheets, sentence frames, checklists, vocabulary, references, and exam preparation materials.

2. How is the manual organized?

It follows the course exactly, from **Unit 1 to Unit 15**, in three parts:

1. **Units 1–5:** Know Your Value and Research a Real Employer
2. **Units 6–10:** Apply for a Real Job and Analyse a Real Organisation
3. **Units 11–15:** Present Professionally on Your Research

3. What will I find in the worksheets?

Students will find grammar references, guided notes, writing activities, interview preparation, research planning, self-evaluation tools, checklists, and portfolio preparation.

4. Does the manual include the exam question bank?

Yes. It includes question banks for **grammar, vocabulary, reading, listening, writing, essays, speaking, and mixed or integrative tasks** across all 15 units.

5. Are the reading and listening activities linked to the course units?

Yes. Each activity is clearly linked to the unit in which the related skill or language is taught.

6. What is the Progression Portfolio?

It tracks the development of your English across three checkpoints:
Unit 5: Cover Letter, Unit 10: Workplace Analysis Report, and and then to Unit 15: Research Portfolio.

7. What are the three student pathways?

a. **Foundation:** more language support and sentence frames
b. **Intermediate:** structure is provided, but students develop their own content
c. **Advanced/Mastery:** greater independence, with Mastery students also mentoring classmates

8. What is the Learning Buddy?

A Learning Buddy is a classmate who supports you through feedback, practice, interview preparation, and research activities.

9. What is Daily Real-World Language Contact?

It includes three ongoing activities:

1. Weekly Business English Journal
2. LinkedIn / Company Website Scavenger Hunt
3. English at Work Audio Log

10. How is the course graded?

The course has two independent components:

Production: 60%: speaking and writing

Reception: 40%: listening and reading

Both components must reach **60% independently**, in addition to the overall course requirement.

11. Does the manual prepare me for the major assessments?

Yes. It supports preparation for the **cover letter, interviews, formal correspondence, workplace analysis report, research portfolio, final presentation, reading quizzes, and listening assessment**.

12. What classroom interaction activities are included?

The manual supports activities such as **Circle of Voices, Two Stars and One Wish, and Gallery Walk**, as well as peer feedback and Learning Buddy activities.

13. Is there an optional connection with the workplace?

Yes. Between Units 5 and 6, students may extend their learning beyond the classroom by sending a cover letter, meeting a real guest interviewer, or having a workplace report reviewed. This is optional and does not affect the grade.

14. What is the main purpose of the manual?

The manual gives students one organized place to **learn, practise, prepare, reflect, and document their progress** throughout Business English II.

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