



ESL 1000-M01: English through Business & Communication

Class Days and Time: Tuesday and Thursday 12:30 – 13:45

Classroom: PRH 13

Prerequisite(s): Placement by department

Credit(s): 3

Instructor: Katherine Smith

Email: katherine.smith@slu.edu

Office: Padre Rubio 1st floor, ML & ESL Office.

Office Hours: Monday and Wednesday 11:00-12:00, Tuesday and Thursday 11:30-12:30

COURSE OBJECTIVES

This course will enable the students to increase their level of English proficiency by using writing, reading, speaking, and listening skills relating to the business world.

COURSE DESCRIPTION:

Students will use Business English to create presentations, practice conversational strategies, negotiate during meetings, and read authentic business texts. Also, they will use this vocabulary and structure to write letters, emails, memorandums, and agendas.

COURSE OUTCOMES:

All students who attend class, do the work, understand what and why they are studying, and achieve a final grade equivalent to a B+ or higher will have the necessary academic English skills to achieve a minimum score of 550 on the TOEFL, and to significantly improve their SLUWE. The course will help students with their listening, reading, and writing scores on the TOEFL, be conscious of many of the structures and styles used in academic reading and writing, and this will help them understand and express themselves more clearly in other academic classes.

GRADING POLICY:

Quizzes	-	20%
Presentation	-	20%
Midterm/Writings	-	20%
Final Exam	-	20%
Classwork-homework/participation/attendance	-	20%

Attendance, class participation and completion of homework and in-class assignments are required of all students without exception. **The performance of each student will be assessed weekly. All work will be corrected every week – work not corrected in its given moment will not be included in the grading.** Those students who demonstrate unsatisfactory performance will be notified by the professor and reminded that continued problems and/or excessive absences will jeopardize their opportunity to continue their academic studies at Saint Louis University. More than six unexcused absences may result in an automatic “no pass.”

Please remember that the purpose of the ESL courses is to aid students in improving their level of English, in order to be able to handle academic study at the college level in English. Students will need to achieve the required level of proficiency in English by the end of their third semester, or they will not be allowed to take other academic courses at the university.

ATTENDANCE POLICY:

Attendance will be taken during the semester. Attendance counts towards the final class grade because a considerable amount of work will be done in class, and students who miss these grades will have difficulties in achieving a satisfactory grade in the course. In cases of excessive absenteeism (over 50%), students may be directly expelled from the program. Good attendance by itself, however, is no guarantee of passing the class since the aim of this course is academic improvement.

COLLECTION OF STUDENT WORK FOR ASSESSMENT:

In order to maintain quality academic offerings and to conform to accreditation requirements, SLU-Madrid regularly assesses its teaching, services and programs for evidence of student learning. For this purpose, SLU-Madrid keeps representative examples of student work from all courses and programs on file, including assignments, papers, exams, portfolios and results from student surveys, focus groups and reflective exercises. Copies of your work for this course may be kept on file for institutional research, assessment and accreditation purposes.

If you prefer SLU-Madrid not to retain your work for this purpose, you must communicate this decision in writing to your professor.

ACADEMIC INTEGRITY AND PLAGIARISM:

Academic integrity is honest, truthful and responsible conduct in all academic endeavors. The mission of Saint Louis University is "the pursuit of truth for the greater glory of God and for the service of humanity." Accordingly, all acts of falsehood demean and compromise the corporate endeavors of teaching, research, health care and community service via which SLU embodies its mission. The University strives to prepare students for lives of personal and professional integrity, and therefore regards all breaches of academic integrity as matters of serious concern.

The governing University-level Academic Integrity Policy can be accessed on the Provost's Office website at: http://www.slu.edu/Documents/provost/academic_affairs/University-wide%20Academic%20Integrity%20Policy%20FINAL%20%206-26-15.pdf. Additionally, SLU-Madrid has posted its academic integrity policy online: <http://www.slu.edu/madrid/academics>. As a member of the University community, you are expected to know and abide by these policies, which detail definitions of violations, processes for reporting violations, sanctions and appeals.

The professor will review these matters during the first weeks of the term. Please direct questions about any facet of academic integrity to your faculty, the chair of the department of your academic program or the Academic Dean of the Madrid Campus.

ACCOMMODATION STATEMENT:

In recognition that people learn in a variety of ways and that learning is influenced by multiple factors (e.g., prior experience, study skills, learning disability), resources to support student success are available on campus. Students who think they might benefit from these resources can find out more about:

Course-level support (e.g., faculty member, departmental resources, etc.) by asking your course instructor.

University-level support (e.g., tutoring/writing services, Disability Services) by visiting the Academic Dean's Office (San Ignacio Hall) or by going to <http://www.slu.edu/madrid/learning-resources>.

Students with a documented disability who wish to request academic accommodations must contact Disability Services to discuss accommodation requests and eligibility requirements. Once successfully registered, the student also must notify the course instructor that they wish to access accommodations in the course. Please contact Disability Services at disabilityservices-madrid@slu.edu or +915 54 58 58, ext. 230 for an appointment. Confidentiality will be observed in all inquiries. Once approved, information about the student's eligibility for academic accommodations will be shared with course instructors via email from Disability Services. For more information about academic accommodations, see "Student Resources" on the SLU-Madrid webpage. Note: Students who do not have a documented disability but who think they may have one are encouraged to contact Disability Services.

TITLE IX STATEMENT:

Saint Louis University and its faculty are committed to supporting our students and seeking an environment that is free of bias, discrimination, and harassment. If you have encountered any form of sexual misconduct (e.g. sexual assault, sexual harassment, stalking, domestic or dating violence), we encourage you to report this to the University.

If you speak with a faculty member about an incident of misconduct, that faculty member must notify SLU's Title IX deputy coordinator, Marta Maruri, whose office is located on the ground floor of Padre Rubio Hall, Avenida del Valle, 28 (mmaruri@slu.edu; 915-54-5858, ext. 213) and share the basic fact of your experience with her. The Title IX deputy coordinator will then be available to assist you in understanding all of your options and in connecting you with all possible resources on and off campus.

If you wish to speak with a confidential source, you may contact the counselors at the SLU-Madrid's Counseling Services on the third floor of San Ignacio Hall (counselingcenter-madrid@slu.edu; 915-54-5858, ext. 230) or Sinews Multipletherapy Institute, the off-campus provider of counseling services for SLU-Madrid (www.sinews.es; 917-00-1979). To view SLU-Madrid's sexual misconduct policy and for resources, please visit the following web address: <http://www.slu.edu/Documents/Madrid/campus-life/SLUMadridSexualMisconductPolicy.pdf>.

Class Schedule ESL-1000-M01: Business English

Week 1 (11 Jan):	Introduction and socializing: Conversational Strategies Vocabulary: Prefixes
Week 2 (16,18):	Cultural diversity and relationships, making a good impression Vocabulary: Rules and limits
Week 3 (23, 25 Jan):	Report writing, checking and clarifying <i>Monday 15 - Last day to drop/ change class without W</i>
Week 4 (30,1 Feb):	Dynamic presentations, Vocabulary: Suffixes and collocations
Week 5 (6, 8 Feb):	Hedging, contrasting, and generalizing Vocabulary: Gerunds and infinitives
Week 6 (13, 15 Feb):	Being assertive, Handling complaints describing Graphs Vocabulary: Expressions
Week 7 (20 Feb):	Midterm , Describing Graphs
Week 8 (27, 1 Mar):	Discussing Career Paths, Vocabulary: Working abroad Midterm grades due!
Week 9 (6, 8 Mar):	Effective meeting, Giving feedback Vocabulary: Reporting verbs
Week 10 (13, 15 Mar):	Giving clear signals, Recommending and responding Vocabulary: Advertising
Week 11 (20, 22 Mar):	Business Writing
Week 12 (3, 5 Apr):	Negotiations, Emphasizing and Disagreeing
Week 13 (10, 12 Apr):	Accepting, confirming, or rejecting a deal Vocabulary: Quantity
Week 15 (17, 19 Apr):	Requests and thanks Presentations
Week 16 (24, 26 Apr):	Presentations , Final exam review

FINAL EXAM: Tuesday, May 10, 2018 from 12:00-15:00