



Level 3 Certificate in Information Systems (102)
75 Credits






Unit: Business English & Reporting Writing	Total Qualification Time: 200
Exam Paper No.: 3	Number of Credits: 20
Prerequisites: None.	Corequisites: GCSE qualification
<p>Aim: This unit thoroughly and systematically prepares the learner for all aspects of – reading, writing, listening and speaking fluently in English. Within the format; the following skills are taught and practised: speaking skills (social and transactional conversation, discussion, giving oral reports, interview skills); reading skills (e.g. scanning and skimming, identifying main ideas and details, summarising, identifying writer’s opinions); and writing skills (e.g. constructing cohesive paragraphs; writing essays, writing summaries, describing tables and graphs using writing functions such as explaining causes and effects, describing processes, comparing and contrasting). The Business English & Report Writing unit helps improve learners in their personal, social and professional environment development. It enhances grammar skills while learning business terms and discussing business-related issues. The unit focuses on the practicing of grammar structures designated to the level, listening comprehension, pronunciation, vocabulary development and idioms. It teaches English language skills designed to help learners communicate more successfully in the business environment. The unit emphasises writing as a process of development that includes drafting, writing, editing, and reading for clear expression and correct language use. On completion of the unit, learners are expected to understand: the process of writing; the difference between correct writing and effective writing; how context affects meaning and grammar; recognising and solving common sentence problems in English; recognising and using correct English grammar in context with an emphasis upon grammar and usage issues; using correct punctuation, mechanics, spelling in business writing; and how to write error-free, effective documents. Job-specific technical vocabulary is integrated into the curriculum.</p>	
Required Materials: Recommended Learning Resources.	Supplementary Materials: Lecture notes and tutor extra reading recommendations.
Special Requirements: None	
<p>Intended Learning Outcomes:</p> <p>1. The options on how to improve vocabulary; traditional grammar classification of words based on parts of speech and functions of different parts in a sentence.</p> <p>3. Understand the importance of developing sentences by analysing the grammatical hierarchy of words, phrases and clauses.</p> <p>3. Understand the functions of a noun in sentences and identify the differences between singular, plural and collective nouns.</p>	<p>Assessment Criteria:</p> <p>1.1 Be able to use thesaurus</p> <p>1.2 Describe the importance of proof-reading</p> <p>1.3 Outline spelling, pronunciation and words used incorrectly</p> <p>1.4 Learn how to memorise difficulty words</p> <p>1.5 Describe basic adjectives, adverbs, nouns and prefixes/suffixes</p> <p>1.6 Be able to identify verbs</p> <p>1.7 Describe adjectives and adverbs</p> <p>1.8 Be able to identify connectors</p> <p>1.9 Be able to identify interjections</p> <p>2.1 Describe different purposes of writing sentences</p> <p>2.2 Identify subject, predicate and object</p> <p>2.3 Describe direct and indirect objects</p> <p>2.4 Identify subject and predicate complement</p> <p>2.5 Be able to construct simple, compound, complex and compound-complex sentences</p> <p>3.1 Describe nouns</p> <p>3.2 Identify proper and common nouns</p> <p>3.3 Explain rules of forming plurals</p> <p>3.4 Identify differences between singular, plural and collective nouns</p>

<p>4. Understand the implementation of compound; possessive nouns; the grammatical rules of compound, possessive nouns and when it is appropriate to capitalise a word in a sentence; English grammar, punctuation and capitalisation.</p>	<p>4.1 Identify possessive nouns 4.2 Identify compound nouns 4.3 Be able to use examples to describe the possessive case of nouns 4.4 Analyse the rules of forming the possessives of singular, plural and irregular 4.5 Be able to show separate and joint ownership 4.6 Be able to form possessives of compound nouns 4.7 Describe rules on capitalisation of proper nouns 4.8 Describe rules on capitalisation of first words in a sentence 4.9 Describe rules on capitalisation of personal names and geographic locations 4.10 Describe rules on capitalisation of proper noun substitutions and derivatives</p>
<p>5. Definition of personal pronoun, meaning, pronunciation, example sentences, the classifications of other pronouns and the importance of pronouns agreeing with antecedent in number, gender and person.</p>	<p>5.1 Be able to write sentences using pronouns 5.2 Explain compound personal pronouns 5.3 Describe demonstrative pronouns 5.4 Explain indefinite pronouns 5.5 Describe interrogative pronouns 5.6 Explain relative pronouns 5.7 Define antecedent 5.8 Describe collective antecedent 5.9 Describe indefinite pronoun antecedent 5.10 Be able to identify pronoun references</p>
<p>6. The role, importance of verbs in a sentence; how to form the tenses of verbs and explaining what the tense of a verb helps identify.</p>	<p>6.1 Describe the different types of verbs 6.2 Define regular/irregular verbs 6.3 Analyse principal parts of verbs 6.4 Be able to identify transitive/intransitive verbs 6.5 Describe simple tenses 6.6 Describe perfect tenses 6.7 Be able to use progressive tense 6.8 Define emphatic tense 6.9 Be able to use indicative, imperative and subjective moods 6.10 Describe verbals (gerunds, participles and infinitives)</p>
<p>7. The subject-verb agreement; the subject-verb rules; its meaning, how it is used; the functions of adjectives and analyse the principal functions of adjectives.</p>	<p>7.1 Be able to identify subject in a sentence 7.2 Be able to identify verb in a sentence 7.3 Be able to identify intervening words/prepositional phrases 7.4 Be able to analyse subject/verb agreement in a sentence 7.5 Describe descriptive adjectives 7.6 Describe compound adjectives 7.7 Be able to use limiting, descriptive, possessive, proper and demonstrative adjectives</p>
<p>8. Understand the functions of adverbs; compare and contrast (i) adverbs (ii) adjectives; the use of prepositions, the correct and incorrect use of prepositions.</p>	<p>8.1 Be able to identify and use adverbs 8.2 Define absolute adverbs 8.3 Define adverb clauses 8.4 Be able to identify, company and</p>

	contrast adverbs from adjectives
	8.5 Be able to identify prepositional phrases
	8.6 Define compound prepositions
	8.7 Be able to identify infinitive phrases
	8.8 Describe idioms
9. How conjunctions are implemented; the differences between conjunctions and prepositions.	9.1 Be able to use conjunctions 9.2 Identify differences between conjunctions and prepositions 9.3 Describe coordinating conjunctions 9.4 Describe correlative conjunctions 9.5 Describe subordinate conjunctions 9.6 Be able to use conjunctive adverbs
10. Punctuation rules for periods, commas, semi-colons, colon, quotation mark, apostrophe, hyphen, dash, roman numeral and other numbering system.	10.1 Identify the function of a period (full stop) 10.2 Describe the purpose of a comma 10.3 Describe the uses of a semicolon 10.4 Describe the purpose of a colon 10.5 Describe the functions of quotation marks 10.6 Be able to use apostrophe, hyphen, dash, ellipsis marks and asterisks 10.7 Identify and be able to use roman numeral and other numbering systems
Methods of Evaluation: A 2-hour written examination paper with Section A and Section B. Section A has 40 multiple choice questions. Section B has three essay questions, each carrying 20 marks. Candidates are required to answer all questions. Candidates also undertake project/coursework in Business English & Report Writing with a weighting of 100%.	

**Recommended Learning Resources:
Business English & Report Writing**

Text Books	<ul style="list-style-type: none"> Better Business English: How to Write Effective Business English ISBN-10: 0749455209 Business Vocabulary in Use by Bill Mascull ISBN-10: 0521775299
Study Manuals 	BCE produced study packs
CD ROM 	Power-point slides
Software 	None