

PCBE

Professional Certificate
≡ in Business English

Syllabus

Professional Certificate in Business English

Summary: On completion of this unit the learner will be able to develop writing abilities in business context. Moreover, the learner will be able to enhance their reading abilities. As a whole the learner's reading and writing abilities in English will be enhanced specially in business related communication.

Evidence: MCQ examination will be conducted on the basis of the assessment criteria listed below.

Summary of learning outcomes		Summary of the content for each learning outcome	Assessment criteria for each learning outcome
To achieve this unit a student must be able to:			
1	Develop standard business writing abilities	Using the right verb tense or being consistent with tenses; accurate spelling; word order; appropriate phrase; singular/Plural agreement of nouns and verbs; usage of definite and indefinite articles; successful communication; clear and appropriate layout; concise expression; controlled and accurate language; a range of complex language; appropriate style and tool; well organised and balanced content; cohesion; appropriate addressing of business issues; business vocabulary: financial reporting, risk assessment and analysis, ethics and professionalism, corporate governance, assets and company valuations, environmental and sustainability issues, taxation, insurance, investment banking, the stock market, debt recovery and credit policy, forensic accounting, pricing and purchasing, business strategy, auditing, accounting software packages, budgetary processes, cost and management accounting, mergers and acquisitions, raising capital, banking and loan applications, professional practice, foreign exchange and currency, bankruptcy, economic currency and forecast, expressing opinions, explaining, disagreeing, persuading, presenting arguments, evaluating options, summarising, apologising,	<ul style="list-style-type: none"> • Apply appropriate grammatical rules in writing • Identify correct structure from the given business context

		describing, giving reasons, advising, suggesting, proposing solutions or next steps, justifying decisions, hypothesising, prioritising, comparing and contrasting, correcting, recommending.	
2	Enhance reading and comprehension ideas in business context	Extract the right information through scanning business information; get the overall idea through skimming; understand the vocabulary use in a sentence; relate interconnected topics; understand meanings of business phrases; reading extracts from business letters; reading extracts from memos; email reading; reading extracts from reports; sentence completion; cloze test; synonyms and antonyms; using appropriate expressions; sentence correction; drawing conclusions through reading critically; making good business replies.	<ul style="list-style-type: none"> • Prove standard reading skills in business context