



COURSE TITLE: SHORT COURSE DIPLOMA IN BUSINESS AND ENGLISH

Course Description

This course is designed for students who can actively use the majority of grammatical structures in English and who can demonstrate their accuracy and fluency in the skills of reading, writing, listening and speaking.

Students at this level are also able to identify and produce texts of varying purposes and are aware of, for example, style, register and genre. Students are likely to be those with a professional interest in Business or those who are currently students of Business and/or Management.

Bespoke courses are also available, providing flexible packages of varying duration. Manchester Central School of English offers courses with optional modules to address specific needs. For example, in addition to the basic package of General English and Business English or Business English only, students may elect specialist modules such as Business Administration, Stock Control, Marketing or English for Legal Purposes.

Course Duration

The course is made available according to demand. The delivery and duration of the course is flexible and can be adapted to the requirements of students. An initial General English course before commencement of the Business English course may be necessary.

Course Books

General English:

New English File (Intermediate / Upper-Intermediate), Clive Oxenden & Cristina L. Koenig (Oxford)

Total English (Intermediate/Upper-Intermediate), R. Acklam & A. Crace (Longman)

Business English:

In Company (Intermediate / Upper-Intermediate), M. Powell (Macmillan, 2010)

Market Leader (Intermediate/Upper-Intermediate) D. Cotton, D. Falvey & S Kent (Longman, 2009)

Supplementary Materials

Aside from the above-mentioned course books and the accompanying resource packs, a variety of supplementary materials are used including photocopiable resources encouraging communication and interaction in English such as:-

- *Business Builder*, Paul Emmerson (Macmillan)
- *Business English Handbook*, Paul Emmerson (Macmillan)
- *Business English*, Michael Duckworth & Rebecca Turner (Oxford)
- *Business Vocabulary In Practice*, Sue Robbins (Collins)
- *Business Vocabulary In Use*, Bill Mascull (Cambridge)
- *Double Dealing*, James Schofield (Summertown Publishing)
- *Reward Resource Pack*, Susan Kay (Macmillan)

Grammar points and more advanced areas of vocabulary taught are reinforced by activities and exercises from books such as:-

- *Exploring Grammar In Context*, Ronald Carter, Rebecca Hughes & Michael McCarthy (Cambridge)
- *How English Works*, Michael Swan and Catherine Walter (Oxford)
- *Recycling Your English*, Clare West (Georgian Press)
- *The Grammar Activity Book*, Bob Obee (Cambridge)

Teaching and Learning

Throughout the course, students will further improve in the language by interacting with others in groups, pairs and with the teacher. All classrooms have interactive whiteboard technology installed and a range of interactive resources are used to ensure full and varied participation in lessons.

The choice of materials used in class will also vary according to individual needs. By this level, students should already be fairly autonomous in their learning. To become more independent, students can use the self-access centre on site that gives students opportunities for self-study and consolidation of knowledge gained from the lessons.

Additionally, students have full access to a Guided E-Learning website that provides graded exercises and exam practice as well as Reading and Writing tasks based on current affairs Media texts that change on a weekly basis. Business English learning resources are also available in this managed on-line environment which students have full access to for a period of six months beyond the course end date.

Visits to local businesses are arranged and small-scale projects undertaken. The School also benefits from close links with the Manchester Business Community and Manchester Chamber of Commerce while visiting speakers provide lectures on a diverse range of topics.

Studying in Manchester

Manchester is a dynamic city with a population of approximately 2.2 million and over 100 million tourists passing through every year. It is home to an international airport with direct links to a multitude of destinations around the globe as well as having an excellent train service which provides efficient transport from Manchester City Centre to all parts of Great Britain.

Manchester is now regarded by many as England's second city; it boasts a rich cultural heritage of industry and enterprise, superb shopping facilities and a range of cultural and sporting attractions, including two Premier League football clubs. In short, Manchester provides the perfect environment for students and aspiring business professionals alike.

Assessment Methods

All students must take a placement test prior to starting the course and a score of 41-60 is required for this level. Additionally, all students undergo weekly progress tests to assess their ongoing development.

Tutorials

Face-to-face tutorials are timetabled on a regular basis to provide extra guidance and academic support. A needs analysis will also be completed prior to the course.