

Estimated time: 33 - 50 hours

OALCF Levels: B2.2, B3.2b, B4, F, A1.2, D.1,

Suggested Milestones: 21, 22 or 23, 30, 36, 60, 3 or 4

2 Assignments: 7 Units - 33 Lessons

Assignment 1 Overview (12 lessons)

This assignment has 3 units. The first unit will introduce you to business writing. You'll learn what makes business writing different from academic or personal writing. You'll identify the purpose and intended audience. You'll understand how to conduct research and locate credible sources and use these skills to write a business document.

In unit 2, you will learn how businesses communicate using electronic correspondence and digital media. You'll learn how businesses use web pages, podcasts, and wikis to communicate with customers and you'll write your own podcast. You'll practice following the standards for writing in the workplace.

In the 3rd unit, you'll study best practices for writing several types of business messages. You'll examine the characteristics of positive messages and write your own goodwill message. You'll learn how to deliver a negative message in a respectful but firm way. Finally, you'll use persuasive writing strategies to create a claim letter asking for a refund.

Assignment 2 Overview (21 lessons)

Assignment 2 has 4 units. The first unit will introduce you to workplace documents you might encounter on the job, such as investigative reports, policy documents, and proposals. You'll learn the characteristics and appropriate formats for each type of document. You'll also analyze the similarities and differences between different types of workplace documents.

Unit 2, discusses the role visuals and design elements play in creating effective business documents and the importance of developing strong speaking skills. You'll learn how to interpret graphs used in the workplace. You'll practice comparing graphs, and explain how to represent data in the form of visuals. Finally, you'll create and deliver a business presentation.

Assignment 2 Overview continued

In the third unit, you'll study the role of professionalism in the workplace. You'll explain the relationship between interpersonal skills and workplace communication. You'll learn about different communication styles. You'll explain best practices for business meetings and interacting with people of different cultures. Finally, you'll use role-playing to practise communicating with others in a business scenario.

The last unit focuses on the career search. You'll learn how to assess your interests and skills and use that information to select a possible career. You'll explain the strategies for searching for a job. You'll search for a job that interests you and create a résumé and cover letter for that job. You'll also explain how to search and apply for jobs. You'll explain the steps you need to take to ensure a successful interview. Finally, you'll participate in a mock interview.