

English Skills for Second-Language Users

Based on SAQA's Unit Standard 119454, NQF Level 2, 5 Credits

Introduction

South Africa is fast taking its place in the world economy and effective communication in English - the language of business - has never been as important. If you're not able to master the language and terminology that's used in a specific business environment, you'll find it very hard to keep up with the pace and it could end up limiting your career prospects.

This course teaches learners to understand and use terms that are often used in business. Special attention is given to using the correct structure in written text, for example how to write formal letters, emails and memos etc.

Business English is designed to help you improve your communication skills to give you that confidence you need to perform your job well. It focuses on the language, terminology and forms of communication used in this field, other than that of a school curriculum that mostly incorporates literature. It aims to address the functionality of language within the corporate world.

This course has been specially written for those for whom English is a second language. It will teach you how to use English correctly in business, commercial or administrative work.

Course Objectives

By the end of this course you will be able to:

- Use correct punctuation, spelling and grammar
- Speak more fluently with the correct pronunciation
- Communicate clearly professionally
- Avoid making common mistakes

Course Outline

English Grammar

- The importance of word order
- The structure of simple sentences
- How to start building sentences
- Parts of speech
- Tenses
- Active and passive voice

Comprehension

- Making sure you understand what you read
- Finding the information you need
- Making notes and summaries

Spelling

- Rules to help you spell better
- Plurals
- Homophones
- Words that are often misspelt

Punctuation

- Why is punctuation necessary?
- Different kinds of punctuation
- Abbreviations

Avoiding Common Writing Mistakes and Problems

- Using plain and concise language
- Being clear, confident and convincing
- Understanding how to draw up and plan a document
- Using "difficult" words and technical terms with confidence
- Writing high impact on-target emails