FP026-30 English for Academic Purposes for Business

21/22

Department
> Warwick Foundation Studies

Level
> Foundation

Module leader
> Ian Pemberton

Credit value
> 30

Module duration
> 25 weeks

Assessment
> 100% coursework

Study location
> University of Warwick main campus, Coventry

Description

Introductory description

FP026-30 English for Academic Purposes for Business.
The core purpose of the EAP for Business module is to enhance students' achievement in their academic subjects. The module helps students to understand more of what they read and listen to, and to express their ideas coherently and concisely in speech and writing.

Module web page

Module aims

- Make students aware of a variety of techniques to analyse texts so they can understand them better.
- Make students aware of strategies to listen to lectures more effectively.
- Develop students ability to produce written genres appropriate to their academic subjects.
- Develop students ability to give effective engaging presentations, and to skilfully express their opinions and respond to others in group seminar discussions.

Outline syllabus

This is an indicative module outline only to give an indication of the sort of topics that may be covered. Actual sessions held may differ.

ACADEMIC WRITING

1. Writing in a formal and impersonal academic style
2. Interpreting assignment titles and using grading guidelines
3. Organising subject-specific written genres (essay or report)
4. Writing introductions (including writing a thesis statement)
5. Writing a literature review
6. Making observations and writing topic sentences
7. Citing sources (including integral and non-integral citations)
8. Paraphrasing
9. Summarising
10. Synthesising ideas
11. Describing methodology
12. Describing results
13. Discussion: analysing reasons (expressing cause and effect)
14. Discussion: evaluating ideas / data / results
15. Discussion: expressing caution (hedging)
16. Drawing conclusions
17. Conceding limitations and making recommendations
18. Writing a reference list
19. Classifying information
20. Describing problems and solutions

ACADEMIC READING

1. Reading textbooks
2. Reading research reports
3. Evaluating reading materials
4. Surveying a text and formulating focus questions
5. Using grammatical cohesive markers to understand a text
6. Using lexical cohesive markers to understand the text
7. Note-making: Concept mapping
8. Note making: Using logical connectors to make linear notes
9. Recounting a text

ACADEMIC PRESENTATIONS

1. Structuring a presentation
2. Formulating a thesis for a presentation
3. Using attention-getters
4. Supporting your main points with explanation, evidence and examples
5. Referring to sources and including a reference list
6. Using basic techniques: pausing and pacing
7. Using emphasis
8. Using repetition
9. Creating PowerPoint slides

10. Asking and answering questions

SEMINAR DISCUSSIONS

1. Identifying the qualities a good seminar participant
2. Interrupting appropriately
3. Making arguments
4. Making refutations and rebuttals
5. Considering different perspectives
6. Clarifying and confirming understanding
7. Referring to what other speakers have said
8. Behaviours that negatively affect seminars: monopolisation and alpha pairs
9. Using written sources

ACADEMIC LISTENING

1. Consider factors influencing the ability to understand lectures
2. Identifying and using the overall organization of lectures
3. Using the main features of an introduction to increase comprehension
4. Note-taking (using abbreviations and symbols)
5. Note-taking (the Cornell system)
6. Summarising notes
7. Recognising main ideas
8. Following argument
9. Dealing with digressions
10. Using the main features of conclusions to increase comprehension

Learning outcomes

By the end of the module, students should be able to:

- Analyse, interpret and evaluate spoken and written discourse for the study of Business, Management and Finance
- Synthesise relevant information/data to produce discipline specific written or spoken genres incorporating own ideas
- Communicate effectively in written and spoken genres
- Employ academic conventions appropriate to the study of Business Management and Finance

Indicative reading list

Bailey, S. (2015). Academic Writing for International Students of Business (2nd ed.). London: Routledge.
Corballis, T. and Jennings, W. (2009). English for Management Studies. Reading: Garnet.
Taylor Ellison, P. (2006). Business English for the 21st century. Upper Saddle River, N.J: Pearson Prentice Hall.
Walker, C. and Harvey, P. (2008). English for Business Studies in Higher Education Studies. Reading: Garnet.

Subject specific skills

1. Strategies to read discipline specific genres effectively.
2. Strategies to listen to discipline specific genres effectively.
3. Techniques to produce coherent discipline-specific written genres.
4. Techniques to deliver an effective and engaging presentation.
5. Strategies to participate effectively in a seminar discussion.

Transferable skills

1. Information literacy skills - library skills and effective internet searching.
2. Group work skills.
3. Independent study skills - planning and time management.
4. Academic integrity.
5. Strategies to read different genres effectively.
6. Strategies to listen to different genres effectively.
7. Techniques to deliver an effective and engaging presentation.
8. Strategies to participate effectively in a small-group discussion.

Study

Study time

Type	Required
Seminars	75 sessions of 1 hour (26%)
Tutorials	3 sessions of 30 minutes (0%)
Online learning (scheduled sessions)	25 sessions of 1 hour (9%)
Private study	88 hours 30 minutes (30%)
Assessment	100 hours (34%)
Total	290 hours

Private study description

Reading preparation and review of skills taught in class.

Costs

No further costs have been identified for this module.

Assessment

You must pass all assessment components to pass the module.

Assessment group A3

	Weighting	Study time
Student-led seminar	25%	25 hours

Individual student presentations leading to a group discussion on a topic appropriate to the discipline.

	Weighting	Study time
Literature Review	25%	25 hours

Read research reports and review literature on an appropriate topic.

	Weighting	Study time
Listening Logs	25%	25 hours

Students complete 2 logs in class over the course of the year

	Weighting	Study time
Reading Logs	25%	25 hours

Students complete 2 logs in class over the course of the year.

Feedback on assessment

Written feedback

Availability

Courses

This module is Core for:

- FIOE Warwick International Foundation Programme
  - Year 1 of FP14 Warwick International Foundation Programme - Business Management
  - Year 1 of FP15 Warwick International Foundation Programme - Finance

This module is Core optional for:

- Year 1 of FIOE Warwick International Foundation Programme