
Prescription: 469 ACADEMIC SKILLS FOR BUSINESS STUDIES

Elective prescription

Level	4
Credit	20
Version	2
Aim	Students will demonstrate vocabulary acquisition and use, and apply reading, note taking, critical thinking, writing and oral presentation skills in a business context.
Prerequisites	nil
Recommended Prior Knowledge	nil

Assessment weightings

Learning outcomes	Assessment weighting %
1. Students will understand and use vocabulary from current business sources and academic disciplines.	10
2. Students will retrieve, select and synthesise information in written and graphic form from business information sources.	25
3. Students will follow academic conventions and create an original report and an essay through the process of planning, drafting and editing.	35
4. Students will demonstrate note-taking skills and use notes from a spoken presentation or lecture on a business topic.	10
5. Students will create and deliver an oral presentation on a business topic.	20
Total	100

All learning outcomes must be evidenced; a 10% aggregate variance is allowed.

Assessment notes

1. Assessment materials should reflect relevant and current legislation, standards, regulations and acknowledged good industry/business practices.
2. Assessment of learning outcome two would ideally be done in conjunction with learning outcome three and/or learning outcome five.
3. The spoken presentation or lecture used in learning outcome four can come from a variety of sources and include supporting visual aids however these must not include key points or any note-taking prompts.

Learning outcome one

Students will understand and use vocabulary from current business sources and academic disciplines.

Key elements:

- a) Use collocations effectively.
- b) Infer meaning from context.
- c) Development strategies for learning vocabulary:
 - select and use academic words (Academic Word List (AWL))
 - select and use technical words that relate to the business context.
- d) Use grammar appropriately.

Learning outcome two

Students will retrieve, select and synthesise information in written and graphic form from business information sources.

Key elements:

- a) Gather and select information from secondary sources.
- b) Summarise information into the same or different form:
 - text
 - table, chart or graph
 - numerical.
- c) Use information to support ideas or an argument.

Learning outcome three

Students will follow academic conventions and create an original report and an essay through the process of planning, drafting and editing.

Key elements:

- a) Create documents:
 - planning
 - drafting
 - editing.
- b) Apply academic conventions including citation and referencing.

Learning outcome four

Students will demonstrate note taking skills and use notes from a spoken presentation or lecture on a business topic.

Key elements:

- a) Show awareness of the features of spoken discourse and recognise language cues to note key lecture points.
- b) Use note-taking style(s) such as mind map, linear, Princeton/Column or similar.
- c) Use the notes to retrieve information for a given task.

Learning outcome five

Students will create and deliver an oral presentation on a business topic.

Key elements:

- a) Presentation contains relevant information in a logical structure and is in own words.
- b) Use spoken language which features correct pronunciation and appropriate intonation.
- c) Maintain the flow of language.
- d) Apply correct word use, range of sentence structures, vocabulary and tenses and accuracy of language within the correct register.
- e) Use appropriate non-verbal communication:
 - body language
 - personal presentation.
- f) Response to at least one question from the audience.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Introduced	1	2005	31 December 2015
Review	2	December 2013	N/A