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**PRESCRIPTION: 469 ACADEMIC SKILLS FOR BUSINESS STUDIES**

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This prescription replaces *139 English for Business Studies*

**ELECTIVE PRESCRIPTION**

<b>LEVEL</b>	4
<b>CREDIT</b>	20
<b>VERSION</b>	1
<b>INTRODUCED</b>	2005
<b>AIM</b>	Students will recognise the skills of vocabulary acquisition and use, reading, note taking, critical thinking, writing and oral presentation in a business context.
<b>PREREQUISITES</b>	Nil

**ASSESSMENT WEIGHTINGS**

Learning outcomes	Assessment weighting %
1. Students will recognise and use academic and business vocabulary.	12
2. Students will retrieve, select and synthesise information in written and graphic form from business texts.	25
3. Students will follow academic conventions and create an original document through the process of planning, drafting and editing.	30
4. Students will take and use notes from spoken lecture-type material on a business topic.	13
5. Students will create and deliver a comprehensible oral presentation and respond to questions on a business topic.	20
<b>TOTAL</b>	<b>100</b>

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.

## **LEARNING OUTCOME ONE**

Students will recognise and use academic and business vocabulary.

### *Key elements*

- a) Use collocations effectively.
- b) Infer meaning from context.
- c) Develop 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 texts.

### *Key elements*

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

## **LEARNING OUTCOME THREE**

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

### *Key elements*

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

## **LEARNING OUTCOME FOUR**

Students will take and use notes from spoken lecture-type material on a business topic.

### *Key elements*

- a) Show awareness of the features of spoken discourse and recognise language cues:
  - key lecture points noted.
- b) Use the notes to retrieve information for a given task.

## **LEARNING OUTCOME FIVE**

Students will create and deliver a comprehensible oral presentation and respond to questions on a business topic.

### *Key elements*

- a) Use spoken language which features correct pronunciation and appropriate intonation.
- b) Maintain the flow of language.
- c) Apply correct word use, range of sentence structures, vocabulary and tenses and accuracy of language within the correct register.
- d) Presentation contains relevant information in a logical structure and is in own words.