Business English Achievement Scale and Interpretation

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| Levels | Course Name | Grade Scale:  4 = Excellent, 3 = Good, 2 = Satisfactory, 1 = Poor, 0 = Unacceptable, IC= incomplete  Achievement Scale Interpretation  By the end of this course, students will be able to: | Entrance exam score |
| 7 -10 | BE  This is a stand-alone course without levels for students who test in at the upper intermediate level or higher. | * Use the vocabulary of introductions to introduce themselves, talk about their jobs and make small talk * Generate the present simple and frequency adverbs for talking about jobs and activities * Use the vocabulary of opening, closing, participation in and controlling a meeting by using role-play activities * Generate the present simple and continuous to talk/write about work and work-related projects * Generate the past simple and present perfect for talking about professional experiences * Use the vocabulary of the service industry to explain the selected topic * Generate the form of comparatives and superlatives to compare and contrast ideas * Generate question forms to ask for further information about a product or service * Use the present simple and continuous for the purpose of talking about the future as related to business arrangements * Explain the meaning of the vocabulary of travel to discuss business travel * Use the language of modals and other verbs for obligation and necessity for talking about work regulations * Use the vocabulary of security measures to describe security breaches in the workplace * Use the present perfect simple, present perfect continuous, and connectors for talking about change and consequences * Generate ideas for presenting and discussing business plans by brainstorming and listing them * Use the forms of *will, be going to,* and modals for defining business goals * Use the vocabulary of logistics and supply chains to arrange a business-related order * Generate reported speech for discussing problems and disagreements in the workplace * Use the language of suggestions, recommendations, and appropriate responses by using role-play * Generate countable & uncountable nouns with quantifiers for describing facilities * Use the vocabulary of the decision-making process to discuss opinions, agreeing and disagreeing * Generate the first and second conditional for describing future business possibilities * Demonstrate understanding of a selected business topic by preparing and presenting a formal presentation with a strong conclusion * Use the superlative form for expressing business extremes and ranking ideas * Prepare a structured argumenttodiscuss specific problems and difficulties * Generate the language of advice and recommendation for offering help by role-playing * Use the vocabulary *too* and *enough* for describing problems in the workplace * Demonstrate understanding by writing formal and informal expressions in emails * Use the sentence structure for the passive voice by describing a technical and non-technical process * Listen critically to appraise presentation performances by summarizing the main points * Use the past continuous and past perfect for explaining past events * Use the appropriate vocabulary and sentence structure to present their own and their company’s achievements * Report back on and evaluate research on a specifically designed study * Use the language of generalization to discuss broad topics * Use contrasting language for negative and positive points * Generate ideas for solving issues by using brainstorming * Use the language of negotiation by making proposals and responding to proposals * Propose a recommendation and compare alternatives by using the appropriate level vocabulary * Demonstrate understanding by writing informal emails, memos, short factual reports, formal correspondence and meeting minutes * Prepare and give a presentation about their company | 70% - 100% |