



**INTERNATIONAL QUALIFICATIONS  
AND ASSESSMENT CENTRE (IQAC)**



<b>Programme</b>	<b>FOUNDATION YEAR IN BUSINESS MANAGEMENT</b>		
<b>Unit Number/ Unit Title</b>	<b>UNIT 1 FUNCTIONAL ENGLISH</b>		
<b>Cohort Code:</b>	L03FEN-U1		
<b>Unit Level</b>	3		
<b>Total GLH</b>	Total qualification time 120/ Total Guided learning hours 48/ Self-guided learning hours 72		
<b>Credits</b>	12 CATS/ 6 ECTS		
<b>Lecturer</b>			
<b>Start Date</b>		<b>End Date</b>	

<b>Unit Aims</b>	To improve students' English skills in reading, writing, speaking, and listening. To develop critical thinking through the use of credible sources. To enhance clear and effective communication for academic and real-life contexts. To build strong reading and research skills for informed learning. To promote confident and respectful English use in diverse settings.
<b>Differentiation Strategies</b> <i>(e.g. planned activities or support for individual learners according to their needs)</i>	<p>The total number of students to be in the lesson is approximately 20. This is a multicultural group of students predominantly between the ages of 24 – 45, with numerous ethnic, gender, and creed background. These are UK academic level 5 students; hence it is assumed that they have practical, theoretical, or technological knowledge and understanding of a subject or field of work to find ways forward in broadly defined, complex contexts. These students must be able to generate information, evaluate, synthesise the use information from a variety of sources. Various approaches to addressing the various identified students needs will be adopted throughout the lesson. Such will include:-</p> <ol style="list-style-type: none"><li>1. Progressive tasks</li><li>2. Digital resources</li><li>3. Verbal support</li><li>4. Variable outcomes</li><li>5. Collaborative learning</li></ol>

	6. Ongoing assessment 7. Flexible-pace learning
<b>Equality &amp; Diversity</b>	Variety of teaching techniques will be employed to ensure that the needs of each individual learner are met.
<b>Safeguarding &amp; Prevent</b>	Safeguarding policies and the Prevent duty are strictly observed to ensure the safety, well-being, and inclusivity of all students and staff.
<b>Health &amp; Safety</b>	SIRM H&S policies will be maintained.
<b>Learning Resources</b>	<b>Teaching and Learning Materials</b>
	<ul style="list-style-type: none"> <li>• English for Academic Purposes: A handbook for International Students “by R. R. Jordan</li> <li>• English Grammar in Use</li> <li>• “Business English: A Complete Guide to Developing an Effective Business Writing Style “by Andrea B. Geffner</li> <li>• “Oxford English for Careers: Business 1” by Paul Emmerson</li> <li>• “Academic Writing for Graduate Students: Essential Tasks and Skills” by John M. Swales &amp; Christine B. Feak</li> <li>• “Reading and Writing for Academic Success” by Patricia L. Schall</li> </ul>

Learning Outcome	Assessment Criteria
<b>LO1. Demonstrate proficiency in English language skills, including reading, writing, speaking, and listening.</b>	1. Written Assessments: 1.1 Ability to write coherent and well-organized essays/reports demonstrating understanding of key concepts and texts. 1.2 Proficiency in grammar, vocabulary, and sentence structure appropriate for academic writing. 1.3 Incorporation of evidence from relevant sources to support arguments and analysis.
<b>LO2. Apply critical thinking skills to locate, evaluate, and utilize credible sources to support arguments and ideas in written and spoken discourse.</b>	2. Oral Assessments: 2.1 Demonstrated ability to articulate ideas clearly and effectively in spoken English. 2.2 Engaging in meaningful discussions and debates, demonstrating comprehension and critical thinking skills. 2.3 Use of appropriate language and communication strategies for different contexts, such as presentations, group discussions, and debates.
<b>LO3. Develop effective communication skills in English, both orally and in writing, to convey ideas clearly and coherently fostering intercultural understanding and empathy.</b>	3. Reading and Research Assessments: 3.1 Capacity to comprehend and analyse various forms of English-language texts, including literary works, academic articles, and multimedia sources. 3.2 Application of reading strategies to extract key information, identify main ideas, and evaluate authorial intent, argumentation and deepen critical analysis. 3.3 Ability to conduct independent research using library and online resources to gather relevant information. 3.4 Evaluation of sources for credibility, reliability, and relevance to the research topic.

No	Learning Outcome / Topic	Learning and Teaching Activities	Which assessment criteria does the session relate to?	Day/month/year / signature
1.	<b>Academic Writing Fundamentals</b>	<b>Academic Writing Fundamentals</b> – Master essay/report structures and formal tone for business.	LO1: Academic & Professional Writing	
2.	<b>Grammar &amp; Sentence Structure</b>	<b>Grammar &amp; Sentence Structure</b> – Eliminate errors and craft clear, complex sentences.	LO1: Academic & Professional Writing	
3.	<b>Vocabulary Building</b>	<b>Vocabulary Building</b> – Expand business-specific terms and idiomatic expressions.	LO1: Academic & Professional Writing	
4.	<b>Paragraph Development</b>	<b>Paragraph Development</b> – Write cohesive paragraphs with logical transitions.	LO1: Academic & Professional Writing	
5.	<b>Source Integration</b>	<b>Source Integration</b> – Paraphrase, summarize, and cite sources (APA/MLA).	LO1: Academic & Professional Writing	
6.	<b>Writing Workshops</b>	<b>Writing Workshops</b> – Draft business reports/case studies with feedback.	LO1: Academic & Professional Writing	
7.	<b>Credible Source Evaluation</b>	<b>Credible Source Evaluation</b> – Assess reliability of journals, websites, and news.	LO 2: Critical Thinking & Research	
8.	<b>Reading Strategies</b>	<b>Reading Strategies</b> – Skim, scan, and annotate texts efficiently.	LO 2: Critical Thinking & Research	
9.	<b>Argument Analysis</b>	<b>Argument Analysis</b> – Detect bias, fallacies, and evidence quality.	LO 2: Critical Thinking & Research	
10.	<b>Research Methods</b>	<b>Research Methods</b> – Navigate JSTOR/Google Scholar for academic sources.	LO 2: Critical Thinking & Research	

11.	<b>Synthesizing Information</b>	<b>Synthesizing Information</b> – Compare perspectives to form balanced arguments.	LO 2: Critical Thinking & Research	
12.	<b>Oral Presentations</b>	<b>Oral Presentations</b> – Structure speeches with visuals and confident delivery.	LO 2: Critical Thinking & Research	
13.	<b>Business Communication</b>	<b>Business Communication</b> – Write formal emails and practice meeting etiquette.	LO 2: Critical Thinking & Research	
14.	Midterm Preparation & Review	<ul style="list-style-type: none"> <li>- Comprehensive review of all learning outcomes</li> <li>- Practice questions and revision of key topics</li> </ul>		
15.	Midterm	<ul style="list-style-type: none"> <li>- <b>Midterm assessment</b> covering all learning outcomes (theory and practical elements)</li> </ul>		
16.	Feedback & Reflection	<ul style="list-style-type: none"> <li>- Review of final exam</li> <li>- Individual feedback on performance</li> <li>- Reflective discussion on key learning points</li> </ul>		
17.	<b>Group Discussions/Debates</b>	<b>Group Discussions/Debates</b> – Persuade, listen actively, and engage constructively.	LO3: Oral Communication & Presentations	
18.	<b>Intercultural Communication</b>	<b>Intercultural Communication</b> – Adapt language for global business settings.	LO3: Oral Communication & Presentations	
19.	<b>Listening Comprehension</b>	<b>Listening Comprehension</b> – Take notes from lectures/TED Talks effectively.	LO3: Oral Communication & Presentations	
20.	<b>Pronunciation &amp; Fluency</b>	<b>Pronunciation &amp; Fluency</b> – Improve stress, intonation, and clarity.	LO3: Oral Communication & Presentations	
21.	<b>Essay Writing</b>	<b>Essay Writing</b> – Draft compare/contrast or argumentative business essays.	LO3: Oral Communication & Presentations	

22.	<b>Research Project</b>	<b>Research Project</b> – Produce a short paper with annotated bibliography.	LO3: Oral Communication & Presentations	
23.	<b>Business Presentation</b>	<b>Business Presentation</b> – Deliver a 5-minute talk on a current issue.	LO: Intercultural Communication	
24.	<b>Mock Business Meeting</b>	<b>Mock Business Meeting</b> – Role-play negotiations/problem-solving.	LO: Intercultural Communication	
25.	<b>Critical Review</b>	<b>Critical Review</b> – Analyze a business case study or article.	LO: Intercultural Communication	
26.	<b>Portfolio Submission</b>	<b>Portfolio Submission</b> – Showcase written work, reflections, and growth.	LO: Intercultural Communication	
27.	<b>Group Discussions/Debates</b>	<b>Group Discussions/Debates</b> – Persuade, listen actively, and engage constructively.	LO: Intercultural Communication	
28.	<b>Reflective Portfolio</b>	<b>Reflective Portfolio</b> – Self-assessment of communication growth	LO: Intercultural Communication	
29.	Final Exam Preparation & Review	LO1, LO2, LO3, LO4	LO1, LO2, LO3	
30.	Final Exam		LO1, LO2, LO3	