

**Professional English for Multilingual Business Students**  
**Course #MGT 480V**  
**Winter 2024**

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Class meetings: Thursdays, 7:40 – 9:30 via Zoom.

Office hours: Tuesdays, 11:00 – 12:00 via Zoom.

<b>Course Description</b>
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This multi-skills communications course is designed to help multilingual graduate business students improve their English-language skills for success in both academic and professional environments. This course prepares students to communicate effectively in and for professional business organizations. This course provides work in four areas of language (reading, writing, speaking, and listening) and professional communication skills. The language skills emphasize writing and thinking in English, listening and reading comprehension, control of grammar and style in both writing and speaking, and systematically expanding vocabulary.

This class is meant to be practical. It is largely a workshop to practice and improve your writing and presentation skills. The bulk of class time will be devoted to these areas. You will edit your own work as well as your classmates', often with a partner. You will present numerous times and provide feedback for your peers.

The skills taught in this class sync with those in the core class Articulation and Critical Thinking. Your work here will help prepare you for that course. If you've already taken ACT, this is an opportunity to further hone your skills and address any areas of weakness.

### **Writing**

Writing skills vary greatly among the students in the GSM. Whatever your skill level at the start of class, six editing techniques will enable you to quickly move your business writing up a level or two. These are particularly helpful for students who are still mastering the English language. You will practice these techniques through weekly writing assignments.

We will also look at grammar and style issues that are common among international students.

### **Presenting**

Competency as a business speaker requires eight basic skills. You will already have some, but may need to improve others. You will learn to use these skills to help you deliver English presentations clearly and impactfully.

You will give multiple in-class presentations throughout the quarter. The assignments vary to provide practice in a variety of contexts: informative,

persuasive, etc. Some presentations will serve as the bases for executive summary writing assignments.

Public speaking can be intimidating for everybody—particularly when you are not presenting in your native language. Our class provides a supportive environment for you to train these skills.

### **Required Materials**

A downloadable Coursepack at Harvard Business School Publishing will be available. Other resources from HBSP will be available through the library.

Writing and Speaking at Work, 5<sup>th</sup> Edition, by Edward P. Bailey.

[The Purdue Owl](#) is an excellent reference tool on grammar to place on your toolbar. We use some of its exercises devoted to verb tenses, article use, and punctuation, which are often problematic.

### **Grading**

This class will be graded Satisfactory/Unsatisfactory. Our goal is to improve your skills, regardless of your starting levels. Each assignment is an opportunity to practice and get better.