



Program: Travel, Live, and Learn Business Experience/Advantage
 Course: TL2 2
 Level: Low Intermediate
 Length: 1 Academic Quarter (12 weeks)

Course Description

The inlingua TL2 Business Experience and Advantage are intensive group ESL courses for students who need to improve their English fluency and understanding of business English and core business concepts. During this course, you will participate in class discussions, learn reading and writing skills, engage in real-life business scenarios, and take part in practical workshops that emphasize business-related grammatical structures and vocabulary. In this low intermediate level, you will effectively conduct basic business activities in English in the four language skill areas and begin using more complex grammatical structures and vocabulary. Upon completion of level 2, you will achieve a level of limited working proficiency in English and be able to handle many social situations and daily business routines. Sample themes include *trade shows, sales meetings, health and safety at work, marketing, people at work, project management and contracts, SWOT analysis, exporting, job interviews, correspondence, entertaining, time management, and mergers and acquisitions.*

Learner Outcomes

After completing TL2 Business Experience/Advantage 2, students will be able to:

1. Speak in polite conversations during routine social and professional situations about current and past events, work, family, friends, and autobiographical information, as well as prepare a short presentation.
 - Use business-related vocabulary, the first and second conditionals, modal auxiliary verbs, and the present (simple, progressive, perfect, perfect progressive), past (simple, progressive, perfect, perfect progressive), and future simple forms of many regular and irregular verbs in questions and statements in both the affirmative and negative
 - Can give opinions and describe people, places, things, actions, past experiences, and future goals in detail
 - Can speak and complain politely, use reported speech, participate in a meeting, and apply for a job
2. Listen to and understand someone speaking normally in routine social and professional interactions and when conducting basic business transactions either in person or on the telephone.
 - Can generally understand normal speech in the present, past, and future tenses, but occasionally needs to have words or phrases repeated
3. Read and understand English commonly encountered in everyday social and business environments, such as menus, road signs, advertisements, schedules, travel guides, magazine articles, agendas, and office memos.
 - Can comprehend printed texts with multiple paragraphs to get the main idea and supporting details
4. Write a response on a given topic using simple sentences in the past, present, and future tenses, basic business correspondence including letters and e-mails, a complaint or apology letter, and a résumé/CV and cover letter.
 - Can use business-related vocabulary, the first and second conditionals, modal auxiliary verbs, and the present (simple, progressive, perfect, perfect progressive), past (simple, progressive, perfect, perfect progressive), and future simple forms of many verbs to write simple sentences and questions

Grades

Your grade for the course will be recorded as **Pass** or **Fail** based on the following three factors:

- I. At the end of the academic term, the inlingua APP English 2 Achievement Test will be administered. In order to pass this level, you must first achieve a passing score on this test.

Your score on the Achievement Test will be recorded according to the following marking scheme:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	20 points	15 points	10 points	20 points

Pass: 50 to 80 points

Fail: 49.5 or fewer points

- II. At the end of the academic term, your oral (speaking) proficiency will be evaluated by qualified raters using the ILR speaking scale. In order to pass the level, you must also demonstrate oral proficiency within or above the target range for the level.

III. You must meet the minimum attendance requirement of 75% attendance for the quarter.

Test Score Ranges: Excellent (70-80 points) Very Good (60-69.5 points) Good (50-59.5 points)



Program: Travel, Live, and Learn Business Experience/Advantage
 Course: TL2 3
 Level: High Intermediate
 Length: 1 Academic Quarter (12 weeks)

Course Description

The inlingua TL2 Business Experience and Advantage are intensive group ESL courses for students who need to improve their English fluency and understanding of business English and core business concepts. During this course, you will participate in class discussions, learn reading and writing skills, engage in real-life business scenarios, and take part in practical workshops that emphasize business-related grammatical structures and vocabulary. In this high intermediate level, you will learn to speak with sufficient structural accuracy and vocabulary in most formal and informal conversations. Upon completion of level 3, you will achieve a level of general professional proficiency in English and be able to fluently discuss and understand a wide variety of business issues and topics. This course will challenge you to engage in complex self-expression with high-level debates, conversations, business projects, and authentic, real-word “Talking Business” sessions. Sample themes include *corporate machinery, decision-making, workload, products and services, news, markets, guidance, agendas, careers, incidents, and negotiating.*

Learner Outcomes

After completing TL2 Business Experience/Advantage 3, students will be able to:

1. Speak in formal and informal conversations about personal interests, practical, social, and professional topics, and specialized fields of knowledge, as well as give instructions and prepared and impromptu speeches.
 - Use business-related vocabulary, the first, second and third conditionals, modal auxiliary verbs, phrasal verbs, verbs followed by infinitives or gerunds, the passive and active voice, the subjunctive, and the twelve English verb tenses of many verbs in questions and statements in both the affirmative and negative
 - Can engage in debates, evaluate opinions and ideas, and describe past, present, and future trends
 - Can answer objections, justify decisions, clarify points, and conduct meetings
2. Listen to and understand audio recordings, news broadcasts, and someone speaking normally in formal and informal interactions and when conducting business transactions either in person or on the telephone.
 - Can generally understand speech in the present, past, and future tenses and conversations on non-technical and some technical subjects, but may need to ask the speaker to provide more information
 - Can understand the majority of speech in business presentations
3. Read and understand English commonly encountered in formal and informal social and business environments, such as menus, advertisements, schedules, travel guides, correspondence, and training manuals.
 - Can comprehend printed materials with multiple paragraphs and can read a popular novel
 - Can read critically to identify supporting details and the organization of ideas
4. Write a multi-paragraph response on an assigned or chosen topic using the past, present, and future tenses, business correspondence (including letters and e-mails), agendas, and short business reports.
 - Can use business-related vocabulary, the first, second and third conditionals, modal auxiliary verbs, phrasal verbs, verbs followed by infinitives or gerunds, the passive and active voice, the subjunctive, and the twelve English verb tenses of many regular and irregular verbs in sentences and questions

Grades

Your grade for the course will be recorded as **Pass** or **Fail** based on the following three factors:

- I. At the end of the academic term, the inlingua APP English 3 Achievement Test will be administered. In order to pass this level, you must first achieve a passing score on this test.

Your score on the Achievement Test will be recorded according to the following marking scheme:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	20 points	15 points	10 points	20 points
Pass: 50 to 80 points			Fail: 49.5 or fewer points	

- II. At the end of the academic term, your oral (speaking) proficiency will be evaluated by qualified raters using the ILR speaking scale. In order to pass the level, you must also demonstrate oral proficiency within or above the target range for the level.

III. You must meet the minimum attendance requirement of 75% attendance for the quarter.

Test Score Ranges: Excellent (70-80 points) Very Good (60-69.5 points) Good (50-59.5 points)



Program: Travel, Live, and Learn Business Experience/Advantage
 Length: 1 Academic Quarter (12 weeks)

Course: TL2 4
 Level: Advanced

Course Description

The inlingua TL2 Business Experience and Advantage are intensive group ESL courses for students who need to improve their English fluency and understanding of business English and core business concepts. During this course, you will participate in class discussions, learn reading and writing skills, engage in real-life business scenarios, and take part in practical workshops that emphasize business-related grammatical structures and vocabulary. In this advanced level, you will learn functional communication skills that are relevant to a wide range of professional situations. Upon completion, you will reach a level of full proficiency in English and be able to use the language fluently and accurately in most business and social situations. This course will also challenge you with authentic, real-word “Talking Business” sessions where you will engage in complex self-expression. Sample themes include *problem-solving, team dynamics, knockout presentations, business propositions, organizations, competition, roles and responsibilities, green credentials, value, change, managing people, matters of opinion, foresight, and selling.*

Learner Outcomes

After completing TL2 Business Experience/Advantage 4, students will be able to:

1. Speak in formal and informal conversations within the range of their own personal and professional experience with a high degree of fluency and precision of vocabulary with few errors of pronunciation and grammar as well as in a range of contexts such as speeches, debates, and meetings or conferences.
 - Use business-related vocabulary, the first, second and third conditionals, modal auxiliary verbs, verbs followed by infinitives or gerunds, the passive and active voice, the subjunctive, and the twelve English verb tenses of many regular and irregular verbs in questions and statements in both the affirmative and negative
 - Use language clearly and relatively naturally to make ideas easily understandable to native speakers
 - Can discuss initiatives, make pitches, handle schedules and timelines, and make emphatic comparisons
 - Can discuss experiences, aspirations, cultural influences, communication styles, and business tactics
2. Listen to and understand normal speech in audio recordings, news broadcasts, movies, presentations, and in formal and informal conversations at work, when conducting business transactions, and on the telephone.
 - Can understand native speakers of the standard and other major dialects in essentially any face-to-face interaction, but may have difficulty with non-standard presentations, telephone calls, or audio recordings
3. Read and understand non-technical and some technical English commonly encountered in formal and informal social and business environments, such as menus, advertisements, travel guides, magazine articles, newspaper articles, business correspondence, proposals, résumés, agendas, and instruction manuals.
 - Can comprehend printed materials with multiple paragraphs and can read a popular novel
 - Can read critically to make inferences, draw conclusions, and see relationships between ideas
4. Write a multi-paragraph response on an assigned or chosen topic using the past, present, and future tenses, business correspondence (including letters and e-mails), slides for presentations, and a résumé.
 - Can write acquired grammar structures, business idioms, and vocabulary with correct spelling and formatting

Grades

Your grade for the course will be recorded as **Pass** or **Fail** based on the following three factors:

- I. At the end of the academic term, the inlingua APP English 4 Achievement Test will be administered. In order to pass this level, you must first achieve a passing score on this test.

Your score on the Achievement Test will be recorded according to the following marking scheme:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	20 points	15 points	10 points	20 points

Pass: 50 to 80 points

Fail: 49.5 or fewer points

- II. At the end of the academic term, your oral (speaking) proficiency will be evaluated by qualified raters using the ILR speaking scale. In order to pass the level, you must also demonstrate oral proficiency within or above the target range for the level.

III. You must meet the minimum attendance requirement of 75% attendance for the quarter.

Test Score Ranges: Excellent (70-80 points) Very Good (60-69.5 points) Good (50-59.5 points)