

Global ESL Academy- Business English Program Achievement Scales

Pre-intermediate Level (16 weeks/ 288 hours)

Grammar and Oral Skills

Students should be able to demonstrate proficiency in essential office communication skills, including making introductions, proper telephone etiquette, and participating in meetings. They can collaborate with team members to present fundamental business concepts and strategies. Through business-related listening activities, students will be able to identify the main idea and key details while also making inferences. Additionally, students possess an understanding of intermediate grammar, including verb tenses, modals, collocations, and reported speech.

Writing and Reading Skills

Students should be able to read, analyze, and summarize business articles, creating brief reports based on their findings. They should understand and utilize business-related vocabulary, including idioms and phrasal verbs in a modern office environment. Additionally, they should compose clear and persuasive communications such as emails, memos, business letters, and effective business reports.

Furthermore, students can research business-related topics, identify credible sources, and organize their information in a structured outline or summary. They also can evaluate and discuss articles on diversity and cultural awareness in the workplace, expressing their viewpoints through blog posts.

Intermediate Level (16 weeks/ 288 hours)

Grammar and Oral Skills

Students demonstrate proficiency in office communication skills, including networking, negotiating, and making cold calls. They can effectively collaborate with teammates to present business concepts and strategies, addressing communication breakdowns and reaching agreements. Additionally, the student can identify main ideas and key details, as well as inferring information from interviews with CEOs, managers, and industry experts. Furthermore, the student shows an understanding of intermediate grammatical structures, including phrasal verbs, the passive voice, and collocations.

Writing and Reading Skills

Students can read, evaluate, and summarize relevant articles related to business. They can write clear and compelling business reports on topics such as management styles, finance, and crisis management. Additionally, students can research business-related subjects, identify credible sources, and organize information into outlines and summaries. They can also compose detailed business reports that examine key issues while utilizing and evaluating various sources.

Furthermore, students understand and can effectively use business vocabulary, including idioms and phrasal verbs related to marketing, management styles, and team building. They can assess and summarize articles pertaining to diversity and cultural awareness in the workplace, expressing their viewpoints in blog posts where applicable. Additionally, students can use graphs to enhance their brief reports.

High intermediate Level (16 weeks/ 288 hours)

Grammar and Oral Skills

Students can demonstrate fluency in office communication skills, including teleconferencing and conflict resolution. They can collaborate with teammates to present business concepts and strategies, with a focus on customer relationship management. Additionally, students can identify the main ideas and key details in industry reports related to business topics, including training, customer relations, strategies, goals, and values. Furthermore, they can demonstrate an understanding of intermediate grammatical structures, such as gerunds, infinitives, participles, multi-word verbs, and cleft sentences.

Writing and Reading Skills

Students are capable of reading, evaluating, and summarizing pertinent business-related articles on topics such as employment trends, marketing, and management. They can also read and assess articles on diversity and cultural awareness in the workplace, focusing on resolving cross-cultural misunderstandings and engaging in ethical problem-solving.

Additionally, students understand and effectively use business-related vocabulary, including idioms and phrasal verbs, particularly in the context of online startups and businesses. They can write clear and compelling business reports on various subjects, including proposals and press releases.

Students are skilled in researching business topics, identifying credible sources, and evaluating conflicting information. They can compose detailed business reports that examine issues from multiple perspectives. Furthermore, they can summarize relevant articles into brief reports and use graphs when applicable.

Advanced Level
(16 weeks/ 288 hours)

Grammar and Oral Skills

Students can develop fluency in advanced communication regarding cultural awareness, racial/ethnic diversity, and gender diversity. Students can demonstrate understanding and analyze business-related topics in a variety of listening activities, including podcasts, TED talks, etc. Students can integrate advanced grammatical forms, including phrasal verbs, collocations, and idioms, into workplace communication.

Writing and Reading Skills

Students can comprehend, analyze, and respond to structurally complex business articles. They can compose practical proposals, business plans, and office correspondence. Additionally, students can expand business-related vocabulary for advanced tasks such as negotiations, trading, and business law. They can also write, critique, revise, and present a clear and compelling business report based on reliable and relevant articles.