

Global ESL Academy Business English Program

Interpretation of the Achievement Scale

The Business English Program achievement scale provides a summary of the language competencies and student learning outcomes students are expected to attain at each level of instruction. The descriptors below are aligned with the officially approved Student Learning Outcomes (SLOs) outlined in the course syllabi for both the Integrated Business Skills and Grammar & Business Communication tracks.

Student achievement is evaluated through direct assessment measures including quizzes, presentations, role-plays, business writing tasks, reading and listening assessments, projects, participation in communicative tasks, midterm/final examinations, and, where applicable, program exit assessments.

Achievement Scale

Grade	Interpretation	General Description of Achievement
A	Excellent Achievement	Students consistently exceed course-level student learning outcomes and demonstrate strong accuracy, fluency, comprehension, and application of business communication skills.
B	Good Achievement	Students successfully achieve course-level student learning outcomes with minor language or communication errors that do not interfere with meaning.
C	Satisfactory Achievement	Students demonstrate minimum acceptable achievement of course-level student learning outcomes and can perform required business communication tasks with some support.
D	Limited Achievement	Student demonstrates partial achievement of student learning outcomes but lacks sufficient proficiency or consistency to advance successfully.
F	Unsatisfactory Achievement	Students do not demonstrate achievement of the required student learning outcomes for the course level.

Pre-Intermediate Level - Interpretation of Achievement

Students at the Pre-Intermediate level demonstrate foundational business communication skills necessary for simple workplace interactions and basic academic-business tasks.

Students who successfully complete this level can:

Listening

- Identify main ideas and key supporting details in short business-related listening tasks and conversations.

- Understand basic workplace instructions, announcements, and short presentations.

Speaking & Oral Communication

- Participate in guided business-related conversations, role-plays, and discussions using simple vocabulary and sentence structures.
- Deliver short, structured presentations and oral responses on familiar business topics.

Reading

- Identify main ideas and supporting details in short business texts, emails, schedules, charts, and workplace materials.
- Demonstrate comprehension of basic business vocabulary and simple written communication.

Writing

- Produce basic business documents such as emails, memos, messages, and short paragraphs using appropriate format and simple organizational structure.
- Use basic grammar and vocabulary with emerging accuracy in workplace communication tasks.

Grammar & Language Use

- Demonstrate control of foundational grammatical structures including simple verb tenses, sentence patterns, questions, modals, and basic business vocabulary appropriate to the level.

Intermediate Level- Interpretation of Achievement

Students at the Intermediate level demonstrate developing independence in workplace communication and can complete structured business tasks using appropriate language and communication strategies.

Students who successfully complete this level can:

Listening

- Identify main ideas, supporting details, and key information in intermediate-level business conversations, meetings, interviews, and presentations.
- Understand workplace discussions related to common business situations.

Speaking & Oral Communication

- Participate in discussions, negotiations, meetings, and role-plays using appropriate business expressions and communication strategies.
- Deliver organized presentations and explain opinions, solutions, and recommendations with increasing fluency.

Reading

- Understand intermediate-level business texts, reports, articles, emails, and workplace documents.
- Summarize and interpret information from written business materials.

Writing

- Produce organized business emails, reports, proposals, summaries, and correspondence using appropriate tone, format, and organization.
- Demonstrate improved sentence variety, coherence, and vocabulary control in written tasks.

Grammar & Language Use

- Demonstrate understanding and use of intermediate grammatical structures and business vocabulary necessary for workplace communication and written business tasks.

Upper-Intermediate Level- Interpretation of Achievement

Students at the Upper-Intermediate level demonstrate effective communication skills in more complex workplace and professional contexts and can complete integrated business communication tasks with greater accuracy and independence.

Students who successfully complete this level can:

Listening

- Analyze main ideas, supporting details, speaker purpose, and implied meaning in extended business discussions, presentations, and workplace interactions.
- Demonstrate comprehension of authentic business-related listening materials.

Speaking & Oral Communication

- Participate actively in meetings, presentations, negotiations, interviews, and problem-solving discussions using appropriate professional communication strategies.
- Present detailed opinions and business recommendations with improved fluency, organization, and accuracy.

Reading

- Interpret and analyze business articles, reports, case studies, graphs, and workplace documents.
- Evaluate information and summarize key business concepts accurately.

Writing

- Produce well-organized business correspondence, reports, proposals, summaries, and analytical responses using appropriate professional tone and structure.
- Demonstrate effective organization, supporting details, and expanded business vocabulary.

Grammar & Language Use

- Demonstrate consistent control of upper-intermediate grammatical structures, sentence variety, and business communication conventions appropriate to professional settings.

Advanced Level- Interpretation of Achievement

Students at the Advanced level demonstrate strong independent business communication skills and can function effectively in professional and academic business environments using advanced language and analytical skills.

Students who successfully complete this level can:

Listening

- Evaluate and interpret complex business presentations, meetings, interviews, and discussions involving abstract or specialized topics.
- Identify nuanced meaning, implied ideas, and speaker intent in authentic professional communication.

Speaking & Oral Communication

- Lead and participate effectively in professional discussions, presentations, negotiations, and analytical business communication tasks.
- Present complex ideas and recommendations clearly, fluently, and persuasively.

Reading

- Analyze and evaluate advanced business texts, reports, case studies, research-based materials, and professional documents.
- Synthesize information from multiple business sources accurately and critically.

Writing

- Produce advanced business reports, proposals, analytical essays, executive summaries, and professional correspondence using appropriate organization, tone, and supporting evidence.
- Demonstrate strong grammatical accuracy, coherence, and professional business writing conventions.

Grammar & Language Use

- Demonstrate advanced control of grammatical structures, business terminology, professional register, and communication strategies appropriate for complex workplace and academic-business contexts.

Advancement Interpretation

Students are considered to have successfully achieved the learning outcomes of the course when they:

- demonstrate satisfactory achievement of course-level student learning outcomes through direct assessments,
- successfully complete required major assessments and performance tasks,
- and earn a final course grade of A, B, or C.

Student progress is documented through written progress reports that summarize achievement of language outcomes, assessment performance, instructor feedback, and recommendations for continued language development.