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## **BUSINESS ENGLISH**

Grade Level: 12 (General Studies)

Credit: 0.5 or 1.0

Prerequisite: English courses 9-11 or 1-3 completed

Business English is an upper level English course choice designed to prepare students to properly communicate in the business world. Students will learn to organize and write concise, correct, and complete business correspondence. They will learn to recognize and adapt messages for the intended audience while eliminating bias from the correspondence. Other topics covered include letter and memo formatting, report writing, documentation/plagiarism/paraphrasing, job/career research, resume writing, and more.

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### **Business English Lessons**

#### **Teacher Message**

#### **Lesson 1: Submitting RTF Files**

#### **Lesson 2: Determining the Purpose of Correspondence and Adapting to the Intended Audience**

#### **Lesson 3: Negative/Positive Tone**

#### **Lesson 4: Categorize the Message: Favorable/Unfavorable, Routine/Persuasive**

#### **Lesson 5: Organize the Approach: Direct/Deductive, Indirect/Inductive**

#### **Lesson 6: Active/Passive Voice**

#### **Lesson 7: The "You" Focus and the Empathetic Writing Style**

#### **Lesson 8: Bias Free Communication**

#### **Lesson 9: Clear/Concise/Simple Communication**



**Lesson 10: Complete/Considerate/Correct Communication**

**Lesson 11: Business Correspondence: Block Letter Format**

**Lesson 12: Business Correspondence: Modified Block Letter Format**

**Lesson 13: Business Correspondence: Simplified Letter Format**

**Lesson 14: Business Correspondence: Memorandum Format**

**Lesson 15: Documentation - Plagiarizing/Paraphrasing/Citing**

**Lesson 16: APA (American Psychological Association) Style Citation**

**Lesson 17: MLA (Modern Language Association) Style Citation**

**Lesson 18: Report Writing: Developing an Outline**

**Lesson 19: Report Writing: Report Information and Formatting**

**Lesson 20: Report Writing: Informal Reports**

**Lesson 21: Report Writing: Formal Reports - Preliminary Parts**

**Lesson 22: Report Writing: Formal Reports – Body**

**Lesson 23: Report Writing: Formal Reports - Final Parts**

**Lesson 24: Job/Career – Research**

**Lesson 25: Job/Career – Application**

**Lesson 26: Job/Career – Interview**

**Lesson 27: Journalism – Introduction**

**Lesson 28: Journalism - Writing the News Story**

**Lesson 29: Journalism – Interviews**



**Lesson 30: Journalism - Interview to Article**

**Lesson 31: Skills Assessment**

