**LESSON PLAN FOR INTELLIGENT BUSINESS for UMB**

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| Subject | Business English II |  | Teaching Tools: |
| Subject Code |  |  | Whiteboard, Photocopy, Overhead, & Tape Player |
| Credit | 2 |  | Evaluation & Assignments: |
| Teaching Learning Sources | |  | Assignment(s)/Writing: 10%; Participation: 10% |
| Lecturer: Explaining, tutoring, discussing, giving examples, and exercises | |  | Quiz: 10%; Midterm:30%; Final: 40% |
| Students: Listening, discussing, working on the assignments and exercises | |  | Sources: Intelligent Business Course Book by Tonya Trappe and Graham Tullis, Pearson Education Limited. |

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| **WEEK** | **Specific Instructional Objectives** | | | **Chapter** | **Topic** | | | **Resources** | **Evaluation and Assignment** | |
| **1** | Students will be able to: | | | Chapter 1: Survival of the fittest | 1 | Discussion on: | Careers and types of companies | Intelligent Business Course Book, Pearson Education Limited | 1 | Presentation |
| 1 | Discuss topics on: | Types of the company and careers available | 2 | Vocabulary 1 & 2: | Companies and Careers | 2 | Discussion |
| 2 | Read topics on: | A matter of choice' which is about company structure that relates to listening skill 'Companies and Jobs | 3 | Listening: | Companies and Jobs | 3 | Class Participation |
| 3 | Learn language work relating to: | Present Simple and Present Continuous | 4 | Reading: | A Matter of Choice | 4 | Mid Test |
| 4 | Implement the skills on: | Job Hierarchy | 5 | Language Review: | Present Simple and Present Continuous | 5 | Final Test |
| 5 | Apply the case study of | Choosing the best option for the 'Transal Company' | 6 | Skills: | Talking about your job Hierarchy | 6 | Final Semester Assignment |
|  |  |  | 7 | Case Study: | The Virtue of Necessity |  |  |
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| **WEEK** | **Specific Instructional Objectives** | | | **Chapter** | **Topic** | | | **Resources** | **Evaluation and Assignment** | |
| **2** | Students will be able to: | | | Chapter 2: Terrorizing The Talent | 1 | Discussion on: | Management Styles | Intelligent Business Course Book, Pearson Education Limited | 1 | Presentation |
| 1 | Discuss topics on: | Understanding the Management Styles | 2 | Vocabulary 1 & 2: | Vocab 1: Synonyms and Vocab 2: Collocations | 2 | Discussion |
| 2 | Read topics on: | When to Terrorize Talent | 3 | Listening: | Getting Things Done | 3 | Class Participation |
| 3 | Learn language work relating to: | Articles | 4 | Reading: | When to terrorize talent | 4 | Mid Test |
| 4 | Implement the skills on: | Getting the things done | 5 | Language Review: | Articles | 5 | Final Test |
| 5 | Apply the case study of | Mission Impossible | 6 | Skills: | Getting Things Done | 6 | Final Semester Assignment |
|  |  |  | 7 | Case Study: | Mission Impossible |  |  |
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| **3** | Students will be able to: | | | Chapter 3: The Big Picture | 1 | Discussion on: | Important Factors in Planning Process | Intelligent Business Course Book, Pearson Education Limited | 1 | Presentation |
| 1 | Discuss topics on: | Factors in Planning Process | 2 | Vocabulary 1 & 2: | Suffixes | 2 | Discussion |
| 2 | Read topics on: | The Nike Strategy | 3 | Listening: | SWOT Analysis | 3 | Class Participation |
| 3 | Learn language work relating to: | Future Tenses | 4 | Reading: | The Nike Strategy | 4 | Mid Test |
| 4 | Implement the skills on: | Presentations | 5 | Language Review: | Future Continuous | 5 | Final Test |
| 5 | Apply the case study of | Harley's Angels | 6 | Skills: | Short Presentations | 6 | Final Semester Assignment |
|  |  |  | 7 | Case Study: | Harley's Angels |  |  |
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| **4** | Students will be able to: | | | Chapter 4: Because I am worth it. | 1 | Discussion on: | Should anyone earn so much money? | Intelligent Business Course Book, Pearson Education Limited | 1 | Presentation |
| 1 | Discuss topics on: | Professionalism | 2 | Vocabulary 1 & 2: | Multi-Part Verbs | 2 | Discussion |
| 2 | Read topics on: | The Reward of Failure | 3 | Listening: | Analysts Talk about Salary | 3 | Class Participation |
| 3 | Learn language work relating to: | Past Simple and Present Perfect | 4 | Reading: | The Rewards of Failure | 4 | Mid Test |
| 4 | Implement the skills on: | Evaluating Performance | 5 | Language Review: | Past Simple and Present Perfect | 5 | Final Test |
| 5 | Apply the case study of | Success at What Price? | 6 | Skills: | Evaluating Performance | 6 | Final Semester Assignment |
|  |  |  | 7 | Case Study: | Success at what price? |  |  |
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| **5** | Students will be able to: | | | Chapter 5: Prosperity and Preservation | 1 | Discussion on: | How has the quality of life changed? | Intelligent Business Course Book, Pearson Education Limited | 1 | Presentation |
| 1 | Discuss topics on: | The Quality of Life | 2 | Vocabulary 1 & 2: | Word Form | 2 | Discussion |
| 2 | Read topics on: | Gas for Peru VS Green Imperialism | 3 | Listening: | Analysis at the Organization of Economic Corporation | 3 | Class Participation |
| 3 | Learn language work relating to: | Modal Vebs | 4 | Reading: | Gas for Peru VS Green Imperialism | 4 | Mid Test |
| 4 | Implement the skills on: | Evaluating performance | 5 | Language Review: | Modal Verbs of Likelihood | 5 | Final Test |
| 5 | Apply the case study of | Striking A Balance | 6 | Skills: | Showing Causes and Effects | 6 | Final Semester Assignment |
|  |  |  | 7 | Case Study: | Striking A Balance |  |  |
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| **6** | Students will be able to: | | | Chapter 6: Seducing the Masses | 1 | Discussion on: | Brands | Intelligent Business Course Book, Pearson Education Limited | 1 | Presentation |
| 1 | Discuss topics on: | Brands | 2 | Vocabulary 1 & 2: | Wordmap | 2 | Discussion |
| 2 | Read topics on: | Marketing Brands | 3 | Listening: | The Importance of Brands | 3 | Class Participation |
| 3 | Learn language work relating to: | Comparatives and Superlatives | 4 | Reading: | Marketing Brands | 4 | Mid Test |
| 4 | Implement the skills on: | Considering Alternatives | 5 | Language Review: | Comparatives and Superlatives | 5 | Final Test |
| 5 | Apply the case study of | A Scent of Risk | 6 | Skills: | Considering Alternatives | 6 | Final Semester Assignment |
|  |  |  | 7 | Case Study: | A Scent of Risk |  |  |
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| **7** | Students will be able to: | | | Chapter 7: The Great Job Migration | 1 | Discussion on: | Outsourcing | Intelligent Business Course Book, Pearson Education Limited | 1 | Presentation |
| 1 | Discuss topics on: | Many companies are now setting up facilities in countries that can provide at a far lower cost | 2 | Vocabulary 1 & 2: | Offshoring | 2 | Discussion |
| 2 | Read topics on: | The New Global Shift | 3 | Listening: | The Advantage and Risks are of going Offshore | 3 | Class Participation |
| 3 | Learn language work relating to: | Conditional Sentences Type 1 and Type 2 | 4 | Reading: | The New Global Shift | 4 | Mid Test |
| 4 | Implement the skills on: |  | 5 | Language Review: | Conditional Sentences Type 1 and Type 2 | 5 | Final Test |
| 5 | Apply the case study of | Going Offshore | 6 | Skills: | Making and Responding to Suggestions | 6 | Final Semester Assignment |
|  |  |  | 7 | Case Study: | Going Offshore |  |  |
| **8** | **MID SEMESTER TEST** | | | | | | | | | |
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| **9** | Students will be able to: | | | Chapter 8: The Bottom Line | 1 | Discussion on: | The Profit and Loss Account | Intelligent Business Course Book, Pearson Education Limited | 1 | Presentation |
| 1 | Discuss topics on: | Ideas about Marketing | 2 | Vocabulary 1 & 2: | Finding Definition | 2 | Discussion |
| 2 | Read topics on: | Selling Dreams | 3 | Listening: | Creative Accounting | 3 | Class Participation |
| 3 | Learn language work relating to: | Word Partnership | 4 | Reading: | Corporate Governance | 4 | Mid Test |
| 4 | Implement the skills on: | Exchanging Information | 5 | Language Review: | Adjectives and Adverbs | 5 | Final Test |
| 5 | Apply the case study of | Relaunch a Product | 6 | Skills: | Referring to Visuals | 6 | Final Semester Assignment |
|  |  |  | 7 | Case Study: | Counting The Costs |  |  |
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| **10** | Students will be able to: | | | Chapter 9: Hiring for The Future | 1 | Discussion on: | The Application Process | Intelligent Business Course Book, Pearson Education Limited | 1 | Presentation |
| 1 | Discuss topics on: | Application Process | 2 | Vocabulary 1 & 2: | Word Building | 2 | Discussion |
| 2 | Read topics on: | A Full House | 3 | Listening: | CV | 3 | Class Participation |
| 3 | Learn language work relating to: | Relative Pronouns | 4 | Reading: | A Full House | 4 | Mid Test |
| 4 | Implement the skills on: | Small Talk | 5 | Language Review: | Relative Pronouns | 5 | Final Test |
| 5 | Apply the case study of | The Bellagio Interview | 6 | Skills: | Small Talk | 6 | Final Semester Assignment |
|  |  |  | 7 | Case Study: | The Bellagio Interview |  |  |
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| **11** | Students will be able to: | | | Chapter 10: The Globalization for Deceit | 1 | Discussion on: | Copyright Infringements | Intelligent Business Course Book, Pearson Education Limited | 1 | Presentation |
| 1 | Discuss topics on: | Copyright Infringements | 2 | Vocabulary 1 & 2: | Prefixes | 2 | Discussion |
| 2 | Read topics on: | Imitating Property is Theft | 3 | Listening: | Counterfeiting | 3 | Class Participation |
| 3 | Learn language work relating to: | Conditional Sentences Type 1, 2, and 3. | 4 | Reading: | Imitating Property is Theft | 4 | Mid Test |
| 4 | Implement the skills on: | Giving Reasons | 5 | Language Review: | Conditional Sentences Type 1, 2, and 3. | 5 | Final Test |
| 5 | Apply the case study of | The Golden Couple | 6 | Skills: | Giving Reasons | 6 | Final Semester Assignment |
|  |  |  | 7 | Case Study: | The Golden Couple |  |  |
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| **12** | Students will be able to: | | | Chapter 11: People's Company | 1 | Discussion on: | Types of Markets | Intelligent Business Course Book, Pearson Education Limited | 1 | Presentation |
| 1 | Discuss topics on: | Skill of a Good Manager | 2 | Vocabulary 1 & 2: | Compound Nouns | 2 | Discussion |
| 2 | Read topics on: | The International Manager | 3 | Listening: | Good Manager | 3 | Class Participation |
| 3 | Learn language work relating to: | Verbs and Prepositions | 4 | Reading: | Going, going, gone? | 4 | Mid Test |
| 4 | Implement the skills on: | Socializing and Entertaining | 5 | Language Review: | Gerund and Infinitives | 5 | Final Test |
| 5 | Apply the case study of | Improving Ways of Working Together | 6 | Skills: | Making and Responding to Offers | 6 | Final Semester Assignment |
|  |  |  | 7 | Case Study: | Closing the Deal |  |  |
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| **13** | Students will be able to: | | | Chapter 12: Finding A Voice | 1 | Discussion on: | Acts of Protest | Intelligent Business Course Book, Pearson Education Limited | 1 | Presentation |
| 1 | Discuss topics on: | Act of Protest You would be willing to join | 2 | Vocabulary 1 & 2: | Trade and Lobbies | 2 | Discussion |
| 2 | Read topics on: | of Celebrities, Charity, and Trade | 3 | Listening: | Successful Protest Campaign | 3 | Class Participation |
| 3 | Learn language work relating to: | Modal Verbs of Obligation | 4 | Reading: | Fair Trade | 4 | Mid Test |
| 4 | Implement the skills on: | Making a Case | 5 | Language Review: | Modal Verbs | 5 | Final Test |
| 5 | Apply the case study of | Selling up or Selling out | 6 | Skills: | Making A Case | 6 | Final Semester Assignment |
|  |  |  | 7 | Case Study: | Selling Up or Selling Out |  |  |
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| **14** | Students will be able to: | | | Chapter 13: Messaging Meltdown | 1 | Discussion on: | The Way of Communicating | Intelligent Business Course Book, Pearson Education Limited | 1 | Presentation |
| 1 | Discuss topics on: | The Way to Communicate with Friends | 2 | Vocabulary 1 & 2: | Information Overload | 2 | Discussion |
| 2 | Read topics on: | Coping with Infoglut | 3 | Listening: | Using E-mail Effectively | 3 | Class Participation |
| 3 | Learn language work relating to: | Passive Sentences | 4 | Reading: | Coping with Infoglut | 4 | Mid Test |
| 4 | Implement the skills on: | Summarizing | 5 | Language Review: | Passive Sentences | 5 | Final Test |
| 5 | Apply the case study of | Spinning The Truth | 6 | Skills: | Summarizing | 6 | Final Semester Assignment |
|  |  |  | 7 | Case Study: | Spinning the Truth |  |  |
| **15** | **FINAL SEMESTER TEST** | | | | | | | | | |

*Ref. YD.2013*