



## THE FEATURES OF CONDUCTING BUSINESS ENGLISH (BE) AS A SECOND LANGUAGE

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### ABSTRACT

*There is a significant difference in conducting General and Business English classes, making it specific. GE learners focus more daily conversation and grammar, involving the usage of vocabulary, while BE is more specific and extensive. They learn English as a tool for dealing with business. Professional context is applied in BE. Different terminology, various level and different purposes are the specific features. The session focuses on formality of writing style. In further sessions, the number of writing classes should be enlarged.*

**KEY WORDS:** *Business English, speaking, listening, learning tools, posters, online tools*

### COURSE DESCRIPTION

This course is designed for Bank Employees, particularly for Bank managers of Credit Operations, Financial Leasing, Money Transform Operations, Issue and sale of shares Departments. As NA indicates, the learners' need is to acquire English for negotiating business traits, participating in international conferences, forums and desire to improve presenting skills. Due to this factor, the course suggests to cover all four skills with Grammar and Vocabulary, emphasizing more on *speaking, listening* and *writing* skills

Concerning *learning tools*, Business English Pods as an interactive media source, learning networks (a group or a bot) to participate in online discussions, the site <https://breakingnewsenglish.com> as Business Reading materials, various video materials, and online quizzes as assessment tools are planned to perform during the course. Task sheets from Business English Books are also provided.

### COURSE OBJECTIVES AND LEARNING OUTCOMES

Course objectives:

- Create verbal fluency for both face-to-face and distance communication
- Make confidence in ability in terms of conducting Business in English

- Professional and formal style of written interaction with international partners
- Improve communicative competence in terms of Banking

Learning outcomes:

- To enlarge Business related Vocabulary
- To present in Business community in terms of common business and financial topics
- To comprehend Pod casts and use the topic related words in situations
- To express ideas in English on specific topics and to comment online at blogs
- To be aware of current financial and economic news and interpret them
- To acquire formal letter writing style and to compose samples

### EXPECTATIONS

This 6-week Business English ESP course is designed to help banking employees to negotiate in English. In order to reach the goal, there are a few requirements from them:

- Attend every class
- Come on time
- Be punctual with assignments
- Participate actively at sessions, particularly in discussions



The participants are offered to contact with an instructor out of classes,( according to mentioned available hours above) as the Course tends to be a learner-friendly learning period. Additionally, the extra sources are also recommended to cover the themes.

Regarding the sessions, most of them require using technological tools; therefore the participants are expected to be digitally literate and to take part actively in discussions. To increase speaking and listening skills during the short period demands to learn innumerable Vocabulary, listen Pods, read online news on suggested official sites and share them during the sessions. The opportunity to enhance formal writing style comes only once, therefore the learners have to activate and review all sources ranging from grammatical variety and Business related Vocabulary.

### ASSIGNMENTS

In terms of assignments, there are only two assessments: **formative (oral presentation)** and **summative (writing a business letter)**. The learners are required to hand them as a **poster** and **online versions** respectively. Daily assignments include reading online articles and watching videos on provided sources.

### FURTHER SUGGESTIONS

The course is designed according to the NA results; as the participants wanted to emphasize more speaking and listening skills. They indicated the reasons as well: international forums and foreign companions. However, the session focuses on formality of writing style. In further sessions, the number of writing classes should be enlarged. Even though, the huge number of sources to acquire this skill, there is still necessity for being instructed by the teacher.

### RESOURCES

Resources	
Session 1	<ul style="list-style-type: none"> <li>vocabulary task sheet from <a href="http://www.bankstreet.org/Materials/ESP%20-%20Business%20English%20Section/Banking%20and%20Finance/Vocabulary%20of%20Banking%20and%20Finance%20(Level%20A2).pdf">http://www.bankstreet.org/Materials/ESP%20-%20Business%20English%20Section/Banking%20and%20Finance/Vocabulary%20of%20Banking%20and%20Finance%20(Level%20A2).pdf</a></li> <li>a Video on <a href="https://www.youtube.com/watch?v=Gff18G37NXk">https://www.youtube.com/watch?v=Gff18G37NXk</a></li> </ul>
Session 2	<ul style="list-style-type: none"> <li>topics on <a href="https://www.template.net/business/brochure/travel-company-brochure/">https://www.template.net/business/brochure/travel-company-brochure/</a></li> <li>An article from online magazine "Banking and Finance" on <a href="https://www.journals.elsevier.com/journal-of-banking-and-finance">https://www.journals.elsevier.com/journal-of-banking-and-finance</a></li> </ul>
Session 3	<ul style="list-style-type: none"> <li>Data about popular business topic on <a href="https://hbr.org/topics">https://hbr.org/topics</a></li> <li>Rules for business English teachers on <a href="https://busyteacher.org/10411-what-every-business-english-teacher-needs-to-know.html">https://busyteacher.org/10411-what-every-business-english-teacher-needs-to-know.html</a></li> </ul>
Session 4	<ul style="list-style-type: none"> <li>Task sheets and suggestions for Business English teachers on <a href="http://www.businessenglishsite.com">www.businessenglishsite.com</a></li> <li>The meeting and presentation phrases <a href="https://www.learnenglish.de/business/meetingphrases.html">https://www.learnenglish.de/business/meetingphrases.html</a></li> </ul>
Session 5	<ul style="list-style-type: none"> <li>Online discussion as a listening and a writing task on <a href="http://www.calonfm.com/105fm/?page_id=7039">http://www.calonfm.com/105fm/?page_id=7039</a></li> <li>The online video <a href="https://explorewhatworks.com/network/">https://explorewhatworks.com/network/</a></li> </ul>
Session 6	<ul style="list-style-type: none"> <li>A video about writing business letter on <a href="https://www.youtube.com/watch?v=7xUTguLaaXI">https://www.youtube.com/watch?v=7xUTguLaaXI</a></li> <li>Task sheets from <a href="https://www.wikihow.com/Write-a-Business-Letter">https://www.wikihow.com/Write-a-Business-Letter</a></li> <li>For summative assessment via <a href="https://docs.google.com/document/u/0/">https://docs.google.com/document/u/0/</a></li> </ul>



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