



# BOSTON LANGUAGE SCHOOL

[bostonlanguage.school](http://bostonlanguage.school)



## INTRODUCTION

Following detailed research, Boston Language School has developed an invaluable platform for English language learners, not only in terms of lessons and assessments but also in terms of alignment with international standards.

Effective communication means having the ability to exchange knowledge, data, thoughts and ideas in such a way that the audience clearly understands and receives the message accurately. To achieve this level of interaction with others, people need the competence to assess all visual and auditory stimuli with insight. Having an ability of discernment means engaging with material at both an intellectual and an emotional level – evaluating and appraising the information that is being presented. Boston Language School enables people to make connections between ideas, contribute meaningfully to discussions, write with purpose and sift through information perceptively and with curiosity.

These abilities can only come from being proficient in language skills.

For individuals, the benefits of knowing how to communicate without limitations are endless. These benefits include having the confidence to answer questions appropriately in a job setting or knowing how to write emails or reports with accuracy and impact. Communicating effectively is the key tool that empowers individuals to emphasise points and persuade listeners during conversation and presentations.

For companies, having staff with sound communication and language skills eliminates inefficiencies, ensures that data and information are being clearly and properly circulated, and builds a positive work environment. All these factors contribute to a more productive work environment, satisfied clients and content employees.



In addition to our lessons and assessments, we have included a variety of games to stimulate and challenge participants. These games have been designed to improve vocabulary, enhance vocabulary skills within specific contexts and even develop logic and reasoning with the crossword puzzles. Our Instructions and Vocabulary games enhance memory skills and vocabulary in different categories. Word recognition assists in reading fluency and speed, which are vital in developing reading proficiency. For this reason, we have included Find the Word exercises. Learning should also be fun!

English is the international language of commerce and industry. It makes complete sense for all employers and employees to invest in English language development and proficiency.

To be considered proficient in a language, there are four foundational skills that need to be learned and developed: writing, reading, speaking and listening. Boston Language School is cognizant of these as well as the progressive nature of teaching and learning a language. It is for this reason that our learning programme is structured according to the four foundational skills and adheres to the principles of scaffolding in education, hence being progressive. Our course begins with basic language principles, for example, correct sentence construction and punctuation and extends to more advanced concepts, for example, the impact of figurative expression in a variety of texts, including those in a business context.



The Common European Framework of Reference for Languages (CEFR) is an international standard for describing language ability. It defines language competence on a six-point scale, from A1 for beginners, up to C2 for those who have mastered a language.

The ratings are as follows:

A1 to A2: Basic

B1 to B2: Independent

C1 to C2: Proficient

The CEFR framework allocates certain competencies to specific ratings. Boston Language School has ensured that developmental learning from A1 to C2 is possible through a wide language of genres and formats, including literature excerpts and business vocabulary and even effective language usage. Consider the fundamental language concept of register, for example. Our lessons demonstrate and assess the impact of informal and formal register in various contexts, first receptively and then in terms of output.

Boston Language School offers English development and enrichment at Primary, Secondary and Business levels, each level being cognizant of the CEFR framework and six-point scale. The programme has been designed to accommodate any English speaker, from a beginner at Level A1 to a fluent and proficient speaker at Level C2.

## ACCREDITATION

Boston Language and Boston Literacy have both been accredited by South African Board for People Practices (SABPP). Participants successfully completing either of the CPD accredited courses will be eligible for 10 CPD points for each.



## BUSINESS LANGUAGE

The functional definition of literacy is the ability to read and write. This definition, however, can be considered too simplistic in the complex world in which we live. In order to engage fully, people need to interpret visual and digital stimuli and read printed material with comprehension and discernment.

Being a socially engaged person means having the ability to keep abreast of current events, communicate intentionally and effectively, and understand the complexities of our world. Business Language has been designed to empower participants through language acumen to ensure that they become socially engaged and thus able to receive information and communicate with intent, purpose and insight.

Business Language aligns with the Common European Framework of Reference for Languages (CEFR), an international standard for describing language ability. It defines language competence on a six-point scale, from A1 for beginners, up to C2 for those who have mastered a language. The goal of any language speaker is to reach level C2 in terms of proficiency.

To be considered proficient in a language, there are four foundational skills that need to be learned and developed: writing, reading, speaking and listening. Boston Language has incorporated these into our comprehensive and in-depth course, and provided numerous activities and games for participants to achieve mastery of the language.



## BUSINESS LITERACY

To accommodate students who might not have a firm grasp of basic English skills, Business Language begins with a Literacy Course. This comprehensive course includes punctuation, parts of speech, literal and figurative language, and even visual literacy. In designing this course, the goal was to ensure a firm foundation for all Business Language students so that they would benefit from the complexities of the more advanced courses, for example, Effective Writing for Business 1 and 2, and Business Reading.

Lesson	Topic
Lesson 1	Parts of speech and nouns
Lesson 2	Pronouns
Lesson 3	Three persons of pronouns
Lesson 4	Adjectives
Lesson 5	Verbs
Lesson 6	Auxiliary and state of being verbs
Lesson 7	Infinite verbs
Lesson 8	Adverbs
Lesson 9	Conjunctions
Lesson 10	Prepositions
Lesson 11	Articles and interjections
Lesson 12	Sentence grammar
Lesson 13	Dictionary work
Lesson 14	Comparison figures of speech
Lesson 15	Sound device figures of speech
Lesson 16	Exaggeration and understatement figures of speech
Lesson 17	Stereotypes
Lesson 18	Connotation and denotation
Lesson 19	Fact and opinion
Lesson 20	Prefix and suffix
Lesson 21	Visual literacy 1
Lesson 22	Visual literacy 2
Lesson 23	Full stop
Lesson 24	Comma
Lesson 25	Question mark
Lesson 26	Dash
Lesson 27	Colon and semi-colon
Lesson 28	Hyphen and ellipsis
Lesson 29	Inverted commas
Lesson 30	Apostrophe
Lesson 31	Direct speech
Lesson 32	Indirect speech
Lesson 33	Informal letter
Lesson 34	Formal letter
Lesson 35	Instructions

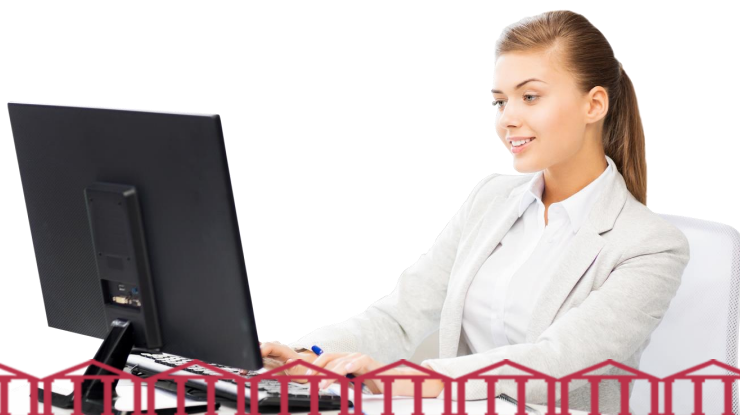
# BUSINESS WRITING

## Effective Writing for Business I:

Business culture requires employees to be proficient in English as the global language of business. There are common business writing expectations to facilitate communication and performance across diverse business endeavours.

Working in a business environment requires knowledge and awareness of business terminology and expression. Employees should also understand various communication media in a business environment in order to fulfil requirements and expectations of various tasks. Working in a company requires collaboration and effective teamwork, not only to impact on the company output but also to ensure harmonious interpersonal relationships in a work environment. This course examines writing, both in terms of the sender of the information, and how the recipient might receive the message and interpret it. Feedback and emotions are also considerations in a business environment in terms of writing with intent but also for impact.

Lesson 1	Introduction
Lesson 2	Who is your reader; the triangle model
Lesson 3	Predicting the reader response
Lesson 4	Section plenary
Lesson 5	Why the pyramid works
Lesson 6	Plotting flow
Lesson 7	section plenary
Lesson 8	The subtle art of reduction
Lesson 9	Readability statistics
Lesson 10	Section plenary
Lesson 11	Feedback and emotions
Lesson 12	Instant editing
Lesson 13	Section plenary
Lesson 14	Course ending



## Effective Writing for Business 2:

Effective Writing for Business 1 examines writing in terms of the sender, recipient and emotive impact and feedback. Effective Writing for Business 2 examines the process of writing in terms of register, context and formality. Structure and punctuation are also assessed and how these can impact on tone and thus the message that is being sent. Summary skills are not only important in a business environment but are also necessary to sustain accuracy in succinct communication in general. These skills are explored in detail in this course, as well as appropriate sequencing of writing, which is necessary to communicate a logically developed point of view.

Lesson 1	Register, context and formality
Lesson 2	Register
Lesson 3	Mastering vocabulary
Lesson 4	Mastering vocabulary
Lesson 5	Structure and punctuation
Lesson 6	Structure and sequence
Lesson 7	Expository writing and other styles
Lesson 8	Voice in writing
Lesson 9	Voice and register
Lesson 10	Language and sentence structure
Lesson 11	Editing
Lesson 12	Editing
Lesson 12	Selecting appropriate information
Lesson 13	Identifying relevant information
Lesson 14	Structure of summary
Lesson 15	Collection and organisation of information
Lesson 16	Logically written texts
Lesson 17	Vocabulary and sentence structure
Lesson 18	Cohesion of texts
Lesson 19	Sequencing of writing
Lesson 20	Concise construction
Lesson 21	Understanding instructions
Lesson 22	Fluency and construction



## Interactive questions:

Business Writing is followed by twelve interactive assessments to enrich participants' business vocabulary. The words in these vocabulary exercises have been specifically selected to include a comprehensive selection of business jargon, for example, administration, infrastructure and ideology. The use of correct prepositions is also explored as these small words can change the meaning of sentences and thus messages that are communicated and understood. The interactive questions have been designed to include match the columns, multiple choice and even choose the correct word to ensure variety in engagement.



## BUSINESS READING

Boston Language School developed Business Reading with the expanded definition of literacy in mind. In order to succeed, it is necessary for people to build cross cultural connections using a variety of communication media to ensure understanding of meaning and intent. This has the potential of people solving problems collectively but also strengthening individual independent thinking.

All communication has a purpose and a medium. The use of genres within specific contexts conveys intent, for example, a formal letter or email suggests a business or elevated interaction instead of a casual, relaxed context.

People are continuously surrounded by stimuli, both visual and auditory. Consider the various advertisements both in print and digital media. Skills are needed to decipher messages from the media but also to respond effectively and fluently, and with insight.



## Content:

When designing the programme, various topics were considered in terms of their relevance and contribution to advanced literacy. People need to make sense of news stories, editorials and investigative journalism to understand the dynamics of their societies, and indeed, the world. Within these genres, the writing could be objective or subjective, designed to manipulate people's thoughts, thus it is essential for citizens of the 21st century to be able to identify truth and emotive persuasion. Understanding humour in the media is also a vital skill. Satire is often used by both writers and cartoonists to provoke thought. This skill is presented in lessons on visual media and blog writing.

Lesson 1	Advertising 1
Lesson 2	Advertising 2
Lesson 3	Brochure
Lesson 4	Leaflet
Lesson 5	Editorial
Lesson 6	News story/report
Lesson 7	Reviews
Lesson 8	Blogs
Lesson 9	Investigative journalism
Lesson 10	Letters: informal
Lesson 11	Letters: formal
Lesson 12	Autobiographies
Lesson 13	Podcasts
Lesson 14	Travel writing
Lesson 15	Diaries and journals
Lesson 16	Essay: argumentative
Lesson 17	Narrative essay
Lesson 18	Descriptive essay
Lesson 19	Persuasive writing
Lesson 20	Analysing a text
Lesson 21	Objective and subjective
Lesson 22	Objective factual extract
Lesson 23	Writing to convince and persuade
Lesson 24	Travel writing: comparing extracts
Lesson 25	Structure of texts
Lesson 26	Sentence structure
Lesson 27	Mood and tone in texts
Lesson 28	Register in texts 1
Lesson 29	Register in texts 2
Lesson 30	Satire in the media
Lesson 31	Atmosphere and mood
Lesson 32	Development of characterisation
Lesson 33	Describing setting

## Interactive questions:

Business Reading is followed by sixteen interactive assessments to enrich participants' business grammar and expression. These include match the questions with the answers to enhance participants' grasp of tenses and number agreement in sentences. Easily confused words can sometimes stymie even the most literate person, so these are covered as well. Conditional tenses can be challenging – negative conditional tense even more so. These assessments cover a range of grammatical concepts and business expressions to improve participants' understanding of business communication.



# BUSINESS LISTENING AND SPEAKING

Active listening is a life skill that cannot be underestimated. Without it, there can be many misunderstandings, causing confusion and even conflict. Listening and Speaking has included five Listening Comprehensions to enhance effective listening skills, to ensure that messages are received with accuracy and responded to with purpose. Listening attentively means listening without thinking of answers; rather listening to understand before responding.

The Listening Comprehensions have either written questions for participants to answer or more challenging questions that have been given aurally

Speaking English fluently is an indication of language proficiency. This does not only refer to language in conversation but also more formal presentations, for example, prepared and unprepared speeches. The Power of Speech has been developed to ensure that speakers are able to write speeches, using compelling and engaging content, and deliver effectively and with self-assurance. Persuading an audience is a skill that can be developed using rhetorical devices, for example, inclusive pronouns and emotive language. Using these techniques will give speakers the confidence to achieve their intention.

Lesson 1	Becoming a non-defensive communicator
Lesson 2	Confidence
Lesson 3	Nine steps to greater confidence
Lesson 4	Plan and prepare your speech
Lesson 5	Tips to overcome nervousness
Lesson 6	Example of a speech
Lesson 7	Planning a speech or presentation
Lesson 8	The introduction
Lesson 9	The body of your speech
Lesson 10	Be an interesting speaker
Lesson 11	Deliver a powerful speech
Lesson 12	The ending of your speech
Lesson 13	How to deliver a powerful ending
Lesson 14	Use quotations and jokes
Lesson 15	Your appearance
Lesson 16	Using body language effectively
Lesson 17	Visual aids
Lesson 18	Connecting with your audience
Lesson 19	Impromptu speaking
Lesson 20	Persuasive speaking
Lesson 21	Story telling
Lesson 22	Coping with the unexpected
Lesson 23	Listening comprehension 1
Lesson 24	Listening comprehension 2
Lesson 25	Listening comprehension 3
Lesson 26	Listening comprehension 4
Lesson 27	Listening comprehension 5

# VOCABULARY GAMES

## Vocabulary games:

It is very important for people to develop their vocabulary in order to understand information and communicate with accuracy. For this reason, we have included a variety of vocabulary games to stimulate all participants in the course. Learning should also be fun!

Our games include legal, medical, marketing and office jargon words but these are not so academic that they are beyond the average person's understanding. Vocabulary games include:

- Drag the word into the correct boxes
- Find the words
- Spell the words
- Give one word for the description
- Crossword puzzles
- Complete the sentences
- Match the columns
- Follow instructions

## Crossword puzzles:

Not only do crossword puzzles improve logic and reasoning, but they boost executive brain functioning in terms of recollection of words and improving vocabulary. Finding a specific six letter word can be frustrating but reaching for a dictionary for assistance is beneficial as this also enhances reading and deciphering abilities. There is a sense of satisfaction when a crossword puzzle is completed which leads to improved self-confidence and being ready to begin the next one!



## Drag and drop:

Drag and drop exercises are a fun way to improve vocabulary and grammar skills. Words or groups of words have to fit into sentences or phrases in such a way that they are correct within specific semantic contexts but also in terms of grammatical structures. This enhances memory and vocabulary skills but choosing the correct word or words to drag and drop also stimulates sorting, ordering and organising pre-listed items.

## Word recognition:

Trying to find words within a maze of letters improves word recognition which is a vital skill in reading fluency. Proficient readers do not decode words in terms of letters but recognise words with ease which enhances language abilities. These games also improve memory recall and vocabulary.

## Complete the sentences:

These exercises challenge participants in that they need to find the correct words that fit into sentences in terms of semantic contexts but also correct grammatical structures. These are fun activities that stimulate sorting, ordering and organising pre-listed items, thus improving memory and vocabulary.

## Instructions and vocabulary:

These tasks challenge participants in that they need to read instructions, remember them and then follow them, so they are valuable in terms of exercising short term memory. They also involve sorting, ordering and organising pre-listed items, thus improving memory and vocabulary.

## AI speech app:

These are fun activities! Participants are required to listen carefully as words are spoken and attempt to spell them correctly. Some words are relatively easy while others are more challenging. Participants will have the opportunity to listen carefully and hone their spelling competencies.

The AI app also allows students to read and speak on topics and pictures. This app is empowering as it gives immediate feedback allowing students to refine their pronunciation and even improve their grammatical structures and sentence construction.

## READING FOR RESULTS

Reading rate is the number of words a person can read accurately in a minute. It is important for people to be able to read correctly and at a consistent rate as this improves their reading fluency. If people are unable to read fluently, their progress will be compromised.

Learning to read starts with the sounds of different letters (decoding words). A fluent reader has moved beyond the sounds in each individual word to recognition and the meaning of each word. This then extends to the understanding of sentences. If people are still decoding words, they may reach the end of the sentence and have no recollection of what they read at the beginning of the sentence. Clearly this compromises progress.

The reading rate assessment has been designed to improve people's reading skills and fluency. There are several reading extracts, each having been written in an accessible and academic register to give people practice in reading beyond decoding to word recognition and meaning. The extracts are followed by questions to test recall of facts that have been read. This is to encourage focused reading for meaning as opposed to merely decoding words.

It is anticipated that people will start at a relatively slower reading pace, but this will improve with practice. People are able to monitor their own reading rate as the reading of the extract will be timed. Following this, they will be required to answer the questions from memory without access to the extract. This will allow the people to assess themselves in terms of reading for meaning which translates into comprehending what they read.

There are 40 reading extracts with questions: 10 reading extracts comprise 400 words; 20 extracts comprise 500 words and 10 extracts comprise 600 words.

### There are numerous benefits to this course including:

- Developing reading skills and fluency
- Moving beyond decoding of individual words
- Improving memory skills
- Progressing at an individual pace
- Monitoring personal progress
- Improving comprehension and understanding of extracts
- Assessing different styles and registers
- Awareness of facts and opinions in writing



# ASSESSMENTS

Before even embarking on the language development courses, it is necessary for participants to establish their present levels of English fluency and competence. As soon as these levels have been established, it is possible to plot a unique, individual enhancement programme. This ensures that participants capitalize on their strengths and develop any challenging areas to ensure English proficiency.

## Assessment 1:

This assessment is directed at participants who wish to develop their communication skills and basic English grammatical structures, punctuation and vocabulary. These could be people for whom English is a second or third language. Despite this, the assessment is rigorous and delves into various and detailed aspects of language expertise.

### Test 1 assessment is structured according to the below:

Baseline assessment: This section assesses fundamental English skills that include comprehension, tenses, punctuation, syntax and even everyday vocabulary.

- **Writing:**
  - Writing in response to a topic is assessed. The topic given is one with which participants are possibly familiar and they are required to communicate their opinions to a reader.
  - Vocabulary is assessed. These words are accessible to participants who seek to improve basic English skills.
- **Reading:**
  - Reading rate and recall of facts are assessed. 400-word extracts are used to ascertain the number of words that a participant can read per minute as well as recall what has been read.
  - Grammar usage in a business context is assessed. The structures are accessible to participants who seek to improve basic English skills.

- **Speaking:**

- Participants will be required to answer basic questions. They will be given a list of words to be used in their answers. No words or questions will be too elevated that they cause unnecessary anxiety for participants.
- Reading aloud will be assessed in terms of reading fluency and pronunciation.

- **Listening:**

- Active listening skills are assessed in this section. Participants will be required to listen to an extract and then answer questions based on it.

- **Listening and speaking games:**

- Vocabulary, vocabulary in context, logic and reasoning and word recognition are assessed.
- The games include crossword puzzles, drag and drop exercises, complete the sentences, and find the words.



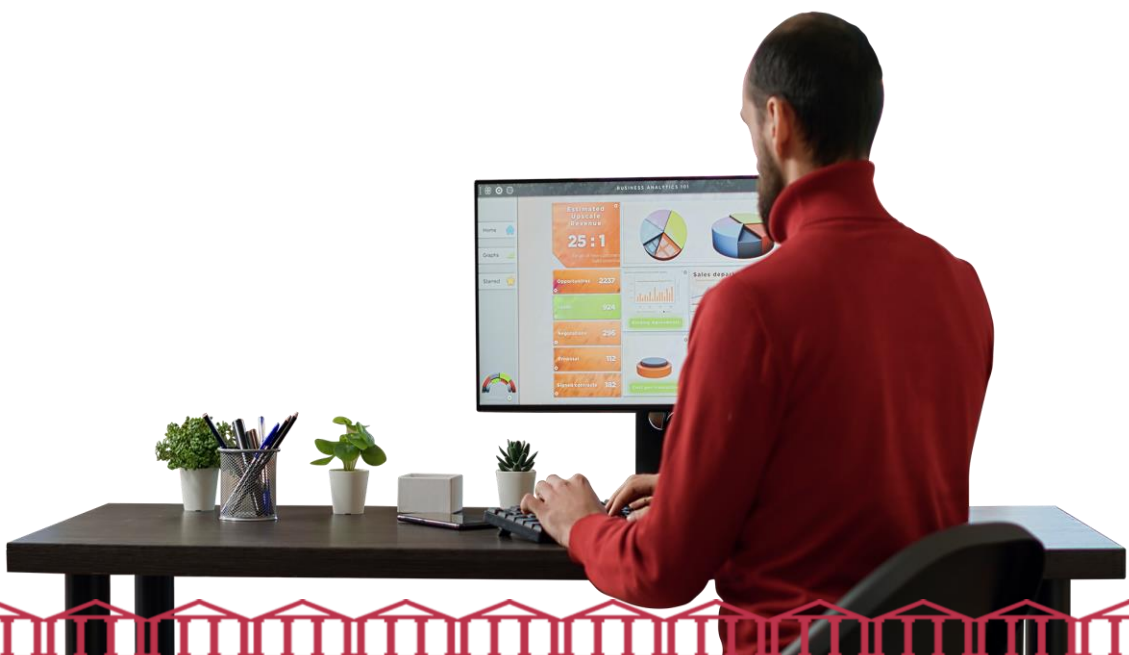
## Assessment 2:

This assessment is directed at participants who aim to enhance English expertise within a working environment or even those who aspire to develop more elevated language competence. It is imperative for employees to understand business language concepts if they are to function at an optimal level in a business context. This includes writing with accuracy and impact and communicating with confidence and aplomb. This assessment is also rigorous in that it targets detailed aspects of language ability; furthermore though, it assesses business language proficiency, vocabulary, and grammatical structures.

### Test 2 assessment is structured according to the below:

- **Baseline assessment:**
  - This section assesses fundamental English skills that include tenses, punctuation, syntax, sentence construction and even the difference between literal and figurative language.
- **Writing:**
  - Writing in response to a topic is assessed. The topic given is one that participants will relate to, and they are required to communicate their opinions to a reader.
  - Vocabulary is assessed. These words are accessible to participants who seek to enhance their business language vocabulary.
- **Reading:**
  - Reading rate and recall of facts are assessed. 500-word extracts are used to ascertain the number of words that a participant can read per minute as well as recall what has been read.
  - Grammar usage in a business context is assessed. The structures are accessible to participants who seek to improve their business language expertise.

- **Speaking:**
  - Participants will be required to answer basic questions. They will be given a list of words to be used in their answers.
  - Reading aloud will be assessed in terms of reading fluency and pronunciation.
- **Listening:**
  - Active listening skills are assessed in this section. Participants will be required to listen to an extract and then answer questions based on it.
- **Listening and speaking games:**
  - Vocabulary, vocabulary in context, logic and reasoning and word recognition are assessed.
  - The games include crossword puzzles, drag and drop exercises, complete the sentences, and find the words.



## REPORTING

Following the assessment, each participant will receive an accurate report outlining results in the baseline assessment as well as the four pillars of language acquisition: writing, reading, speaking and listening. In addition, the results of the games' assessments will be included.

The report will clearly outline the participants' strengths and challenges. Each report is individualized and also plots a pathway forward for participants to achieve English language mastery. A participant may achieve significantly in writing and speaking, for example, but need to improve in reading and listening. The final report will indicate this information and the lessons, reading extracts and games in reading and listening will be accessible for the participant to enhance these competencies.



## PROPOSED TIMETABLE

The timetable below is merely a suggestion. Participants can choose to work at an accelerated pace or at a slower pace to complete the lessons and all the activities.

Week	Course	Reading extract	Vocabulary games and AI
Week 1	Writing: Effective Writing for Business 1: Lessons 1-4;  Vocabulary assessments: 1-2	Reading extract 400 words 1	A1 1: Spell the words  Game: Puzzle 1
Week 2	Writing: Effective Writing for Business 1: Lessons 5-8;  Vocabulary assessments: 3-4	Reading extract 400 words 2	A1 2: Spell the words  Game: Puzzle 2
Week 3	Writing: Effective Writing for Business 1: 9-12; Vocabulary assessments Lessons 5	Reading extract 400 words 3	A1 3: Spell the words  Game: Puzzle 3
Week 4	Writing: Effective Writing for Business 1: Lessons 13-14  Vocabulary assessments Lessons 6	Reading extract 400 words 4	Game: Drag the words 1  Game: Puzzle 4
Week 5	Writing: Effective Writing for Business 2: 1-4  Vocabulary assessments: 7	Reading extract 400 words 5-6	Game: Drag the words 2  Game: Puzzle 5
Week 6	Writing: Effective Writing for Business 2: 5-8  Vocabulary assessment: 8	Reading extract 400 words 7-8	Game: Drag the words 3  Game: Puzzle 6
Week 7	Writing: Effective Writing for Business 2: 9-12  Vocabulary assessment: 9	Reading extract 400 words 9-10	Game: Drag the words 4  Game: Add the correct word 1
Week 8	Writing: Effective Writing for Business 2: 13-16  Vocabulary assessment: 10	Reading extract 500 words 1-2	Game: Drag the words 5  Game: Add the correct word 2

Week 9	Writing: Effective Writing for Business 2: 17-20 Vocabulary assessment: 11	Reading extract 500 words 3-4	Game: Drag the words 6 Game: Add the correct word 3
Week 10	Writing: Effective Writing for Business 2: 21-22 Vocabulary assessment: 12	Reading extract 500 words 5-6	Game: Drag the words 6 Game: Add the correct word 4
Week 11	Reading: Business: 1-4 Grammar assessments: 1-2	Reading extract 500 words 7	Find the words: 1 Game: Add the correct word 5
Week 12	Reading: Business: 5-8 Grammar assessments: 3-4	Reading extract 500 words 8	Find the words: 2 Game: Add the correct word 6
Week 13	Reading: Business: 9-12 Grammar assessments: 5-6	Reading extract 500 words 9	Find the words: 3 Game: Drag the words 7
Week 14	Reading: Business: 13-16 Grammar assessments: 7-8	Reading extract 500 words 10	Find the words: 4 Game: Drag the words 8
Week 15	Reading: Business: 17-20 Grammar assessments: 9-10	Reading extract 500 words 11	Give one word for the description Game: Drag the words 9
Week 16	Reading: Business: 21-24 Grammar assessments: 11-12	Reading extract 500 words 12	Game: Puzzle 7 Game: Drag the words 10
Week 17	Reading: Business: 25-28 Grammar assessments: 13-14	Reading extract 500 words 13	Find the words: 5 Game: Puzzle 8
Week 18	Reading: Business: 29-33 Grammar assessments: 15-16	Reading extract 500 words 14	Find the words: 6 Game: Puzzle 9
Week 19	The Power of Speech: 1-4	Reading extract 500 words 15-16	Find the words: 7 Game: Puzzle 10
Week 20	The Power of Speech: 5-8	Reading extract 500 words 17-18	Find the words: 8 Match the columns: 1
Week 21	The Power of Speech: 9-12	Reading extract 500 words 19-20	Find the words: 9 Match the columns: 2
Week 22	The Power of Speech: 13-16	Reading extract 600 words 1	Find the words: 10 Match the columns: 3
Week 23	The Power of Speech: 17-20	Reading extract 600 words 2-3	Game: Add the correct word 7 Instructions and vocabulary: 1-3
Week 24	The Power of Speech: 21-24	Reading extract 600 words 4-5	Game: Add the correct word 8 Instructions and vocabulary: 4-6
Week 25	The Power of Speech: 25-26	Reading extract 600 words 6-7	Game: Add the correct word 9 Instructions and vocabulary: 7-8
Week 26	Assessments and revision	Reading extract 600 words 8-10	Game: Add the correct word 10 Instructions and vocabulary: 9-10

## DURATION

Over and above the 131 lessons there are the interactive assessments plus the vocabulary games, the AI oral app and the reading rate assessments. It is estimated that the course will take approximately 8 to 9 months to complete.





## ENGLISH FOR UNIVERSITY STUDENTS

Boston Language School provides an ideal solution for university students wishing to hone their English proficiency, before or even during tertiary studies.

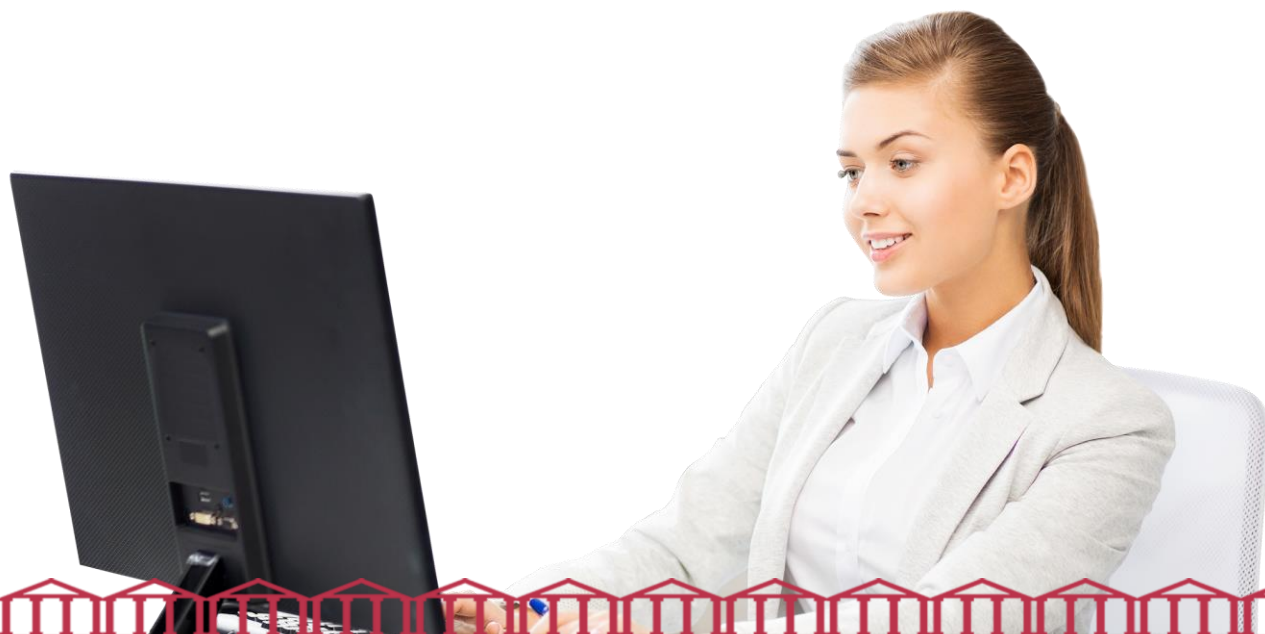
- Some students might wish to consolidate their English skills before the commencement of their tertiary studies.
- Other students might be finding challenging aspects of English that could be compromising their progress during their tertiary studies.

Our Solution begins with an assessment for students to measure their current language status. This assessment measures all four aspects of English: reading, writing, speaking and listening. On the basis of the results of this assessment, students might find that they wish to consolidate basic English skills so these students will continue with the Business Literacy Course.

Other students might find that their English foundational skills are intact, and they need to proceed with Business English, which provides learning in more advanced English skills.

Our Solution embraces cutting edge technology in order to provide students with immediate feedback in listening, speaking, reading and writing exercises and assessments. This allows students to monitor their own progress and identify areas that might be presenting as challenges.

English is the international language of commerce and industry. It is thus expected that university students should become competent in all aspects of English to prepare them for the world of work. Competence in English includes verbal communication, understanding and responding to written material and even delivery of presentations.



## OUR CLIENTS

- **Corporates:**

Boston Language School provides support to corporate clients and companies in that we assist with recruitment of staff who are required to have a specific level of English competence and fluency. We are able to assess the potential employees' present proficiency and outline a developmental strategy of improvement, if necessary.

In addition, Boston Language School offers a comprehensive programme to improve and enhance employees' language skills to ensure that they are more effective in their communication for success in the workplace. Our programme includes all modes of communication, such as conversational listening and speaking, interpretive reading and listening, and delivering presentations or speaking to an audience, covering the four pillars of language acquisition: speaking, reading, writing and listening.

The secret to success, not only in the workplace, but in life, is knowing how to communicate effectively so that people understand you clearly, so that they actively listen to you. A person who truly knows the art of effective communication is more likely to be heard and stand out from the rest of the crowd.

English is the international language of commerce. It thus makes perfect sense that corporates invest in English language development.

**There are numerous benefits to this course including:**

- Literate employees are empowered because of enhanced self-esteem and confidence.
- Understanding various communication media in a business context will allow employees to adapt to the expectations of different tasks.
- With improved literacy skills, employees have the capacity to collaborate in teams and offer meaningful and valid contributions.
- Trainers and coaches in corporates are able to use our platform for training purposes.



- **Professionals:**

Boston Language School is able to upgrade the English proficiency of individuals or groups of professionals within companies in order to enhance their communication expertise. This can contribute to the organisational culture of continuous learning.

Our programme has been developed to enhance skills beyond mere decoding of words. To be able to receive and send messages with insight, people need to make assessments of all visual and auditory stimuli. Having the ability of discernment means engaging with material at both an intellectual and an emotional level – evaluating and appraising the information that is being presented. Boston Business Language enables people to make connections between ideas, contribute meaningfully to discussions, write with purpose and sift through information perceptively and with curiosity.

For employers, having staff with sound communication skills eliminates inefficiencies, ensures that data and information are being clearly and accurately circulated, and builds a positive work environment. All these factors contribute to a more productive work environment, satisfied clients and content employees.

### Benefits to professionals:

- The ability to manage and understand multiple streams of information will enhance performance and output of professionals.
- Enhancing language and communication skills engenders the idea that learning is a life-long process, thus professionals are constantly developing and refining their skills.



- **Colleges and schools:**

Boston Language School is able to provide an English language profile of any student for educational purposes, and suggest a level of entry into the institution.

To communicate effectively means having the ability to exchange knowledge, data, thoughts and ideas in such a way that the audience clearly understands and receives the accurate message that is being sent. This ability can only come from being proficient in language skills. There are four foundational skills that need to be learned and developed to be considered proficient in a language: speaking, reading, writing and listening. Boston Language School has developed comprehensive courses to enhance students' acumen in all four pillars. These language skills are then assessed to develop an academic profile of the student, which provides invaluable information for further development and academic advancement.



- **Visa applicants:**

Boston Language School is able to provide resources for people applying for entry into foreign countries. Our resources include those of writing, reading, listening and speaking. In addition, we provide reporting structures for individuals to measure their competence and where they should strive to improve.

In order to excel in a Visa application assessment, applicants need to have thorough preparation and practise in assessment type questions. Boston Language School has developed a comprehensive programme that addresses each section of the visa application assessment: speaking, reading, writing and listening. Our Listening Comprehension and AI app allows practise in active listening skills, while our Speak Solo fosters confidence and self-assurance in answering questions. The reading section assessment comprises numerous assessment types, ranging from multiple choice to identifying correct headings for specific paragraphs.

All these items, and more, are covered in our Visa application section, making it an invaluable opportunity to ensure success for Visa applicants.



- **Recruitment and placement agencies:**

Boston Language School is able to provide an English language profile of any potential employee to allow appropriate placement in the job market.

There are four foundational skills that need to be learned and developed to be considered proficient in a language: speaking, reading, writing and listening. Boston Language School has developed comprehensive courses to enhance students' acumen in all four pillars. Furthermore, our AI app allows practise in active listening skills, while our Speak Solo fosters confidence and self-assurance in answering questions and verbal presentations. These language skills are then assessed to develop a profile of the potential employee which provides invaluable information for further development and job placement.

For employers, having staff with sound language and communication skills eliminates inefficiencies, ensures that data and information are being clearly and accurately circulated, and builds a positive work environment. All these factors contribute to a more productive work environment, satisfied clients and content employees.

