



ORIGINAL COURSE IMPLEMENTATION DATE:

REVISED COURSE IMPLEMENTATION DATE:

September 2026

COURSE TO BE REVIEWED (six years after UEC approval):

January 2032

Course outline form version: 29/08/2024

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: EAP 075	Number of Credits: 3 <a href="#">Course credit policy (105)</a>												
Course Full Title: Foundations of English for Business and the Workplace													
Course Short Title: Foundations Business English													
Faculty: Faculty of Education, Community, & Human Dev.	Department/School: Access, Information, and Lifespan Learning												
<b>Calendar Description:</b>  For students intending to pursue a credential related to business or currently working in a business environment, including small or new businesses. Written and oral communication and interactive expectations common in business culture. Professional individual and group presentations.													
Prerequisites (or NONE):	One of EAP 064, placement by department assessment, or one of the following test scores: IELTS (Academic) score of 5.5 or higher with a minimum band score of 5.0, TOEFL iBT score of 71 or higher with no section below 16, EIKEN Grade 2A with CSE total score 2400 or with Stage 1 total score result 65, PTE score of 46 with 44 in writing, LPI essay score of 18 (level 3), or CLBPT/CLBPA 7 overall with no skill less than 7. Other assessments may be used to demonstrate English proficiency. Please contact <a href="mailto:upgrading@ufv.ca">upgrading@ufv.ca</a> if a different assessment has been completed.												
Corequisites (if applicable, or NONE):	None												
Pre/corequisites (if applicable, or NONE):	None												
Antirequisite Courses (Cannot be taken for additional credit.)  Former course code/number: <b>ESL BU75</b>  Cross-listed with:  Equivalent course(s):  (If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)	<b>Course Details</b>  Special Topics course: <b>No</b> <i>(If yes, the course will be offered under different letter designations representing different topics.)</i>  Directed Study course: <b>No</b> <i>(See <a href="#">policy 207</a> for more information.)</i>  Grading System: <b>Letter grades</b>  Delivery Mode: <b>May be offered in multiple delivery modes</b>  Expected frequency: <b>Annually</b>  Maximum enrolment (for information only): <b>24</b>  <b>Prior Learning Assessment and Recognition (PLAR)</b> PLAR cannot be awarded for this course because: Developmental upgrading courses are not eligible for PLAR.												
Typical Structure of Instructional Hours	  <table border="1"><tr><td>Lecture/seminar</td><td>45</td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td>Total hours</td><td>45</td></tr></table>	Lecture/seminar	45									Total hours	45
Lecture/seminar	45												
Total hours	45												
Scheduled Laboratory Hours	  Labs to be scheduled independent of lecture hours: <b>No</b>												
Department approval	Date of meeting: September 19, 2025												
Faculty Council approval	Date of meeting: November 14, 2025												
Undergraduate Education Committee (UEC) approval	Date of meeting: January 30, 2026												

**Learning Outcomes** (*These should contribute to students' ability to meet program outcomes and thus Institutional Learning Outcomes.*)

Upon successful completion of this course, students will be able to:

1. Analyze business and workplace texts for clarity, logic, organization and effectiveness.
2. Use text-based communication templates and forms that are common in business including memos and reports.
3. Communicate professionally using e-mail and other electronic media and platforms.
4. Work collaboratively to research, develop, present, and defend a business plan or workplace project.
5. Use effective communication strategies in a variety of interpersonal situations.
6. Communicate using vocabulary and phrasing common in various business and workplace settings.
7. Practice culturally appropriate and respectful methods of addressing Indigenous Peoples and territories.

**Recommended Evaluation Methods and Weighting** (*Evaluation should align to learning outcomes.*)

Quizzes/tests/midterm:	15%	Assignments:	25%	Project:	60%
	%		%		%

**Details:**

Individual presentation and reflection: 15%

Team presentation and reflection: 15%

Case study final project and reflection: 30%

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.*)

Mini-lectures, in-class discussions, pair and group work, assigned readings, student-led activities, videos, and online learning.

**Texts and Resource Materials** (*Include online resources and Indigenous knowledge sources. [Open Educational Resources](#) (OER) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form](#).*)

Type	Author or description	Title and publication/access details	Year
1. OER	Cruthers, A.	Business Writing for Everyone <a href="https://kpu.pressbooks.pub/businesswriting/">https://kpu.pressbooks.pub/businesswriting/</a>	current
2. Textbook	Baade, K., Duckworth, M., Grant, D. et al	Business Result Advanced, Oxford ELT	current
3. Online resource	Government of Canada – Business and Industry	Planning a business <a href="https://www.canada.ca/en/services/business/start/planning.html">https://www.canada.ca/en/services/business/start/planning.html</a>	current
4. OER	University of Minnesota Libraries	Communication for Business Success <a href="https://biz.libretexts.org/Bookshelves/Business/Business_English_and_Communication/Communication_for_Business_Success_(LibreTexts)">https://biz.libretexts.org/Bookshelves/Business/Business_English_and_Communication/Communication_for_Business_Success_(LibreTexts)</a>	current
5. OER	ecampusOntario	Fundamentals of Business: Canadian Edition <a href="https://ecampusontario.pressbooks.pub/businessfuncdn/front-matter/business-fundamentals-canadian-edition-2018/">https://ecampusontario.pressbooks.pub/businessfuncdn/front-matter/business-fundamentals-canadian-edition-2018/</a>	current

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)**Course Content and Topics**

- Identifying and using common business forms and templates
- Commonly used business vocabulary and phrasing
- Business communication: writing clearly and effectively
- Researching products and companies
- Developing marketing plans
- Establishing and maintaining a respectful workplace environment
- Small group collaboration models
- Online collaboration techniques
- Effective oral communication strategies for a variety of purposes
- Defending and critiquing a business plan
- Telephone skills and expectations
- Professional presentation tools and strategies