ESTR 0390- 01 Scope and Sequence

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| Unit  | Topic | Key Vocabulary | Listening & Speaking Goals | Reading & Writing Goals | Grammar Focus | Resources | Target Task |
| 1 | Business English in HR | - Recruitment- Selection- Employee Relations- Development- Rewards- Incidental- Industry- Staffing- Specification- Agent | - Discuss the functions of an HR manger or department- Demonstrate understanding of values and lessons in the TED Talks | - Write a short paragraph with details about your ideal company- Write a summary list of the 8 lessons in Patty Mccord’s TED Talk | - Comparatives and Superlatives | -Ted Talk <https://www.ted.com/talks/patty_mccord_8_lessons_on_building_a_company_people_enjoy_working_for/transcript?language=en#t-280825>- Ted Talk<https://www.ted.com/talks/diana_dosik_why_we_need_to_treat_our_employees_as_thoughtfully_as_our_customers#t-146960> | - Ideal company Paragraph  |
| 2 | Strategy and Planning | - Core values- Mission statement- Engagement- Competencies- Requirements- Strategy | - Discuss a job position that needs to be filled- To demonstrate understanding of the job requirements | - Write a company description- Write a job description- Write a person description- Evaluate the core values of a company- Read a company’s mission statement | - Adjectives to describe personality and character | - Excerpts from Chapter 2 of Human Resource Management by Monica Belcourt | - Company review assignment |
| 3 | Recruiting | - Carry out- Answer to- Be responsible for- Letting go- Follow up on- React to- Initiative- Applicant |   | - Write a detailed job ad - Read information on requirements for a position- Demonstrate an understanding of requirements | - Phrasal verbs | - Cambridge English for HR Textbook chapter 1- One Stop English reading exercises and worksheets on Recruitment and Selection | - Recruitment Project |
| 4 | Selection | - Relocate- Notify- Contract- References- Recommendation- Candidates- Probation | - Carry out a job interview- Demonstrate an understanding of the difference between experience and abilities | - Write a list of interview questions- Write emails that invite an applicant for an interview- Write a letter to a successful candidate about their acceptance. | - Passives | - Cambridge English for HR Textbook chapter 2- One Stop English reading exercises and worksheets on Recruitment and Selection | - Selection Project  |
| 5 | Training | - Trial and error- On the job - Mentoring- Team building- Coaching- Shadowing- Motivation- Short-term - Long-term- Training- Development- Cost effective | -  | - Make a list of various training methods- Demonstrate an understanding of how to categorize training methods | - Perfect progressives | - One Stop English reading exercises and worksheets HR Training | - Training Plan Assignment |