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 |