WEDTC – ENGLISH FOR BUSINESS COMMUNICATION COURSE SYLLABUS

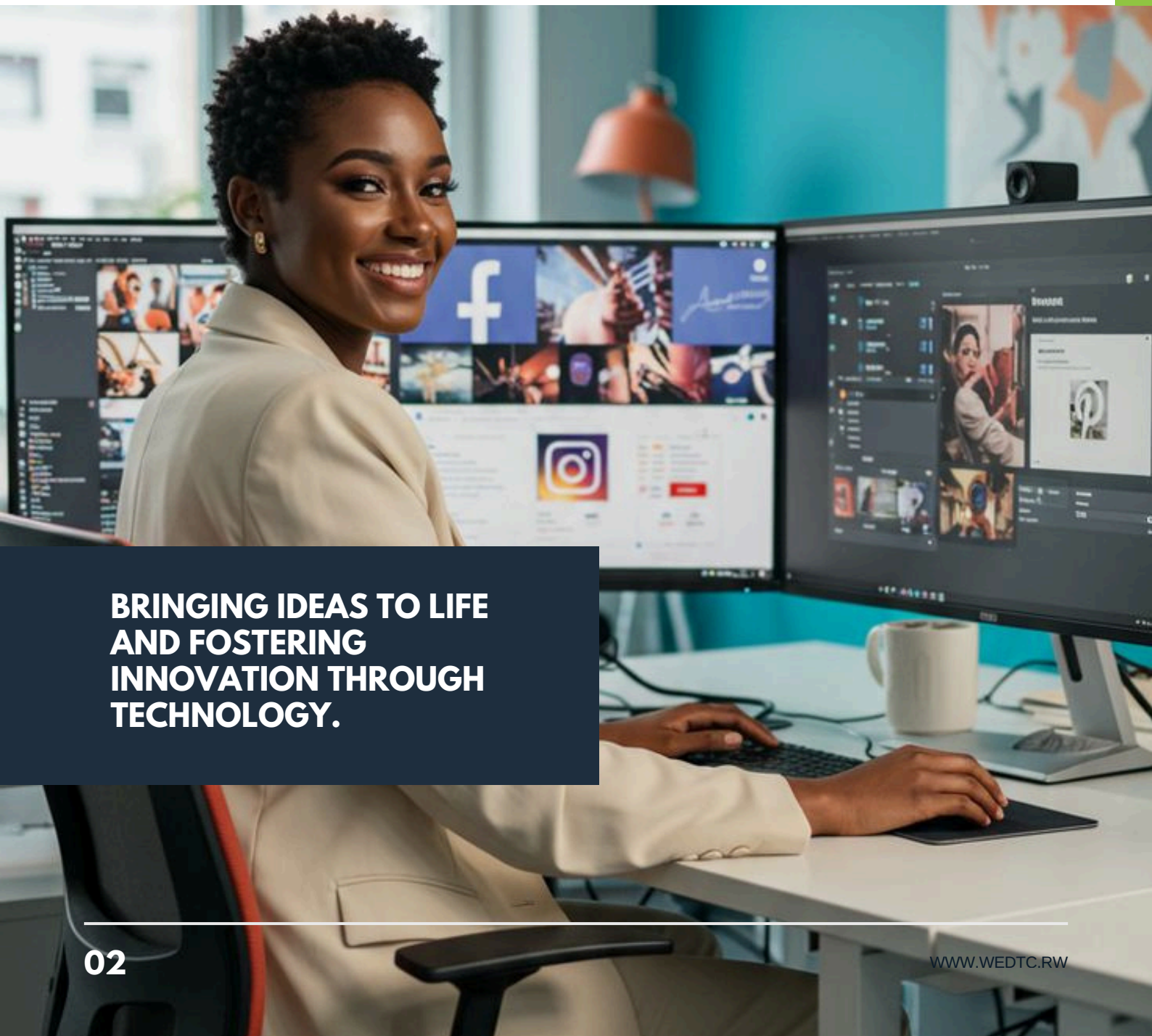
WEDTC EDTECH INSTITUTION

Communicate with Clarity, Lead with Confidence.

www.wedtc.rw

ABOUT WEDTC:

WeDTC is an EdTech institution dedicated to producing globally competitive digital professionals from developing countries, starting with Rwanda. Founded in 2022, WeDTC combines practical training, updated global syllabi, language and business communication programs, and real-world digital project exposure to empower young professionals, entrepreneurs, and employees to thrive in the international digital economy.



BRINGING IDEAS TO LIFE AND FOSTERING INNOVATION THROUGH TECHNOLOGY.

COURSE OVERVIEW:

This intensive program is designed to transform beginners in English into confident communicators capable of speaking, writing, reading, and listening at a professional level. The syllabus combines grammar mastery, vocabulary expansion, business communication, public speaking, and listening skills.

COURSE OBJECTIVES:

By the end of this course, learners will:

1. Master core English grammar rules and advanced sentence structures.
2. Communicate fluently in spoken and written English in personal and professional contexts.
3. Develop effective listening skills for understanding native speakers and business communications.
4. Deliver confident presentations and participate in public speaking engagements.
5. Build strong professional vocabulary and writing skills for reports, emails, and proposals.

MODULE 1: GRAMMAR FOUNDATION & SENTENCE CONSTRUCTION (WEEKS 1–3)

Objective: Build a strong grammar foundation for accurate communication.
Subtopics by Week:

- **Week 1:**
  - Parts of speech: nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions, interjections
  - Articles (a, an, the) and determiners
  - Sentence types: declarative, interrogative, imperative, exclamatory

- **Week 2:**
  - Tenses: present, past, future (simple, continuous, perfect, perfect continuous)
  - Subject-verb agreement
  - Active vs. passive voice

- **Week 3:**
  - Direct and indirect speech
  - Modal verbs, phrasal verbs, and conditionals
  - Common grammar mistakes in business writing
  - Punctuation: commas, periods, semicolons, colons, quotation marks

Practice Activities:

- Grammar drills & exercises
- Writing simple, compound, and complex sentences
- Error correction exercises

MODULE 2: VOCABULARY & BUSINESS LANGUAGE SKILLS (WEEKS 2–5)

Objective: Expand vocabulary and develop professional English usage.
Subtopics by Week:

- **Week 2:** Everyday English phrases, idioms, and expressions
- **Week 3:** Business vocabulary: meetings, negotiations, presentations, emails
- **Week 4:** Professional correspondence: letters, emails, memos; report and proposal writing
- **Week 5:** Industry-specific terminologies, synonyms, antonyms, collocations

Practice Activities:

- Role-playing workplace scenarios
- Writing emails, memos, and business proposals

Vocabulary quizzes and flashcards

MODULE 3: LISTENING & COMPREHENSION SKILLS (WEEKS 3–6)

Objective: Enhance understanding of spoken English in diverse contexts.

Subtopics by Week:

- **Week 3:** Listening for main ideas and details, following instructions
- **Week 4:** Understanding accents and intonations, note-taking techniques
- **Week 5:** Listening to business podcasts, interviews, and presentations
- **Week 6:** Critical listening, summarization, and oral reporting

Practice Activities:

- Audio comprehension exercises
- Listening to business meetings, lectures, and podcasts
- Summarizing spoken content in writing

MODULE 4: SPEAKING & PUBLIC SPEAKING MASTERY (WEEKS 4–9)

Objective: Build fluency, confidence, and presentation skills.

Subtopics by Week:

- **Week 4:** Pronunciation, intonation, and stress patterns
- **Week 5:** Daily conversation practice, greetings, and small talk
- **Week 6:** Formal presentations and pitches, storytelling techniques
- **Week 7:** Impromptu speaking exercises and peer feedback
- **Week 8:** Negotiation and discussion skills in professional contexts
- **Week 9:** Handling Q&A sessions, public speaking confidence

Practice Activities:

- Group discussions and debates
- Role-playing business scenarios
- Preparing and delivering presentations
- Peer feedback and self-assessment

MODULE 5: WRITING EXCELLENCE & BUSINESS COMMUNICATION (WEEKS 5–12)

Objective: Master professional and creative writing for work and life.

Subtopics by Week:

- **Week 5:** Writing effective emails and letters
- **Week 6:** Crafting reports, proposals, and business plans
- **Week 7:** Resume and cover letter writing
- **Week 8:** Email etiquette, professional tone, and clarity
- **Week 9:** Writing minutes of meetings, social media, and digital communication
- **Week 10:** Editing, proofreading, and clarity techniques
- **Week 11–12:** Advanced sentence structures, paragraph cohesion, and style

Practice Activities:

- Writing assignments with real-world business scenarios
- Peer review and instructor feedback
- Editing and proofreading exercises

MODULE 6: INTEGRATED BUSINESS COMMUNICATION (WEEKS 6–12)

Objective: Combine listening, speaking, reading, and writing in professional contexts.

Subtopics by Week:

- **Week 6:** Telephone etiquette and video call communication
- **Week 7:** Cross-cultural communication skills
- **Week 8:** Business meetings and negotiation practice
- **Week 9:** Presentation preparation and delivery
- **Week 10:** Business storytelling and persuasive techniques
- **Week 11:** Professional networking and social interactions
- **Week 12:** Handling conflicts, workplace communication challenges, and project presentations

Practice Activities:

- Mock meetings and presentations
- Business role-plays
- Group projects and case studies

EVALUATION & CERTIFICATION:

- Continuous assessment through quizzes, assignments, and participation
- Speaking and listening evaluations
- Final written and oral exam
- Certificate of Completion awarded by WeDTC

COURSE CONCLUSION:

Upon completing this intensive 3-month program, learners will have developed:

- Proficiency in spoken and written English for business and personal use
- Advanced listening skills for understanding native and professional English speakers
- Strong public speaking and presentation confidence
- Ability to draft professional emails, reports, and proposals with clarity and accuracy
- Mastery of grammar, vocabulary, and communication strategies for real-world success

Thanks:

Thank you for choosing WeDTC as your partner in developing world-class English communication skills. We are committed to your success and growth in the global digital and business environment.

#WeDTC Rwanda

weDTC
DIGITAL TRAINING CENTER

www.wedtc.rw

team@wedtc.rw

+250 791 944 430

Norrsken House Kigali, 1 KN 78 St, Kiyovu, Nyarugenge District, Kigali, Rwanda