

*Presentation pattern*      October to June  
   February to September

*Module description*

The purpose of this Level 1 module is to develop student's language and skills for communicating effectively in the world of business and management. The materials and activities will prepare students for written and spoken communication at university and in the workplace. Among other things students will learn to write successful business assignments and a range of workplace documents; they will develop strategies to read complex texts on business topics; and will be able to give effective presentations and take part in business negotiations and academic discussions. This module uses a blend of texts, audios, videos and interactive online activities to develop your business communication skills.

*Person specification*

The person specification for this module should be read in conjunction with the [generic person specification](#) for an associate lecturer at The Open University.

As well as meeting all the requirements set out in the generic person specification, you should have:

- a first degree (or equivalent) in a discipline relevant to the module. For example: applied linguistics, or similar
- an appropriate teaching qualification, such as CELTA/DELTA, or PGCE
- recent experience of teaching Business English, English for Academic Purposes (EAP), English for Specific Purposes (ESP), – with a particular focus on developing these skills: listening, speaking, reading and writing
- knowledge of current practices, issues and developments in business communication and academic literacy teaching and learning in FE or HE
- a high level of English language proficiency
- experience of teaching adults at pre-degree or undergraduate levels
- the ability to support and facilitate a group of diverse learners ranging from school leavers to mature students
- experience of teaching learners with diverse academic literacy development backgrounds
- access to a computer that conforms to the specifications set out on the personal computing website for LB170.

It would be an advantage to have:

- a postgraduate qualification in a discipline relevant to the module, such as an MA in TESOL, Applied Linguistics or equivalent
- recent experience of working in the business world
- English for Academic Purposes teaching qualification

*Additional information*

- this post requires English language teaching skills and also the ability to contextualise English language learning in the business studies domain. The ideal candidate would combine experience and expertise in English language teaching and business studies teaching, or would have experience of teaching English for business purposes or experience of teaching English for Academic Purposes (EAP) across the curriculum. The ideal candidate would also have considerable experience of teaching both spoken and written English.
- LB170 is presented electronically. Tuition is carried out via online conferencing; assignments are submitted, marked and returned electronically.
- the module has one half-day school which the candidate should be able to attend and facilitate as required.
- experience of using electronic forms of distance teaching and support would be useful but training will be provided.

*Module related details - a full explanation can be found on the website*

Credits awarded to the student for the successful completion of a module:	30
Number of assignments submitted by the student:	4
Method of submission for assignments:	2
Level of ICT requirements:	2
Number of students likely to be in a standard group:	20
Salary band:	6
Estimated number of hours per teaching week:	5.5