

<b>Identification</b>	<b>Subject</b>	ENGL103, Academic English 4 Credits, 8 ECTS
	<b>Department</b>	English Language and Literature
	<b>Program</b>	Undergraduate
	<b>Term</b>	Fall, 2025
	<b>Instructor</b>	Aysel Maharramli
	<b>E-mail:</b>	aysel.maharramli@khazar.org
	<b>Phone:</b>	
	<b>Classroom/hours</b>	Monday: 08.30 a.m. – 15.10 p.m. Wednesday: 08.30 a.m. – 16.50 p.m. Friday: 08.30 a.m. – 15.10 a.m.
	<b>Office hours</b>	Monday-Friday, 9.00-17.00
<b>Prerequisites</b>	ENGL 102 English Foundations-2	
<b>Language</b>	English	
<b>Compulsory/Elective</b>	Compulsory	
<b>Required textbooks and course materials</b>	<ol style="list-style-type: none"> <li>1. Market Leader. Intermediate-Pearson ELT.</li> <li>2. Business Vocabulary in Use by Bill Mascull. Intermediate</li> <li>3. Intelligent Business. Intermediate-Pearson ELT (Student's book and workbook, skills book)</li> <li>4. Michael Duckworth, <i>Business Grammar &amp; Practice</i>, new</li> <li>5. edition</li> <li>6. <i>The Economist</i> articles and BBC news</li> <li>7. Ian Mackenzie, <i>English for the Financial Sector</i></li> <li>8. Julie Pratten, <i>Absolute Financial English</i></li> </ol>	
<b>Course description</b>	<p>This course is designed for intermediate university students to meet requirements of the English language curriculum. Academically oriented materials address issues of universal and current interest to ensure extensive reading experience. Texts deal with problems that are of particular concern to learners for initiating discussion on a broad selection of business topics. Each text is followed by exercises to help students remember the facts, understand the main idea, recycle and reinforce their vocabulary and apply what they have learned to their writing needs. The course develops overall competence in using Business English and promotes independence in reading and writing through increased target vocabulary.</p>	

<b>Course objectives</b>	1. Developing students' command of business vocabulary 2. Fostering an awareness of business setting and business environment 3. Helping students to communicate in English during day to day workplace scenarios such as presentations, negotiations, meetings, small talk, socializing, writing reports etc. 4. Reflecting on range of topics including recent developments in global relations and financial practice		
<b>Learning outcomes</b>	On successful completion of the course students are expected: 1. to substantially develop and increase their vocabulary through the new content area 2. be familiar with current business trends 3. to acquire a skill of communicating naturally in target area 4. to do business presentations in English, negotiate and to gain confidence in business writing		
<b>Teaching methods</b>	<b>Case analysis</b>		+
	<b>Group discussion</b>		+
	<b>Lecture</b>		
	<b>Simulation</b>		+
<b>Evaluation</b>	Methods	Date/deadlines	Percentage (%)
	<b>Midterm Exam</b>		30
	<b>Writing Project</b>		10
	<b>Speaking Examination</b>		10
	<b>Extensive Reading</b>		10
	<b>Activity &amp; Participation</b>		5
	<b>Final Exam</b>		35
	<b>Total</b>		100
<b>Assessment</b>	<b>Writing portfolio</b> The students are expected to write emails, letters, reports on topics discussed during the semester. <b>Speaking Examination</b> The Speaking exam will consist of an interview between the exam taker and the instructor. Exam taker will choose one of the provided cards which asks them to talk about a particular topic (the discussed topics in the coursebook). They have one minute to prepare before speaking up to 3-4 minutes. <b>Extensive Reading</b>		

	<p>Short stories and staged simplified novels are selected and assigned to be read by the students. The students should fluently and confidently process a text for its meaning and prepare summary of the reading material.</p> <p><b>Participation</b> Attendance is crucial. If students can't attend 25% of the classes, they won't be allowed to take an exam and will be considered as failed.</p>		
<b>Policy</b>	<p><b>COURSE POLICIES</b></p> <p>* <b>Attendance (Lateness):</b> It is important absences can be detrimental to one’s grade due to the number of class activities (presentations, and class participation) and complexity of the subject. In case the students is late for more than 10 minutes after the beginnings of lessons, he/she will be marked as absent. * <b>Missed exams or assignments:</b> A notification should be given in advance if the student is unable to attend the scheduled presentation or test. Full class participation and completion of assigned homework are necessary.</p> <p><b>Academic Dishonesty:</b> Any plagiarism while studying will be severely penalized (by a non-pass for the course). Reference should be given to the sources used in the work. However, any research paper consisting of references and citations only, without further analysis by the student, will not be acceptable either. Cheating during the tests will be penalized likewise.</p> <p>* <b>In class regulations:</b> With exception of plain drinking water, no food or beverages (including chewing gums) are allowed during the classes. Students are not allowed to use their mobile phones for making phone calls, texting and surfing internet (unless the instructor has given specific assignment).</p> <p>* <b>Teacher evaluation:</b> In the end of the course (possibly even twice during the whole semester) the students will be requested to evaluate their teacher's work and encouraged to take it seriously as their evaluation can help with further developments in the given subject.</p>		
<b>Tentative Schedule</b>			
<b>Week</b>	<b>Date/Day (tentative)</b>	<b>Topics</b>	<b>Textbook/Assignments</b>
1	15.09.25 19.09.25	Talk about your favourite brands  Grammar: Simple Present and Continuous  SKILLS: Taking part in meetings	Market Leader Unit 1 (pages:6-14)  Business Grammar & Practice
2	22.09.25 26.09.25	Talk about your travel experiences	Market Leader Unit 2 (pages:15-22)

		Grammar: Talking about future Write: an email to the group with minutes of your discussion.	Business Grammar & Practice
3	29.09.25 03.10.25	Change Discuss attitudes to change in general and at work Grammar: Past simple and present perfect Skills: Managing meetings	Market Leader Unit 3 (pages:23-30) Business Grammar & Practice
4	06.10.25 10.10.25	Organisation Talk about status within an organisation Grammar: Noun combinations Writing e-mail	Market Leader Unit 4 (pages:33-40) Business Grammar & Practice
5	13.10.25 17.10.25	Advertising Grammar: Articles Writing a summary	Market Leader Unit 5 (pages:41-48) Business Grammar & Practice
6	20.10.25 24.10.25	Money Write: Describing trends Dealing with figures	Market Leader Unit 6 (pages:48-58)Business Grammar & Practice
7	27.10.25 31.10.25	<b>Review lesson</b>	
8	03.11.25 07.11.25	<b>Midterm</b>	
9	10.11.25 14.11.25	Cultures Grammar: Advice, obligation and necessity Write: Summarise your proposal in short report.	Market Leader Unit 7 (pages:59-68) Business Grammar & Practice
10	17.11.25 21.11.25	Human resources Grammar: -ing forms and infinitives Skills: Getting information on the telephone	Market Leader Unit 8 (pages:67-74) Grammar & Practice
11	24.11.25 28.11.25	INTERNATIONAL MARKETS Grammar: Conditionals Skills: Negotiating	Market Leader Unit 9 (pages:75-84) Business Grammar & Practice

12	01.12.25 05.12.25	Ethics Grammar: Narrative tenses Skills: Considering the options	Market Leader Unit 10 (pages:85-92) Business Grammar & Practice
13	08.12.25 12.12.25	Leadership Grammar: Relative clause Write: a summary of agreement you reached Skills: Negotiating	Market Leader Unit 11 (pages:93-100)  Business Grammar & Practice
14	15.12.25 19.12.25	Competition Grammar: Passives Write: a formal letter to the local newspaper.	Market Leader Unit 12 (pages:101-110)  Business Grammar & Practice
15	22.12.25 26.12.25	<b>Presentations and evaluation</b> <b>Review lesson</b>	
16		<b>Final exam</b>	