

Identification	Subject	Academic English 4 Credits ENGL 103
	Department	English Language and Literature
	Program (Undergraduate, Graduate)	Undergraduate
	Term	Fall, 2026
	Instructor	Esmira Gahramanova
	Email:	gahramanovaesmira78@gmail.com
	Classroom/hours	Tuesday Thursday
Prerequisites	No prerequisites	
Language	English	
Compulsory/Elective	Compulsory	
Textbooks and course materials	1.Intelligent Business. Intermediate-Pearson ELT (Student's book and workbook, skills book) 2.Business Vocabulary in Use by Bill Mascull. Intermediate 3.Market Leader. Intermediate-Pearson ELT. 4.Michael Duckworth, <i>Business Grammar & Practice</i> , new edition 5. <i>The Economist</i> articles and BBC news 6.Ian Mackenzie, <i>English for the Financial Sector</i> 7.Julie Pratten, <i>Absolute Financial English</i>	
Course description	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.	
Course objectives	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	
Learning Outcomes	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	

Teaching methods		Reading passages covering a wide range of topics with comprehension and postreading activities		
		Extensive vocabulary study focused on business area		
		Discussions		
		Writing based on the course topics		
		Listening activities		
		Simulation		
Evaluation Criteria		Methods	Date/deadlines	Percentage (%)
		Midterm Exam		30
		Project		10
		Speaking Examination		10
		Extensive Reading		10
		Activity & Participation		5
		Final Exam		35
		Total		100
Class Policy				
Tentative Schedule				
Week	Date/Day (tentative)	Topics		Textbook/Assignments
1		Companies. Survival of the fittest Grammar: Simple Present and Continuous Write: A brief email recommending the best option and giving reasons for your decision		BVU Topic 34, Intelligent Business Unit 1. Business Grammar & Practice Additional Resource to read: Breaking News English (Intermediate Level) Suggested article: “Nokia to stop making phones” or “Kodak goes bankrupt”
2		Leadership. Terrorizing talent. Grammar: Articles Write: an email to the group with minutes of your discussion.		BVU Topic 43,44 Intelligent Business Unit 2 Business Grammar & Practice Additional Resource: BBC Learning English – 6 Minute English

			Episode: <i>What makes a good leader?</i>
3		Strategy. The big picture Grammar: Future forms Write: a formal memo to Jeffrey Bleustein outlining your proposal and its recommendations.	BVU Topic 42, Intelligent Business Unit 3 Business Grammar & Practice
4		Pay. Grammar: Present Perfect and Past Simple Write a formal memo to the board comparing the candidates and making a final recommendation. Write: a short report outlining the key issues concerning the Camesea project.	BVU Topic 54,55,56,57,58 Intelligent Business Unit 4 Business Grammar & Practice Additional Resources 1. Market Leader Intermediate – Unit 6: Money Vocabulary: <i>pay, salary, bonuses, compensation, benefits</i> Case Study / Reading: “Managing Employee Payments” 2. BBC Learning English – 6 Minute English - Episode: <i>How do companies reward employees?</i>
5		Development. Grammar: Modal verbs of likelihood Write: An action plan for the Marketing Director Presentation delivery	BVU Topic 5 Intelligent Business Unit 5 Business Grammar & Practice

			Research Task – Marketing Development • <i>What are the most important steps a marketing director should take when launching a new product?</i> • <i>Which steps are most likely to succeed and why?</i>
6		Marketing. Seducing masses Grammar: Comparatives and superlatives Write: a formal report to the management board	BVU Topic 11, Intelligent Business Unit 6 Business Grammar & Practice Additional Resources Breaking News English – Intermediate • Article: “<i>New advertising campaign targets young consumers</i>”
7		Review lesson	
8		Midterm	
9		Outsourcing. The great job migration Grammar: Conditionals 1 and 2 Write: Summarise your proposal in short report.	BVU Topic 98,100, Intelligent Business Unit 7 Business Grammar & Practice Breaking News English – Intermediate • Article: “<i>Companies outsource jobs to cut costs</i>”

10		Finance Grammar: Adjectives and adverbs	BVU Topic 35, Intelligent Business Unit 8 Business Grammar & Practice
11		Recruitment Grammar: Relative pronouns Write: an email to the hiring managers.	BVU Topic 3 Intelligent Business Unit 9 Business Grammar & Practice Additional Resources 1. Market Leader Intermediate – Unit 8: Human Resources Vocabulary: Reading / Case Study: <i>Company interviews several candidates for a position</i> 2. BBC Learning English – 6 Minute English - Episode: <i>Hiring the best staff</i>
12		Presentation delivery lessons	BVU Topic 59,60,61 Intelligent Business Unit 10 Business Grammar & Practice
13		Counterfeiting. Grammar: Conditionals 1-3 Write: a short report of the points discussed, and recommendations made by the group.	BVU Topic 40 Intelligent Business Unit 11 Business Grammar & Practice

			Additional Resources <i>1. Market Leader Intermediate – Unit 10: Business Ethics / Legal Issues</i> • Vocabulary • Reading / Case Study: A company discovers counterfeit products on the market.
14		Markets. Grammar: Gerunds and Infinitives Write: a summary of agreement you reached	BVU Topic 20 Intelligent Business Unit 12 Business Grammar & Practice Additional Resources <i>1. Market Leader Intermediate – Unit 9: International markets</i> • Vocabulary • Listening: An interview with an expert on negotiating
15		Lobbies. Grammar: Modals verbs of obligation Write: a formal letter to the local newspaper.	BVU Topic 37 Intelligent Business Unit 12 Business Grammar & Practice
16		Presentations and evaluation	
		Review lesson	
17		Final Test	