

Identification	Subject (Code, title, credits)	ENGL103, Academic English (Economics) 4 Credits, 8 ECTS
	Department	English Language and Literature Department
	Program	Undergraduate
	Term	Spring 2026
	Instructor	Gulnur Nabiyeva, Ph.D. cand.
	E-mail:	gnabiyeva@khazar.org
	Phone:	
	Classroom/hours	8 hours per week
	Office hours	Monday-Friday, 8.00-16.00
Language	English	
Prerequisites	ENGL 102	
Compulsory/Elective	Compulsory	
Required textbooks and course materials	<ol style="list-style-type: none"> 1. Intelligent Business (Intermediate) – Tonya Trappe & Graham Tullis (Pearson ELT, 2009). Includes Student’s Book and Workbook. 2. Business Vocabulary in Use (Intermediate) – Bill Mascull (Cambridge University Press, 2017). 3. Business Grammar and Practice – Michael Duckworth (Oxford University Press, 2003). 4. The Economist – Selected articles and supplementary readings. 	
Course outline	<p>This course is designed for intermediate to upper-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>	
Course objectives	<ol style="list-style-type: none"> 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	<p>On successful completion of the course students are expected:</p> <ol style="list-style-type: none"> 1. to substantially develop and increase their vocabulary through the new 	

	<p>content area</p> <ol style="list-style-type: none"> 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	Lecture	Practical	
	Group discussion	+	
	Experiential exercise	+	
	Case analysis	+	
	Simulation	+	
	Course Paper		
Evaluation	Methods	Date/deadlines	Percentage (%)
	Midterm Exam		30
	Project		5
	Speaking Examination		10
	Extensive Reading		10
	Activity		5
	Participation		5
	Final Exam		35
	Total		100
Assessment	<p>Project Every student is given an opportunity to conduct independent investigation on a topic, preferably in their own field of study that interests her/him the most and prepare ppt. For the selection of the topics, students can consult their relevant teachers at their own departments. The length of the project, depending on the level of her/his English.</p> <p>Speaking Examination 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.</p> <p>Extensive Reading 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>Activity and Participation Regular attendance and active participation at lessons are essential. If students can't attend 25% of the classes, they won't be allowed to take an</p>		

	exam and will be considered as failed.
Policy	<p>COURSE POLICIES</p> <p>* Attendance (Lateness): 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 are late for more than 10 minutes after the beginnings of lessons, he/she will be marked as absent.</p> <p>* Missed exams or assignments: 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>* Academic Dishonesty: 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>* In class regulations: 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>* Teacher evaluation: 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>

Tentative Schedule

Week	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
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
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

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
5	Development. Grammar: Modal verbs of likelihood Write: An action plan for the Marketing Director Presentation delivery	BVU Topic 5 Intelligent Business Unit 5
6	Marketing. Seducing masses Grammar: Comparatives and superlatives Write: a formal report to the management board	BVU Topic 11, Intelligent Business Unit 6
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
10	Finance Grammar: Adjectives and adverbs	BVU Topic 35, Intelligent Business Unit 8
11	Recruitment Grammar: Relative pronouns Write: an email to the hiring managers.	BVU Topic 3 Intelligent Business Unit 9
12	Presentation delivery lessons	BVU Topic 59,60,61 Intelligent Business Unit 10
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
14	Markets. Grammar: Gerunds and Infinitives Write: a summary of agreement you reached	BVU Topic 20 Intelligent Business Unit 12
15	Lobbies. Grammar: Modals verbs of obligation Write: a formal letter to the local newspaper.	BVU Topic 37 Intelligent Business Unit 12
16	Review lesson	
17	Final Test	