

Identification	Subject (Code, title, credits)	Academic English - Economics ENGL 103 4 Credits
	Department	English Language and Literature Department
	Program	Undergraduate
	Term	Fall 2026
	Instructor	Gunay Sharifli
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	Phone:	+994776774270
	Classroom/hours	13:40-17:00
	Office hours	13:40-17:00/ Monday, Tuesday, Wednesday, Thursday
Language	English	
Prerequisites	English Foundations-2 (ENGL 102)	
Compulsory/Elective	Compulsory	
Required textbooks and course materials	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	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.	
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	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	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.		
	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 topic discussed in the coursebook). They have one minute to prepare before speaking up to 3-4 minutes.		
	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.		
	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 exam and will be considered as failed.		
Disciplinary Policy	Attendance (Lateness): Attendance 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. For every three unexcused absence one (1) point will be deducted from the grade point average. More than 16 unexcused absences is excessive. Free participation is discouraged.		
	Missed exams or assignments: Advance notification should be given if the student is unable to attend a scheduled presentation or test. Full class participation and completion of assigned homework are necessary.		
	Academic Dishonesty: Any plagiarism while studying will be severely penalized, including the possibility of receiving a non-pass for the course. Reference should be given to the sources used in one’s work. However, any research paper consisting of references and citations only, without further analysis by the student, will not be acceptable either. Cheating during tests will be penalized including the possibility of a zero mark on the test.		
	AI Policy: Students may use artificial intelligence (AI) tools to support their learning, brainstorming, and revision, unless otherwise specified for a particular assignment. However, students are responsible for ensuring that their submitted work reflects their own understanding and effort. Any use of AI tools must be appropriately acknowledged or cited when required. Students should not use AI to generate or complete assignments when the instructor has explicitly prohibited its use. Misrepresenting AI-generated work as entirely one’s own may be considered a violation of academic integrity.		
Tentative Schedule			
Week	Topics		
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	Review lesson	BVU Topic 37 Intelligent Business Unit 12
16	Final Test	