

Identification	Subject	English Foundations- 1
	(code, title, credits)	ENG- 101, Credits 4
	Department	English Language and Literature Department
	Program	
	(undergraduate, graduate)	Undergraduate
	Term	Fall,2026
	Instructor	Kamala Askerova
	E-mail:	Kamala.askerova@Khazar.org
	Phone:	050 356 99 35
	Classroom/hours	12 hours per week
	Office hours	
Prerequisites		
Language	English	
Compulsory/Elective	Compulsory	
Required textbooks and course materials	1. Market Leader Business English Course Book, Elementary; David Cotton Simon Kent 2. Market Leader Business English Practice File, Elementary, John Rogers 3. Pathways 1, Reading, writing and Critical Thinking; John Hughes National Geographic 4. Thoughts and Notions Reading and Vocabulary Development, Patricia Ackers/Linda Lee 5. Everyday Business Writing; by Ian Badger & Sue Pendley; Pearson Education Limited, 2012	
Course website	<i>Financial Times</i> <i>CNN</i> www.longman.com www.market-leader.net	
Course outline	The course focuses on four essential skills and contributes to their development in an integrated way. Students learn to communicate both in spoken and written forms on a variety of topics. English proficiency level of CEFR B1 is achieved	

Course objectives	The course is aimed at sharpening the following skills in students: • Developing ability of reading and listening in English on various social, functional and business topics • Gaining essential business and economic vocabulary • Improving critical thinking skills, making inferences and arguments • Preparing students to communicate effectively both in oral and written forms • Boosting students' presentation skills • Motivating students to collaborate with a partner or work as a member of a small group • Focusing on grammatical accuracy • Fostering students to write coherently on a paragraph level • Encouraging students to bring creative and imaginative solutions to the given problem situations	
Learning outcomes	By the end of the course students should be able to: • Demonstrate their reading techniques both in social and various business texts • Put into practice essential business and economic vocabulary gained during the course • Discuss the ideas and issues in the articles • Implement listening skills, such as listening for information, making inferences, note-taking • Demonstrate essential business communication skills, like making presentations, taking part in meetings, negotiating, telephoning and using English in social situations • Feel and act as a real team player • Construct grammatically correct sentences • Acquire necessary writing skills through e-mails, letters, Dilemma & decision writing tasks • Raise awareness of potential problems that may arise when doing business with people from different cultures	
Teaching methods	Lecture	
	Group discussion	*
	Experiential exercise	
	Case analysis	*
	Simulation	*
	Course paper	
	Instruction forms:	
	Individual work	

			*
	Pair work		*
	Group work		*
	Class work		*
Evaluation	Methods	Date/deadlines	Percentage (%)
	Participation		10
	Activity		
	Midterm exam		30
	Reading		10
	Writing projects		5
	Speaking		10
	Debates		
	Final exam		35
	Total		100
Assessment and policy	Assessment: Reading: Students are required to read intensively both updated authentic informational texts (on science, economics, business, history, education, environment etc.) and narratives (fiction, drama) that focus on building attitude, language and phonetic awareness, comprehension strategies, vocabulary development, writing skills, accuracy, creativity and imagination Speaking exam: Students are given topics to speak on for 10 minutes. They are requested to make a dialogue among themselves or describe a picture in different situations. Their speaking is evaluated according to their fluency, creativity, vocabulary and structure. Writing Projects: Students are required to write paragraphs on the topics covered during the course. Writing project assesses students' progress as writers of information or narratives. evaluates students' ability to apply vocabulary, , demonstrate critical thinking and use their imagination.		

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 four unexcused absences, one (1) point will be deducted from the grade point average. More than 30% unexcused absences is excessive. Free participation is not allowed. An absent mark will be put to every student who is late for more than 10 minutes. Missed exam 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 the assigned homework are necessary. Academic Dishonesty: Any plagiarism during the course 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 work consisting of references and citations only, without further analysis by the student, will not be acceptable either. Cheating during the tests will be penalized, including the possibility of a zero mark on the test and suspension from the class. Topics of presentations/project papers will be pre-determined by the instructor. Free presentations/paper topics are not allowed. Presentation in cooperation with other students is allowed if pre-agreed with the instructor. 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 off 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	Date/Day (tentative)	Topics	Textbook/Assignments/Reading
1		• Ice-breaking activities • Introduction to the course	
		Unit 1 Introductions • <i>Introducing yourself and others</i> • <i>Grammar:</i> To be, Present Simple and Continuous • <i>Reading:</i> Jobs, countries, nationalities A Day on Planet Earth • <i>Skills:</i> small talk	Market Leader, Elementary, Course book +Workbook Pathways 1, p.1 Course book Workbook

2		• Unit 2: Companies • <i>Describing companies and products</i> • <i>Keep Going</i> • <i>Company types and industries</i> • <i>Grammar: Present Simple (all forms)</i> • <i>Skills: Describing an organization</i>	Market Leader, Elementary Course book +Workbook; Pathways 1, p.21 Thoughts and Notions unit 5: Business; The History of Money
3		• Unit 3: Travel • Travel habits, booking trips • Why we buy • Grammar: adverbs of frequency, present simple • Vocabulary: transport, travel expressions • <i>Skills: asking for/giving information</i>	Market Leader, Elementary Course book +Workbook Pathways 1, p41 Thoughts and Notions unit 5 Mass Marketing
4		• Unit 4: Food and Drink • <i>Ordering in restaurants, discussing preferences</i> • <i>Grammar countable and uncountable: some/any</i> • <i>Vocabulary: menus, food, drink</i> • Green Living • <i>Reading: Fashion's favorite</i> • <i>Skills: role-play(ordering)</i> •	Market Leader Elementary Course book +Workbook Thoughts and Notions Unit 3 Foods from Around the World Pathways 1, p.61
5		• Unit 5 Stress • Talking about stress and lifestyle • Grammar: can/can/t for ability • Vocabulary: work-life balance • Skills: giving advice	Market Leader Elementary Course book +Workbook Pathways 1, p.81

		Food Journeys	
6		Unit 6: Entertaining Future Living Inviting and responding Grammar: offers and suggestions (would you like) Vocabulary: leisure activities Skills: social English (inviting, accepting, refusing)	Market leader Elementary Course book +Workbook Pathways 1, p.101
7		Review session Small presentations: “My company and my work life” Midterm exam	
8		Unit 7: Marketing <i>Talking about products and customers</i> <i>Staying Healthy</i> <i>Grammar: present continuous vs simple present</i> <i>Vocabulary: advertising, marketing terms</i> <i>Skills: describing products</i>	Market Leader Course book +Workbook Pathways 1, p.121
9		Unit 8: Planning <i>Arranging schedules, meetings</i> <i>Music with a message</i> <i>Grammar: going to for future plans</i> <i>Vocabulary: days, time expressions, timetables</i> <i>Skills: making arrangements</i>	Market Leader Elementary Course book +Workbook Pathways 1, p.141
10		Unit 9: Companies and Culture <i>Business culture, company comparisons</i> <i>Grammar: comparatives and superlatives</i> <i>Vocabulary: company structure, management</i> <i>Skills: comparing companies</i>	Market Leader Elementary Course book +Workbook
11		Unit 10: Communication - Telephoning, email basics	Market Leader Elementary Course book +Workbook Pathways1, p.161

		• Animal Behavior • Grammar: past simple (regular verbs) - Vocabulary: comm • unication methods • Skills: telephone role-play	
12		• Unit 11: New Business • <i>Talking about new products and services</i> • <i>The Power of Images</i> • <i>Grammar: past simple (irregular verbs)</i> • <i>Vocabulary: start-ups, innovation</i> • <i>Skills: presenting an idea</i>	Market Leader Elementary Course book +Workbook Pathways 1,p.181
13		• Unit 12: Products • <i>Describing and comparing products and services</i> • <i>Grammar: comparative structures review</i> • <i>Vocabulary: product features:</i> • <i>Skills: product presentation</i>	Market Leader Course book +Workbook
14		• Final Review / Project • Final project/presentation: “Presenting my company, product, or service”.	Market Leader Elementary Course book +Workbook
15		Debate Speaking exam Final Exam	