

Identification	Subject	ENGL 810 Business English and Communication-3KUCredits
	Department	English Language and Literature
	Program	MBA
	Term	Fall, 2022/2023
	Instructor	Gulnur Nabiyeva, Ph.D cand.
	E-mail:	gnabiyeva@khazar.org
	Phone:	
	Classroom/hours	4 hours per week
	Office hours	Monday-Friday, 9.00-16.00
Prerequisites	None	
Language	English	
Compulsory/Elective	Compulsory	
Required textbooks and course materials	<ul style="list-style-type: none"> • Emmerson, Paul. <i>Business Vocabulary Builder: Elementary to Pre-Intermediate</i>. London: Macmillan, 2009 • Emmerson, Paul and Hamilton, Nick. <i>Five-Minute Business Activities</i>. Cambridge: Cambridge, 2012. • Jon Marks, <i>Banking and Finance</i>, second edition • Ian Mackenzie, <i>English for the Financial Sector</i> • Trappe, Tonya and Tullis, Graham. <i>Intelligent Business: Elementary Business English</i>. London: Pearson Longman, 2010. • Emmerson, Paul and Hamilton, Nick. <i>Five-Minute Business Activities</i>. Cambridge: Cambridge, 2012. • Julie Pratten, <i>Absolute Financial English</i> • <i>Intelligent Business, Elementary, Skills Book</i> by Christine Johnson, Pearson Education Limited, 2008 	
Course outline	<p>This course is designed to give students a comprehensive view of communication, its scope and importance in business, and the role of communication in establishing a favorable outside the firm environment, as well as an effective internal communications program. The activities included in this course are oriented towards communication necessary for dealing with customers or clients, colleagues and other professionals in business. The list of the skill areas that are included in this course:</p> <p>1) Speaking skills: socializing, telephoning, presentations, negotiations, meetings</p> <p>2) Writing skills: emails, letters, faxes, memos, reports, minutes, announcements, Notices</p> <p>The aim of the course is to develop students' ability to communicate effectively in English both orally and in writing, on business related topics.</p>	
Course objectives	<p>On this course, participants will learn:</p> <ul style="list-style-type: none"> • to communicate with others in practical, business-oriented situations • to express themselves in English with greater fluency, accuracy and confidence • to handle themselves in English in a variety of business contexts, from negotiating, to using the telephone, to making presentations, to socializing <p>The content will be supported by systematic work on core grammatical structures, vocabulary patterns and pronunciation.</p>	
Learning outcomes	By the end of this course, students should be able to:	

	<ul style="list-style-type: none"> • Understand and demonstrate the use of basic and elementary proper economic techniques • Write effective and concise letters and memos • Proofread and edit copies of business correspondence • Use career skills that are needed to succeed, such as using ethical tools, working collaboratively, observing business etiquette • Plan successfully for and participate in meetings and conduct proper techniques in telephone usage • Develop interpersonal skills that contribute to effective and satisfying personal, social and professional relationships 		
Methods of Instruction	Lectures		+
	Seminars		+
	Workshops		+
	Case analysis		+
	Simulation		+
	Group assignments: - debates - discussion		+
	Individual assignments: - oral report - presentation		+
Evaluation	Methods	Date/deadlines	Percentage (%)
	Midterm examination		30
	Quiz		15
	Speaking Examination		10
	Activity		5
	Final Examination		40
	Total		100
Policy	<p>Quiz Students will be provided with two quizzes. The first quiz is 10 points before midterm and the second one is before the final exam. First objective behind to organize the quiz is to evaluate the knowledge of the participants within academics and to make them familiar with the prospects of exam format and the objectivity of the questions. Second is to measure important aspects of the subject (listening, reading, essential vocabulary and writing). Finally, the quiz questions will permit students to demonstrate their knowledge on the subject and practice time-management skills before exams.</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>Participation 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>		

Tentative Schedule		
Week	Topics	Textbook/Assignments/Reading
1	Introductions <ul style="list-style-type: none"> • Course outline and approach • Ice breaking activities Contacts Reading: <i>Working in a foreign country</i> Grammar: <i>to be, a/an</i> Vocabulary: <i>Countries and Nationalities. Jobs.</i> Career skills: <i>Introducing yourself</i> Dilemma & Decision: <i>Who to interview?</i>	Unit 1, page 11-13 IB Coursebook Unit 1 (Skills Book, Vocabulary and Listening practice)
2	Teams Reading: <i>Teams with bright ideas</i> Grammar: <i>Present simple affirmative. Frequency adverbs</i> Vocabulary: <i>Departments</i> Career skills: <i>Introducing others</i> Dilemma & Decision: <i>A new team member</i>	Unit 2, page 19-21 IB Coursebook Unit 2 (Skills Book, Vocabulary and Listening practice)
3	Companies Reading: <i>Look east</i> Grammar: <i>Present simple, negative, question and short answer. Articles</i> Vocabulary: <i>Word families</i> Career skills: <i>Company information</i> Dilemma & Decision: <i>Which company to buy?</i>	Unit 3, page 27-29 IB Coursebook Unit 3 (Skills Book, Vocabulary and Listening practice)
4	Review lesson Language check Vocabulary check Writing practice Dilemma & Decision (Breaking the ice, Test crisis, Leading the team)	Review 1
5	Offices Reading: <i>The paperless office</i> Grammar: <i>Prepositions of place. The imperative</i> Vocabulary: <i>Offices</i> Career skills: <i>Directions</i> Dilemma & Decision: <i>An office move</i>	Unit 4, page 37-39 IB Coursebook Unit 4 (IB Skills Book, Vocabulary and Listening practice)
6	Events Reading: <i>The office picnic</i> Grammar: <i>like and would like, can</i> Vocabulary: <i>Food and drink. Describing food</i> Career skills: <i>Offers, requests and permission</i> Dilemma & Decision: <i>Welcoming visitors</i>	Unit 5, page 45-47 IB Coursebook Unit 5 (IB Skills Book, Vocabulary and Listening practice)

7	<u>Money</u> Reading: <i>The business of giving</i> Grammar: <i>Countable and uncountable nouns</i> <i>Some, any, how, much how many</i> Vocabulary: <i>Orders</i> Career skills: <i>A new supplier</i> Dilemma & Decision: <i>Welcoming visitors</i>	Unit 6, page 53-55 IB Coursebook Unit 6 (IB Skills Book, Vocabulary and Listening practice)
8	<u>Review lesson</u> Language check Vocabulary check Writing practice Dilemma & Decision (Breaking the ice, Test crisis, Leading the team)	Review 2 + Exam Preparation
9	Midterm examination	
10	<u>Projects</u> Reading: <i>Project analysis</i> Grammar: <i>Past simple affirmative. Prepositions of time</i> Vocabulary: <i>Ordinal numbers. Preposition + noun</i> Career skills: <i>Talking about a project</i> Dilemma & Decision: <i>What went wrong?</i>	Unit 7, page 63-65 IB Coursebook Unit 7 (IB Skills Book, Vocabulary and Listening practice)
11	<u>Solutions</u> Reading: <i>Lighting up the world</i> Grammar: <i>Past Simple negative, question and short answer</i> Vocabulary: <i>people and places</i> Career skills: <i>Explaining a technical problem</i> Dilemma & Decision: <i>The best solution?</i>	Unit 8, page 70-73 IB Coursebook Unit 8 (IB Skills Book, (Skills Book, Vocabulary and Listening practice)
12	<u>Products</u> Reading: <i>Playtime</i> Grammar: <i>Adjectives, Adverbs</i> Vocabulary: <i>Adjectives. Size, shape and material</i> Career skills: <i>Describing a product</i> Dilemma & Decision: <i>What can we do with the old TVs?</i>	Unit 9, page 79-81 IB Coursebook Unit 9 (IB Skills Book, (Skills Book, Vocabulary and Listening practice)
13	<u>Competitors</u> Reading: <i>The shy architect</i> Grammar: <i>Present Continuous</i> Vocabulary: <i>Word families. Market: Compound nouns</i> Career skills: <i>Catching up</i> Dilemma & Decision: <i>Win back market share</i>	Unit 10, page 87-91 IB Coursebook Unit 10 (IB Skills Book, Vocabulary and Listening practice)

14	<u>Review lesson</u> Language check Vocabulary check Writing practice Dilemma & Decision (Breaking the ice, Test crisis, Leading the team)	Review 3 + Exam preparation
15	Examination preparation Review lesson	Revie lesson
16	Final Examination	