

Identification	Subject	ENGL 810 Business English and Communication-3KU/6ECTS	
	Department	English Language and Literature	
	Program	MBA	
	Term	Fall, 2023	
	Instructor	Rahima Khalilli	
	E-mail:	rahima.khalilli@khazar.org	
	Phone:		
	Classroom/hours	4 hours per week	
	Office hours	As scheduled	
Prerequisites	None		
Language	English		
Compulsory/Elective	Compulsory		
Required textbooks and course materials	<ul style="list-style-type: none"><li>• Emmerson, Paul. <i>Business Vocabulary Builder: Elementary to Pre-Intermediate</i>. London: Macmillan, 2009</li><li>• Emmerson, Paul and Hamilton, Nick. <i>Five-Minute Business Activities</i>. Cambridge: Cambridge, 2012.</li><li>• Ian Mackenzie, <i>English for the Financial Sector</i></li><li>• Trappe, Tonya and Tullis, Graham. <i>Intelligent Business: Elementary Business English</i>. London: Pearson Longman, 2010.</li><li>• Emmerson, Paul and Hamilton, Nick. <i>Five-Minute Business Activities</i>. Cambridge: Cambridge, 2012.</li><li>• Julie Pratten, <i>Absolute Financial English</i></li><li>• <i>Intelligent Business, Elementary, Skills Book</i> by Christine Johnson, Pearson Education Limited, 2008</li></ul>		
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 toward 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>In this course, participants will learn:</p> <ul style="list-style-type: none"><li>• to communicate with others in practical, business-oriented situations</li><li>• to express themselves in English with greater fluency, accuracy and confidence</li><li>•to handle themselves in English in a variety of business contexts, from negotiating to using the telephone, to making presentations, to socializing.</li></ul> <p>The content will be supported by systematic work on core grammatical structures, vocabulary patterns and pronunciation.</p>		
Learning outcomes	<p>By the end of this course, students should be able to:</p> <ul style="list-style-type: none"><li>• Understand and demonstrate the use of basic and elementary proper economic techniques.</li><li>• Write effective and concise letters and memos.</li><li>• Proofread and edited copies of business correspondence.</li><li>• Use career skills that are needed to succeed, such as using ethical tools, working collaboratively, observing business etiquette.</li><li>• Plan successfully for and participate in meetings and conduct proper techniques in telephone usage.</li><li>• Develop interpersonal skills that contribute to effective and satisfying personal, social and professional relationships</li></ul>		
Methods of	Lecture	+	

Instruction	Videos		+
	Case analysis		+
	Simulation		+
	Group assignments: debates&discussion		+
	Individual assignments: oral report&presentation		+
Evaluation	Methods	Date/deadlines	Percentage (%)
	Midterm examination	To be announced	30
	Quiz	1) 23/10/2023 2) 23/12/2023	10
	Speaking Examination	To be announced	10
	Activity		5
	Attendance		5
	Final Examination	To be announced	40
	Total		100
Policy	<b>Mandatory Attendance:</b> 1. You must take the exam to pass this course. 2. If you miss more than 25% of classes, you will not be able to take the exam – therefore, you will fail the course. <b>Activity:</b> This course cannot be successful without regular participation. Besides, the students are expected to contribute to discussions in each class, demonstrating an enquiring approach to the topic under discussion and completing assigned homework. <b>Speaking exam:</b> The students are expected to speak and be able to maintain communication on topics discussed during the semester. Learners are assessed according to criteria such as grammar range and accuracy, vocabulary range, task fulfilment, fluency, and pronunciation. <b>Quiz:</b> During the semester 2 quizzes are planned to be conducted. One of them will be held before the midterm and the other one is planned before the final exams. Both will cover the materials taught until the beginning of quizzes and time will be announced during the sessions. It is considered as a preparation for the final exams which will include essays, vocabulary and reading exercises. The percentage value of each quiz is set to 5%, which makes up 10% in total.		
	<b>Tentative Schedule</b>		
Week	Topics	Textbook/Assignments/Reading	
1	<b>Introductions</b> • Course outline and approach • Ice-breaking activities <b>Contacts</b> <b>Reading:</b> <i>Working in a foreign country</i> <b>Grammar:</b> <i>to be, a/an</i> <b>Vocabulary:</b> <i>Countries and Nationalities. Jobs.</i> <b>Career skills:</b> <i>Introducing yourself.</i> <i>Dilemma &amp; Decision: Who to interview?</i>	Intelligent Business: Elementary Unit 1	
2	<b>Teams</b> <b>Reading:</b> <i>Teams with bright ideas</i> <b>Grammar:</b> <i>Present simple affirmative. Frequency adverbs</i> <b>Vocabulary:</b> <i>Departments</i> <b>Career skills:</b> <i>Introducing others</i> <i>Dilemma &amp; Decision: A new team member</i>	Intelligent Business: Elementary Unit 2	
3	<b>Companies</b> <b>Reading:</b> <i>Look east</i> <b>Grammar:</b> <i>Present simple, negative, question and short answer. Articles</i> <b>Vocabulary:</b> <i>Word families</i> <b>Career skills:</b> <i>Company information</i>	Intelligent Business: Elementary Unit 3	

	Dilemma & Decision: <i>Which company to buy?</i>	
4	<b><u>Review lesson</u></b> <b>Language check</b> <b>Vocabulary check</b> <b>Writing practice</b> Dilemma & Decision (Breaking the ice, Test crisis, Leading the team)	Intelligent Business: Elementary Unit 1
5	<b><u>Offices</u></b> <b>Reading:</b> <i>The paperless office</i> <b>Grammar:</b> <i>Prepositions of place. The imperative</i> <b>Vocabulary:</b> <i>Offices</i> <b>Career skills:</b> <i>Directions</i> Dilemma & Decision: <i>An office move</i>	Intelligent Business: Elementary Unit 4
6	<b><u>Events</u></b> <b>Reading:</b> <i>The office picnic</i> <b>Grammar:</b> <i>like and would like, can</i> <b>Vocabulary:</b> <i>Food and drink. Describing food</i> <b>Career skills:</b> <i>Offers, requests and permission</i> Dilemma & Decision: <i>Welcoming visitors</i>	Intelligent Business: Elementary Unit 5
7	<b><u>Money</u></b> <b>Reading:</b> <i>The business of giving</i> <b>Grammar:</b> <i>Countable and uncountable nouns</i> <i>Some, any, how, much how many</i> <b>Vocabulary:</b> <i>Orders</i> <b>Career skills:</b> <i>A new supplier</i> Dilemma & Decision: <i>Welcoming visitors</i>	Intelligent Business: Elementary Unit 6
8	<b><u>Review lesson</u></b> <b>Language check</b> <b>Vocabulary check</b> <b>Writing practice</b> Dilemma & Decision (Breaking the ice, Test crisis, Leading the team)	Intelligent Business: Elementary Unit 2, 3, 4
9	<b>Midterm examination</b>	
10	<b><u>Projects</u></b> <b>Reading:</b> <i>Project analysis</i> <b>Grammar:</b> <i>Past simple affirmative. Prepositions of time</i> <b>Vocabulary:</b> <i>Ordinal numbers. Preposition + noun</i> <b>Career skills:</b> <i>Talking about a project</i> Dilemma & Decision: <i>What went wrong?</i>	Intelligent Business: Elementary Unit 7
11	<b><u>Solutions</u></b> <b>Reading:</b> <i>Lighting up the world</i> <b>Grammar:</b> <i>Past Simple negative, question and short answer</i> <b>Vocabulary:</b> <i>people and places</i> <b>Career skills:</b> <i>Explaining a technical problem</i> Dilemma & Decision: <i>The best solution?</i>	Intelligent Business: Elementary Unit 8
12	<b><u>Products</u></b> <b>Reading:</b> <i>Playtime</i> <b>Grammar:</b> <i>Adjectives, Adverbs</i> <b>Vocabulary:</b> <i>Adjectives. Size, shape and material</i> <b>Career skills:</b> <i>Describing a product</i> Dilemma & Decision: <i>What can we do with the old TVs?</i>	Intelligent Business: Elementary Unit 9
13	<b><u>Competitors</u></b> <b>Reading:</b> <i>The shy architect</i>	Intelligent Business: Elementary Unit 10

	<b>Grammar:</b> <i>Present Continuous</i> <b>Vocabulary:</b> <i>Word families. Market: Compound nouns</i> <b>Career skills:</b> <i>Catching up</i> Dilemma & Decision: <i>Win back market share</i>	
<b>14</b>	<u><b>Location</b></u> <b>Language check</b> <b>Vocabulary check</b> <b>Writing practice</b> Dilemma & Decision (Breaking the ice, Test crisis, Leading the team)	Intelligent Business: Elementary Unit 11
<b>15</b>	<b>Examination preparation</b> <b>Review lesson</b>	
<b>16</b>	<b>Final Examination</b>	