

Identification	Subject	ENGL 820 Business English and Communication-3KU/6ECTS	
	Department	English Language and Literature	
	Program	Graduate	
	Term	Spring, 2023	
	Instructor	Rahima Khalilli	
	E-mail:	rahima.khalilli@khazar.org	
	Classroom/hours	4 hours per week	
	Office hours	As scheduled	
Prerequisites	ENGL 810 Fundamentals of Business English		
Language	English		
Compulsory/Elective	Compulsory		
Required textbooks and course materials	<ul style="list-style-type: none">• <i>Intelligent Business</i>, Pre-Intermediate, <i>Skills Book</i> by Christine Johnson, Pearson Education Limited, 1st edition, 2006.• Emmerson, Paul and Hamilton, Nick. <i>Five-Minute Business Activities</i>. Cambridge: Cambridge, 2012.• Ian Mackenzie, <i>English for the Financial Sector</i>, Cambridge University Press, 2008• Julie Pratten, <i>Absolute Financial English</i>, Delta Publishing (January 1, 2008)		
Course outline	This course aims to develop business, and communication skills by establishing workplace communication strategies. Speaking, writing, and cross-cultural conversations are considered the core structures of the course. Debates, additional studying materials, as well as self-research activities will be demonstrated during the semester.		
Course objectives	In this course, the students will learn how to support arguments in the Business English context, conduct basic business data, and express their English skills with fluency, accuracy, and confidence.		
Learning outcomes	By the end of this course, students should be able to: <ul style="list-style-type: none">• Understand and demonstrate formal speech• Use language for socializing, meeting, and telephoning• Work more effectively in international professional environments.		
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	April	30
	Quiz	1) 15/04/2023 2) 10/06/2023	10
	Speaking Examination	Till final exam	10
	Activity	Till final exam	5
	Attendance	Till final exam	5
	Final Examination	June	40
	Total		100
Policy/Assessment	Assessment The students are expected to know that the assessment system of the program consists of both <i>formative</i> and <i>summative</i> components. Therefore, the overall score at the end of the semester would not only be based on the student’s performance in exams (mid-term and final) but also weekly quizzes will affect the students’ evaluation marks. The quality of the classroom participation and following up on the weekly assignments (including summaries, presentations, group work, etc.) will also be considered 25 percent of the participant’s overall score. If there are any questions related to the		

	<p>course structure, do not hesitate to contact the course instructor as soon as possible.</p> <p>Mandatory Attendance: To pass the exam, students must follow the academic requirements. If a student misses more than 25% of classes, he/she will be considered as failed the exam.</p> <p>If the student is not able to attend the presentation, quiz, or exam, he/she must inform the instructor in advance.</p> <p>Activity: Completing assigned homework and contributing to discussions are highly expected to evaluate each student's studying progress.</p> <p>Speaking exam: Grammar range, language accuracy, vocabulary range, task fulfillment, fluency, and pronunciation will be considered during the exam.</p> <p>Quiz: The quiz session enhances various language skills based on grammar, reading, writing, and vocabulary parts to review the weekly topics, as well as discussions.</p>
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Tentative Schedule

Week	Topics	Textbook/Assignments/Reading
1	<p>Introductions</p> <ul style="list-style-type: none"> Introducing the course outline Ice-breaking activities <p>Activities</p> <p>Reading: <i>Move over game boys</i></p> <p>Grammar: <i>Present Simple and Continuous</i></p> <p>Vocabulary: <i>Roles and Activities</i></p> <p>Career skills: <i>Explaining your Job</i></p> <p>Dilemma & Decision: <i>Exporting to Mexico</i></p>	<p>Intelligent Business:</p> <p>Pre-Intermediate Unit 1</p>
2	<p>Data</p> <p>Reading: <i>No Hiding Place</i></p> <p>Grammar: <i>countable and uncountable</i></p> <p>Vocabulary: <i>Using the Internet</i></p> <p>Career skills: <i>Checking Information</i></p> <p>Dilemma & Decision: <i>Buy it Now!</i></p>	<p>Intelligent Business:</p> <p>Pre-Intermediate Unit 2</p>
3	<p>Etiquette</p> <p>Reading: <i>Office workers</i></p> <p>Grammar: <i>Offers and Requests</i></p> <p>Vocabulary: <i>Business Etiquette</i></p> <p>Career skills: <i>Being Polite</i></p> <p>Dilemma & Decision: <i>A Workplace Bully</i></p>	<p>Intelligent Business:</p> <p>Pre-Intermediate Unit 3</p>
4	<p>Review</p> <p>Vocabulary Check</p> <p>Language Check</p>	<p>Intelligent Business: Pre-Intermediate Unit 1</p>
5	<p>Image</p> <p>Reading: <i>Fashion's Favorite</i></p> <p>Grammar: <i>Comparatives and Superlatives</i></p> <p>Vocabulary: <i>A Fashion Industry</i></p> <p>Career skills: <i>Describing Products</i></p> <p>Dilemma & Decision: <i>Volkswagen Bugs</i></p>	<p>Intelligent Business:</p> <p>Pre-Intermediate Unit 4</p>
6	<p>Success</p> <p>Reading: <i>Passion for Profit</i></p> <p>Grammar: <i>Past Simple</i></p> <p>Vocabulary: <i>What is Success</i></p> <p>Career skills: <i>Telling a Story</i></p>	<p>Intelligent Business:</p> <p>Pre-Intermediate Unit 5</p>

	Dilemma & Decision: <i>Organic Growth</i>	
7	<u>Future</u> Reading: <i>An Elevator to Space</i> Grammar: <i>Modals of Possibility</i> Vocabulary: <i>Financing Ventures</i> Career skills: <i>Making Predictions</i> Dilemma & Decision: <i>Risky Ventures</i>	Intelligent Business: Pre-Intermediate Unit 6
8	<u>Review lesson</u> Language check Vocabulary check Writing practice	Intelligent Business: Pre-Intermediate Units 2, 3, 4
9	Midterm examination	
10	<u>Location</u> Reading: <i>Arabia's Field of Dreams</i> Grammar: <i>Future Plans and Intentions</i> Vocabulary: <i>Collocations</i> Career skills: <i>Making an Appointment</i> Dilemma & Decision: <i>A new Location</i>	Intelligent Business: Pre-Intermediate Unit 7
11	<u>Job-Seeking</u> Reading: <i>The Online Job Market</i> Grammar: <i>The Imperative</i> Vocabulary: <i>Finding a Job</i> Career skills: <i>Explaining What to Do</i> Dilemma & Decision: <i>For Love or Money?</i>	Intelligent Business: Pre-Intermediate Unit 8
12	<u>Selling</u> Reading: <i>Marketing to Students</i> Grammar: <i>Modals of Obligation</i> Vocabulary: <i>Word Building</i> Career skills: <i>Making Suggestions</i> Dilemma & Decision: <i>Guerrilla Marketing</i>	Intelligent Business: Pre-Intermediate Unit 9
13	<u>Price</u> Reading: <i>Make it Cheaper and Cheaper</i> Grammar: <i>Present Perfect</i> Vocabulary: <i>Verbs that Take an Object</i> Career skills: <i>Describing a Graph</i> Dilemma & Decision: <i>Stock Market Challenge</i>	Intelligent Business: Pre-Intermediate Unit 10
14	<u>Review</u> Language check Vocabulary check Writing practice	Intelligent Business: Pre-Intermediate General Review
15	Examination preparation Review lesson	
16	Final Examination	