

Identification	Subject (code, title, credits)	ENGL 101 English Foundations, 4 KU/8 ECTS
	Program (undergraduate, graduate)	Undergraduate
	Department	English Language and Literature Department
	Term	Fall, 2022/2023
	Instructor	Nigar Huseynova
	E-mail:	nigar.huseynova.r97@gmail.com
	Phone:	
	Classroom/hours:	Monday: 15.30 p.m. – 18.30 p.m. Tuesday: 15.30 p.m. – 18.30 p.m. Thursday: 15.30 p.m. – 18.30 p.m.
Prerequisites	None	
Language	English	
Compulsory/Elective	Compulsory	
Required textbooks and course materials	<ul style="list-style-type: none"> • Intelligent Business, Elementary, by Irene Barrall & Nikolas Barrall Pearson Education Limited, 2008 • Intelligent Business, Elementary, Skills Book by Christine Johnson, Pearson Education Limited, 2008 • Tactics for Listening, Basic Oxford University Press, by Jack.C.Richards, 2010 • Cover-to-Cover 1, Oxford University Press, 2008 • Vocabulary in use, Pre-intermediate and intermediate, Cambridge University Press, by Stuart Redman, 2017 	
Course outline	The course focuses on 4 essential language 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 A1 – A2 is achieved.	
Course objectives	To enable the students to : <ul style="list-style-type: none"> • Developing ability of reading and listening in English on various social, functional and business topics • Gaining basic business and economic vocabulary • Developing critical thinking skills, making inferences and arguments • Preparing students to communicate effectively both in oral and written forms • Focusing on accuracy and knowledge of key areas of business grammar • Building writing portfolios • Giving individual or group presentations 	
Learning outcomes	By the end of this course students should be able to : <ul style="list-style-type: none"> • Demonstrate reading, listening, speaking and writing skills in English on various topics 	

	<ul style="list-style-type: none"> • Demonstrate critical thinking supporting their arguments • Manage to summarize and paraphrase texts and books they have read (Informational and narratives) • Attain literacy and communication skills while paraphrasing relevant texts and narratives • Remember and apply vocabulary and word definitions gained during the course • Apply concise grammar in written and oral tasks • Be able to make presentations on related or supplementary topics • Achieve coherent writing skills supplemented by drafting, revisions and edition 		
Teaching methods	Lecture		
	Group discussion		<input type="checkbox"/>
	Simulation		<input type="checkbox"/>
Evaluation	Methods	Date/deadlines	Percentage (%)
	Midterm exam	November	30
	Active Reading Strategy	Till final exam	10
	Writing portfolio	Till final exam	10
	Participation	Till final exam	5
	Speaking exam	Till final exam	5
	Activity(Debate)	January	5
	Final exam		35
Policy	<p>Oral exam gives instructors an opportunity to diagnose any major mistakes made by students in oral language.</p> <p>The exam is held at the end of the course. Face-to face interaction in oral language enables students to review the material covered during the course; build confidence to think and respond quickly; apply required vocabulary; encourage further oral proficiency; take part in the constructive exchange of ideas; communicate with two or more people on different topics and the ones related to their specific field of study. If successfully, students will be able to get maximal 5 points.</p> <p>Writing portfolio:</p> <p>Students are required to build portfolios that involve written tasks covered during the course.</p> <p>Portfolio evaluates students' ability to apply vocabulary gained in written form, to assess grammatical accuracy, demonstrate critical thinking and use imagination. Students are supposed to write different kinds of paragraphs throughout the semester. The teacher will evaluate all those pieces of writings and continuously students will get feedback from the teacher. If successfully, students will be able to get maximal 10 points.</p> <p>Active Reading Strategies:</p>		

	<p>Students are required to read intensively and extensively both updated authentic informational texts (on science, 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. If successfully, students will be able to get maximal 10 points.</p> <p>Class participation and activity. The students are expected to contribute to discussions in each class, to participate in debates(debate engages students in a variety of linguistic ways. It is also highly effective for developing students critical and analytical skills) actively and to do all home assignments given by the instructor and exercises from their student's book and workbook on time. If successfully, students will be able to get maximal 10 points.</p> <p>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 absences one (1) point will be deducted from the grade point average. More than 10 unexcused absences are excessive. Free participation is discouraged.</p> <p>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.</p> <p>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 the tests will be penalized including the possibility of a zero mark on the test.</p> <p>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.</p>	
Week (tentative)	Topics	Textbook/Assignments/Reading
1	<ul style="list-style-type: none"> • Ice breaking activities • Contacts. Introducing yourself • Vocabulary: Countries and nationalities. Jobs. • Reading: Working in a foreign country. • <i>To be. a/an</i> 	<p>Intelligent Business, Elementary Course book +Workbook</p> <p>Intelligent Business, Elementary, Skills Book Tactics for Listening (basic),</p>

	Dilemma & Decision	Jack.C.Richards
2	<ul style="list-style-type: none"> Teams. Reading: Teams with bright ideas. Introducing others <i>Present Simple. Frequency adverbs.</i> Vocabulary: Departments. Describing your daily routine. Dilemma & Decision	Intelligent Business, Elementary Course book +Workbook Intelligent Business, Elementary, Skills Book Tactics for Listening (basic), Jack.C.Richards
3	<ul style="list-style-type: none"> Companies. Exchange Company information Reading: Look east. Vocabulary: Word families Dilemma & Decision	Intelligent Business, Elementary Course book +Workbook Intelligent Business, Elementary, Skills Book Tactics for Listening (basic), Jack.C.Richards
4	<ul style="list-style-type: none"> Offices. Giving directions. Describing locations Reading: The paperless office. Vocabulary: Offices <i>Preposition of place. The imperative</i> Dilemma & Decision	Intelligent Business, Elementary Course book +Workbook Intelligent Business, Elementary, Skills Book Tactics for Listening (basic), Jack.C.Richards
5	<ul style="list-style-type: none"> Events. Welcoming visitors. Vocabulary: Food and drink. Describing Food Reading: The office picnic <i>Like/would like/can</i> Dilemma & Decision	Intelligent Business, Elementary Course book +Workbook Intelligent Business, Elementary, Skills Book Tactics for Listening (basic), Jack.C.Richards
6	<ul style="list-style-type: none"> Money. Ordering goods, asking about prices and stock. Reading: The business of giving. Vocabulary: Orders <i>Countable/uncountable nouns, some/any, how much, how many</i> Dilemma & Decision	Intelligent Business, Elementary Course book +Workbook Intelligent Business, Elementary, Skills Book Tactics for Listening (basic), Jack.C.Richards
7	<ul style="list-style-type: none"> Projects. Talking about projects. Reading: Project analysis Vocabulary: Ordinal numbers/ Preposition +nouns <i>Past Simple. Prepositions of time</i> Dilemma & Decision Midterm exam	Intelligent Business, Elementary Course book +Workbook Intelligent Business, Elementary, Skills Book Tactics for Listening (basic), Jack.C.Richards

8	<ul style="list-style-type: none"> Solutions. Explaining a technical problem. Reading: Lighting up the world Dilemma & Decision 	Intelligent Business, Elementary Course book +Workbook Intelligent Business, Elementary, Skills Book Tactics for Listening (basic), Jack.C.Richards
9	<ul style="list-style-type: none"> Products. Describing a product. Reading: Playtime Vocabulary: Adjectives, size, shape and material <i>Adverbs</i> Dilemma & Decision 	Intelligent Business, Elementary Course book +Workbook Intelligent Business, Elementary, Skills Book Tactics for Listening (basic), Jack.C.Richards
10	<ul style="list-style-type: none"> Competitors. Catching up with someone. Reading: The shy architect. <i>Present Continuous</i> Vocabulary: Word families, market, compound nouns Dilemma & Decision 	Intelligent Business, Elementary Course book +Workbook Intelligent Business, Elementary, Skills Book Tactics for Listening (basic), Jack.C.Richards
11	<ul style="list-style-type: none"> Location. Comparing and discussing opinions Reading: Over there Vocabulary: Work <i>Comparatives/ superlatives</i> Dilemma & Decision 	Intelligent Business, Elementary Course book +Workbook Intelligent Business, Elementary, Skills Book Tactics for Listening (basic), Jack.C.Richards
12	<ul style="list-style-type: none"> Careers. Describing your career. Interviewing for a job. Reading: The world of work. Vocabulary: Work <i>Present Perfect. for/since</i> Dilemma & Decision 	Intelligent Business, Elementary Course book +Workbook Intelligent Business, Elementary, Skills Book Tactics for Listening (basic), Jack.C.Richards
13	<ul style="list-style-type: none"> Ideas, Suggesting and discussing ideas. Reading: Lord of the rings. Vocabulary: Marketing, <i>make</i> and <i>do</i> <i>Modals for advice and suggestions. Infinitive+/-to</i> Dilemma & Decision 	Intelligent Business, Elementary Course book +Workbook Intelligent Business, Elementary, Skills Book Tactics for Listening (basic), Jack.C.Richards

14	<ul style="list-style-type: none"> • Travel. Making arrangements. • Reading: More workers take a career break. • Vocabulary: Transport. • Future time expressions. • Present Continuous for future Dilemma & Decision 	Intelligent Business, Elementary Course book +Workbook Intelligent Business, Elementary, Skills Book Tactics for Listening (basic), Jack.C.Richards
	Final Exam	