

<b>Identification</b>	<b>Subject (title, credits, code)</b>	ENGL 103 Academic English 4KU/8ECTS	
	<b>Department</b>	English Language and Literature	
	<b>Program (undergraduate, graduate)</b>	Undergraduate	
	<b>Term</b>	Fall, 2022	
	<b>Instructor</b>	Ulkar Gahramanli	
	<b>E-mail:</b>	ulkar.qahramanli@khazar.org	
	<b>Phone:</b>	+994554014616	
	<b>Classroom/hours</b>	As scheduled	
	<b>Office hours</b>		
<b>Language</b>	<b>English</b>		
<b>Compulsory/Elective</b>	Compulsory		
<b>Required textbooks and course materials</b>	1. Intelligent Business. Intermediate-Pearson ELT (Student’s book and workbook) 2. Business Vocabulary in Use by Bill Mascull, Intermediate 3. Everyday Business Writing, Ian Badger and Sue Padler, Longman 4. Select Reading,Intermediate Linda Lee and Erik Gundersen		
<b>Course outline</b>	This course is designed for intermediate to upper-intermediate university students to meet requirements of the English language curriculum. Academically oriented materials address issues of universal and current interest to ensure extensive reading experience. Texts deal with problems that are of particular concern to learners for initiating discussion on a broad selection of business topics. Each text is followed by exercises to help students remember the facts, understand the main idea, recycle and reinforce their vocabulary and apply what they have learned to their writing needs. The course develops overall competence in using Business English and promotes independence in reading and writing through increased target vocabulary.		
<b>Course objectives</b>	1. Developing students' command of business vocabulary 2. Fostering an awareness of business setting and business environment 3. Helping students to communicate in English during day to day workplace scenarios such as presentations, negotiations, meetings, small talk, socializing, writing reports etc. 4. Reflecting on range of topics including recent developments in global relations and financial practice		
<b>Learning outcomes</b>	On successful completion of the course students are expected: 1. to substantially develop and increase their vocabulary through the new content area 2. be familiar with current business trends 3. to acquire a skill of communicating naturally in target area 4. to do business presentations in English, negotiate and to gain confidence in business writing		
<b>Teaching methods</b>	Reading passages covering a wide range of topics with comprehension and post-reading activities	+	
	Extensive vocabulary study focused on business area	+	
	Discussions	+	

	Writing based on the course topics		+
	Listening activities		+
Evaluation	Methods	Date/deadlines	Percentage (%)
	Midterm Exam		30
	Extensive Reading		8
	Speaking videos		5
	Writing project		7
	Speaking		5
	Activity/Participation		10
	Final Exam		35
	Total		100
Policy	Assessment		
	Extensive Reading.		
	Short stories and staged simplified novels are selected and assigned to be read by the students. A continual observance of reading progress is recommended.		
	Self-video Recording.		
	Students record a video narration of the read short stories or any other subject of their own choice relevant to their disciplines, in their mobile phones for five minutes. The recorded works can be displayed in the classroom and accordingly evaluated on their fluency, content, creativity, vocabulary and structure.		
	Extended Project.		
	Every student is given an opportunity to conduct independent investigation on a topic, preferably in their own field of study that interests her/him the most. For the selection of the topics, students can consult their relevant teachers at their own departments. The length of the project, depending on the level of her/his English, will be about 1500 words.		
	COURSE POLICIES		
	* Attendance (Lateness): It 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. In case the students are late for more than 10 minutes after the beginnings of lessons, he/she will be marked as absent.		
	* Missed exams or assignments: A notification should be given in advance if the student is unable to attend the scheduled presentation or test. Full class participation and completion of assigned homework are necessary.		
	* Academic Dishonesty: Any plagiarism while studying will be severely penalized (by a non-pass for the course). Reference should be given to the sources used in the 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 likewise.		
	* In class regulations: With exception of plain drinking water, no food or beverages (including chewing gums) are allowed during the classes. Students are not allowed to use their mobile phones for making phone calls, texting and surfing internet (unless the instructor has given specific assignment).		

	* Teacher evaluation: In the end of the course (possibly even twice during the whole semester) the students will be requested to evaluate their teacher's work and encouraged to take it seriously as their evaluation can help with further developments in the given subject.	
Tentative Schedule		
Week	Topics	Textbook/Assignments/Reading
1	Companies. Survival of the fittest  Grammar: Simple Present and Continuous  Writing: Beginnings and endings, A standard letter, a memo, a group email	BVU, Topic 34, Intelligent Business Unit 1  Everyday Business Writing, Unit1
2	Leadership. Terrorizing talent.  Grammar: Articles  Writing: A first contact from a company, a reply	BVU Topic 43,44 Intelligent Business Unit 2 Everyday Business Writing, Unit2
3	Strategy. The big picture  Grammar: Future forms  Writing: A request for further information, Introducing the company	BVU Topic 42, Intelligent Business Unit 3 Everyday Business Writing, Unit2
4	Pay.  Grammar: Present Perfect and Past Simple  Writing: Arranging a visit, an invitation, arranging an itinerary	BVU Topic 54,55,56,57,58 Intelligent Business Unit 4 Everyday Business Writing, Unit3
5	Development.  Grammar: Modal verbs of likelihood  Writing: Checking travel arrangements, replying to an invitation  <b>Reading presentations and evaluation</b>	BVU Topic 5 Intelligent Business Unit 5 Everyday Business Writing, Unit3
6	Marketing. Seducing masses  Grammar: Comparatives and superlatives  Writing: Setting up a meeting, setting the agenda	BVU Topic 11, Intelligent Business Unit 6  Everyday Business Writing, Unit4
7	Review lesson	
8	Midterm	
9	Outsourcing. The great job migration	BVU Topic 98,100, Intelligent Business Unit 7

	Grammar: Conditionals 1 and 2 Writing: A general enquiry, advice and recommendations	Everyday Business Writing, Unit4
10	Finance Grammar: Adjectives and adverbs Writing: Forwarding a request, providing details	BVU Topic 35, Intelligent Business Unit 8 Everyday Business Writing, Unit5
11	Recruitment Grammar: Relative pronouns Writing: Problems with a schedule, damaged goods	BVU Topic 3 Intelligent Business Unit 9 Everyday Business Writing, Unit5
12	<b>Poster presentations</b>	BVU Topic 59,60,61 Intelligent Business Unit 10
13	Counterfeiting. Grammar: Conditionals 1-3 Writing: Presenting numbers, describing trends	BVU Topic 40 Intelligent Business Unit 11 Everyday Business Writing, Unit6
14	Markets. Grammar: Gerunds and Infinitives Writing: making comparisons and drawing conclusions	BVU Topic 20 Intelligent Business Unit 12 Everyday Business Writing, Unit6
15	Lobbies. Grammar: Modals verbs of obligation Writing: A personal announcement, replying to good/bad news	BVU Topic 37 Intelligent Business Unit 12 Everyday Business Writing, Unit7
16	<b>Reading quizzes, Writing presentations and evaluation</b> Review session <b>Speaking exam</b>	
17	<b>Final Test</b>	