

Identification	Subject (code, title, credits)	ENGL 216 ESP 3 KU/ 6ECTS
	Department	English Language and Literature
	Program (undergraduate, graduate)	Undergraduate
	Term	Fall 2023
	Instructor	Gulnur Nabiyeva, Ph.D cand.
	E-mail:	gnabiyeva@khazar.org
	Phone:	
	Classroom/hours	6 hours per week
	Office hours	Monday-Friday, 9.00-16.00
Prerequisites	ENGL 103	
Language	English	
Compulsory/Elective	Compulsory	
Required textbooks and course materials	<ul style="list-style-type: none"> • Intelligent Business English Upper-Intermediate, Tonya Trappe and Graham Tullis Business • Vocabulary in Use by Bill Mascull, • Professional English in Use (Finance) by Ian MacKenzie, • Internet resources • English_for_Financial_Sector_SB_2 • Jon Marks Banking and Finance second edition • Ian Mackenzie English for the Financial Sector 	
Course website		
Course outline	<p>The course is designed for the undergraduate students to develop their English language skills in a business setting and deliberately present grammar and lexis in a workplace setting. The activities included in this course are oriented towards communication necessary for dealing with customers or clients, colleagues and other professionals in business. The topics covered during the semester range from general to specific business situations. The list of the skill areas that are usually included in ESP for economics faculty:</p> <p>1) Core business area functions: general management, administration, marketing, finance/accountancy, human resources/personnel</p> <p>2) Speaking skills: socializing, telephoning, presentations, negotiations, meetings</p> <p>3) Writing skills: emails, letters, faxes, memos, reports, minutes, announcements, notices</p>	
Course objectives	<p>To equip students with the knowledge of business world and develop their language skills (both oral and written) in business contexts.</p> <p>To prepare students to use English for their professional studies in Economics and consequently for their professional needs in real life and future work.</p>	
Learning outcomes	To be more competent, fluent and confident in business situations. To be able to handle negotiations, meetings and presentations and deal with simple business	

	documents (advertisements, graphs, charts, letters etc.) They will be able to discuss the ideas and issues in the authentic articles on business, and they will become more accurate in their use of the English language.		
Teaching methods	Lecture		Practical
	Group discussion		+
	Experiential exercise		+
	Case analysis		+
	Simulation		+
	Course Paper		
	Others		
Evaluation	Methods	Date/deadlines	Percentage (%)
	Midterm Exam		30
	Project		10
	Participation		5
	Speaking examination		10
	Extensive Reading		10
	Final Exam		35
	Total		100
Assessment /Policy	Full-time students are expected to attend all elements of their courses unless they are sick or have permission of their School Dean. In general, to be eligible for taking exams students should not miss more than 25% (in this course 18 hours, i.e. 9 classes) of the class hours. In addition, the students are expected to be in the classroom ready to work at the appointed hour. It is the students' responsibility to be on time, ready and attentive. Continuing and unexcused absence or lack of participation may lead to withdrawal from the course. Use of cell phones and other electronic devices and working on other projects during classes are prohibited. All forms of cheating and plagiarism are strictly banned. The student whose behavior is disruptive either to the instructor or other students will be asked to leave.		
	<p>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 and prepare ppt. 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.</p> <p>Writing portfolio The students are expected to produce emails, memos, reports on topics discussed during the semester.</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>Extensive Reading Short stories and staged simplified novels are selected and assigned to be read by the students. The students should fluently and confidently process a text for its</p>		

	meaning and prepare summary of the reading material. 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.	
Tentative Schedule		
Week	Topics	Textbook/Assignments/Reading
1	Unit 1 Alliances Reading: Spring in their steps. Grammar: Review of tenses Vocabulary: Definitions, Metaphors Career skills: Building relationships	Intelligent Business English pp.7-16
2	Unit 2 Projects Reading: Up, up and away Grammar: Articles Vocabulary: Synonyms, Expressions with take, Projects Career skills: Setting goals, Respecting deadlines	Intelligent Business English pp.17-26
3	Unit 3 Teamworking Reading: Think before you meet Grammar: Modal forms Vocabulary: Collocations Career skills: Teambuilding	Intelligent Business English pp.26- 37
4	Review lesson Presentations delivery Dilemma & Decision (Breaking the ice, Test crisis, Leading the team)	Intelligent Business English pp.37-39 Guide to Economics (pp. 4-7) Guide to Economics (pp.11-13)
5	Unit 4 Information Reading: How about you Grammar: Question forms Vocabulary: Synonyms Career skills: Questioning techniques	Intelligent Business English pp.39-49
6	Unit 5 Technology Reading: The march of mobiles Grammar: Relative clauses Vocabulary: Definitions Career skills: Briefing, Assigning tasks	Intelligent Business English pp. 49-59
7	Unit 6 Advertising Reading: The harder hard sell Grammar: Gerunds and Infinitives	Intelligent Business English pp.59-69

	Vocabulary: Definitions, Collocations Career skills: Storytelling, Personal narratives	
8	Review Lesson Presentations delivery Dilemma & Decision (Turning ideas into reality, Danger Zone) Midterm Examination	Intelligent Business English pp.69-71
9	Unit 7 Law Reading: The people vs the USA Grammar: The Passive Vocabulary: Definitions, Synonyms, Word groups Collocations Career skills: Negotiating, Bargaining	Intelligent Business English pp.71-81
10	Unit 8 Brands Reading: Gucci Grammar: Adjectives and adverbs Vocabulary: Synonyms, Verb-preposition combinations Career skills: dealing with people at work. Interpersonal relationships	Intelligent Business English pp.81-91
11	Unit 9 Investment Reading: Freud, folly and finance Grammar: Emphasis Vocabulary: Definitions, Prefixes Career skills: Prioritizing. Status and society	Intelligent Business English pp.103-113
12	Presentations delivery Review lesson Dilemma & Decision (Beauty and business, The two faces of Burberry, Your money or your reputation?)	Intelligent Business English pp.101-103
13	Unit 10 Energy Reading: Fossil fuel dependency Grammar: Conditionals Vocabulary: Negative Prefixes, Conditionals Career skills: Problem-solving, Approaches to problems	Intelligent Business English pp.113-123
14	Unit 11 Going public Reading: Page and Brin's daring IPO Grammar: Future forms Vocabulary: Definitions, Prefixes Career skills: Making presentations	Intelligent Business English pp.123-133

15	Unit 12 Competition Reading: Crunch time for Apple Grammar: Time clauses Vocabulary: Expressions with have Career skills: Handling conflict Review lesson	Intelligent Business English pp.133-135
16	Final Examination	