

Identification	Subject	ENGL 103 Academic English 4KU/8 ECTS
	Department	English Language and Literature
	Program	Undergraduate
	Term	Fall, 2023
	Instructor	Gulnur Nabiyeva, Ph.D. cand.
	E-mail:	gnabiyeva@khazar.org
	Phone:	
	Classroom/hours	8
	Office hours	Monday-Friday, 9.00-16.00
Language	English	
Compulsory/Elective	Compulsory	
Required textbooks and course materials	1. Intelligent Business. Intermediate-Pearson ELT (Student's book and workbook) 2. Business Vocabulary in Use by Bill Mascull. Intermediate 3. <i>The Economist</i> articles 4. Jon Marks, <i>Banking and Finance</i> , second edition 5. Ian Mackenzie, <i>English for the Financial Sector</i> 6. Julie Pratten, <i>Absolute Financial English</i> 7. Michael Duckworth, <i>Business Grammar & Practice</i> , new edition	
Course outline	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.	
Course objectives	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	
Learning outcomes	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		
Teaching methods	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
	Writing Project		10
	Speaking Examination		10
	Extensive Reading		10
	Activity & Participation		5
	Final Exam		35
	Total		100
Assessment/ Policy	<p>Writing portfolio The students are expected to write 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 meaning and prepare summary of the reading material.</p> <p>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.</p>		

<p>COURSE POLICIES</p> <p>* 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 is late for more than 10 minutes after the beginnings of lessons, he/she will be marked as absent.</p> <p>* 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.</p> <p>* 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.</p> <p>* 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).</p> <p>* 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.</p>		
Tentative Schedule		
Week	Topics	
1	<p>Companies. Survival of the fittest</p> <p>Grammar: Simple Present and Continuous</p> <p>Write: A brief email recommending the best option and giving reasons for your decision</p>	<p>BVU Topic 34, Intelligent Business Unit 1</p> <p>Business Grammar & Practice</p>
2	<p>Leadership. Terrorizing talent.</p> <p>Grammar: Articles</p> <p>Write: an email to the group with minutes of your discussion.</p>	<p>BVU Topic 43,44 Intelligent Business Unit 2</p> <p>Business Grammar & Practice</p>
3	<p>Strategy. The big picture</p>	<p>BVU Topic 42,</p>

	Grammar: Future forms Write: a formal memo to Jeffrey Bleustein outlining your proposal and its recommendations.	Intelligent Business Unit 3 Business Grammar & Practice
4	Pay. Grammar: Present Perfect and Past Simple Write a formal memo to the board comparing the candidates and making a final recommendation. Write: a short report outlining the key issues concerning the Camesea project.	BVU Topic 54,55,56,57,58 Intelligent Business Unit 4 Business Grammar & Practice
5	Development. Grammar: Modal verbs of likelihood Write: An action plan for the Marketing Director Presentation delivery	BVU Topic 5 Intelligent Business Unit 5 Business Grammar & Practice
6	Marketing. Seducing masses Grammar: Comparatives and superlatives Write: a formal report to the management board	BVU Topic 11, Intelligent Business Unit 6 Business Grammar & Practice
7	Review lesson	
8	Midterm	
9	Outsourcing. The great job migration Grammar: Conditionals 1 and 2 Write: Summarise your proposal in short report.	BVU Topic 98,100, Intelligent Business Unit 7 Business Grammar & Practice
10	Finance Grammar: Adjectives and adverbs	BVU Topic 35, Intelligent Business Unit 8 Business Grammar & Practice
11	Recruitment	BVU Topic 3 Intelligent

	Grammar: Relative pronouns Write: an email to the hiring managers.	Business Unit 9 Business Grammar & Practice
12	Presentation delivery lessons	BVU Topic 59,60,61 Intelligent Business Unit 10 Business Grammar & Practice
13	Counterfeiting. Grammar: Conditionals 1-3 Write: a short report of the points discussed, and recommendations made by the group.	BVU Topic 40 Intelligent Business Unit 11 Business Grammar & Practice
14	Markets. Grammar: Gerunds and Infinitives Write: a summary of agreement you reached	BVU Topic 20 Intelligent Business Unit 12 Business Grammar & Practice
15	Lobbies. Grammar: Modals verbs of obligation Write: a formal letter to the local newspaper.	BVU Topic 37 Intelligent Business Unit 12 Business Grammar & Practice
16	Review lesson	
17	Final Test	