

Identification	Subject(code, title, credits)	ENGL 101 English Foundations 1-4KU/8ECTS
	Department	English Language and Literature
	Program(undergraduate, graduate)	Undergraduate
	Term	Fall, 2023
	Instructor	Inji Babazade
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	Phone:	055 467 23 97
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, Workbook, by Irene Barrall & Nikolas Barrall, Pearson Education Limited, 2008 Tactics for Listening (basic), Jack.C.Richards, 2011 3rd edition 	
Course outline	<p>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 of CEFR A1 – A2 is achieved.</p>	
Course objectives	<p>To enable the students to :</p> <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 Build writing portfolios Give individual or group presentations 	
Learning outcomes	<p>By the end of this course students should be able to :</p> <ul style="list-style-type: none"> Demonstrate reading, listening, speaking and writing skills in English on various topics 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		Offline – classroom activities		
		Group discussion		Group discussion
Evaluation	Methods	Date/deadlines	Percentage (%)	
	Midterm exam	November	30	
	Participation		5	
	Activity		5	
	Reading	1 st-Before midterm, 2nd-mid december	10	
	Speaking exam	Mid december	5	
	Writing papers	Before final exam	10	
	Final exam	January	35	
	Total		100	
Assessment/ Policy		<p>Reading: Students are required to read intensively and extensively both updated authentic informational texts (on business, history, education, environment etc.) and narratives that focus on building attitude, language and phonetic awareness, comprehension strategies, vocabulary development, writing skills, accuracy, creativity and imagination.</p> <p>Speaking exam: Each student draws one of the tickets with predetermined topics. They talk about the topic present in that ticket and answer two questions related to the topic for five minutes. Each of the students is evaluated on their fluency, creativity, vocabulary and structure.</p> <p>Writing Projects: 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. This practice should start with 100 words and gradually arrive at the desired magnitude with the constant care and supervision of their English and subject teachers.</p> <p>Writing Projects assess students’ progress as writers of information, opinion/argument and narrative on-demand texts.</p> <p>Attendance: Attendance is very important. If students can't attend 30% of the classes, they won't be allowed to take an exam.</p> <p>Assignments: Full participation and completion of assigned tasks are necessary. Students should do their assignments in the specified date. If the assignments are done later than specified date, they will lose 20% of the assignment points.</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. If 25% or more plagiarism cases are found out, the work will be marked "zero". However, any research paper consisting of references and citations only, without further analysis by the student, will not be acceptable either. Cheating during the exams will be penalized .</p>		
week	Date/Day	Topics		Textbook/Assignments/Reading

	(tentative)		
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> Dilemma & Decision	Intelligent Business, Elementary Course book +Workbook Intelligent Business, Elementary, Skills Book Tactics for Listening (basic), 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	Intelligent Business, Elementary Course book +Workbook Intelligent Business, Elementary, Skills Book Tactics for Listening (basic), Jack.C.Richards
8		Midterm exam	
9		<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
11		<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
12		<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
13		<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
14		<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 BookTactics for Listening (basic), Jack.C.Richards
15		<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> 	Intelligent Business, Elementary Course book +Workbook Intelligent Business, Elementary, Skills Book Tactics for Listening (basic), Jack.C.Richards

		<ul style="list-style-type: none"> • Dilemma & Decision 	
16		<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	