

<b>Identification</b>	<b>Subject</b> (code, title, credits )	<b>ENG-101 English Foundation 4KU/8ECTS</b>
	<b>Department</b>	English Language and Literature Department
	<b>Program</b> (undergraduate, graduate)	Undergraduate
	<b>Term</b>	Fall,2023
	<b>Instructor</b>	Kamala Askerova
	<b>E-mail:</b>	Kamala.askerova@Khazar.org
	<b>Phone:</b>	050 356 99 35
	<b>Classroom/hours</b>	12 hours per week
	<b>Office hours</b>	
<b>Prerequisites</b>	none	
<b>Language</b>	English	
<b>Compulsory/Elective</b>	Compulsory	
<b>Required textbooks and course materials</b>	<ol style="list-style-type: none"> <li>1. Intelligent Business, pre-intermediate, Coursebook by Christine Johnson Pearson Education Limited, 2006</li> <li>2. Intelligent Business, pre-intermediate , Skills Book by Irene Barrall, Nikolas Barrall, Pearson Education Limited, 2006</li> <li>3. Essential Business Grammar and Practice; by Michael Duckworth, Oxford University Press, New edition, 2012</li> <li>4. New Build your Business Grammar ; by Tim Bowen, 2016</li> <li>5. Everyday Business Writing; by Ian Badger &amp; Sue Pedley; Pearson Education Limited, 2012</li> <li>6. Grammar and Practice, Michael Duckworth /Oxford Business English ,2006</li> </ol>	
<b>Course website</b>	<p><i>Financial Times Publishing</i></p> <p><i>The Economist</i></p> <p><a href="http://www.intelligent-business.org">www.intelligent-business.org</a></p> <p><a href="http://www.longman.com">www.longman.com</a></p> <p><a href="http://www.market-leader.net">www.market-leader.net</a></p>	
<b>Course outline</b>	The course focuses on four essential 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 B1 is achieved	

<b>Course objectives</b>	<p>The course is aimed at sharpening the following skills in students:</p> <ul style="list-style-type: none"> <li>• Developing ability of reading and listening in English on various social, functional and business topics</li> <li>• Gaining essential business and economic vocabulary</li> <li>• Improving critical thinking skills, making inferences and arguments</li> <li>• Preparing students to communicate effectively both in oral and written forms</li> <li>• Boosting students' presentation skills</li> <li>• Motivating students to collaborate with a partner or work as a member of a small group</li> <li>• Focusing on grammatical accuracy</li> <li>• Fostering students to write coherently on a paragraph level</li> <li>• Encouraging students to bring creative and imaginative solutions to the given problem situations</li> </ul>	
<b>Learning outcomes</b>	<p>By the end of the course students should be able to:</p> <ul style="list-style-type: none"> <li>• Demonstrate their reading techniques both in social and various business texts according to their level of English proficiency</li> <li>• Put into practice essential business and economic vocabulary gained during the course</li> <li>• Discuss the ideas and issues in the articles</li> <li>• Implement listening skills, such as listening for information, making inferences, note-taking</li> <li>• Demonstrate essential business communication skills, like making presentations, taking part in meetings, negotiating, telephoning and using English in social situations</li> <li>• Feel and act as a real team player</li> <li>• Construct grammatically correct sentences</li> <li>• Acquire necessary writing skills through e-mails, letters, Dilemma &amp; decision writing tasks</li> <li>• Raise awareness of potential problems that may arise when doing business with people from different cultures</li> </ul>	
<b>Teaching methods</b>	<b>Lecture</b>	
	<b>Group discussion</b>	+
	<b>Experiential exercise</b>	
	<b>Case analysis</b>	+
	<b>Simulation</b>	+
	<b>Course paper</b>	
	<b>Instruction forms:</b>	
	<b>Individual work</b>	

	<b>Pair work</b>		+
	<b>Group work</b>		+
	<b>Class work</b>		+
<b>Evaluation</b>	<b>Methods</b>	<b>Date/deadlines</b>	<b>Percentage (%)</b>
	<b>Participation</b>		10
	<b>Midterm exam</b>		30
	<b>Reading</b>		10
	<b>Writing projects</b>		5
	<b>Speaking</b>		10
	<b>Final exam</b>		35
	<b>Total</b>		100
<b>Assessment/ Policy</b>	<p><b>The Quiz</b> provides the teacher with quick information about the students' readiness for exams . It assesses four skills of an integrated course. It is held two weeks before Midterm and Final exams and gives feedback ;monitors students' progress; identifies strengths , demonstrates weaknesses ;evaluates instructional activities.</p> <p><b>Oral exam</b> gives instructors an opportunity to diagnose any major mistakes made by students in oral language. 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</p> <p><b>Writing portfolio :</b> Students are required to build portfolios that involve written tasks covered during the course <b>Portfolio</b> evaluates students' ability to apply vocabulary gained in written form , to assess grammatical accuracy, demonstrate critical thinking and use imagination</p> <p><b>Active Reading Strategies :</b></p> <p>Students are required to read intensively and extensively both updated authentic informational texts(on science, economics, business, 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</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 four unexcused absences, one (1) point will be deducted from the grade point average. More than 30% unexcused absences is excessive. Free participation is not allowed. An absent mark will be put to every student who is late for more than 10 minutes.</p> <p><b>Missed exam or assignments:</b> Advance notification should be given if the student is unable to attend a scheduled presentation or test. Full class participation and completion of the assigned homework are necessary.</p> <p><b>Academic Dishonesty:</b> Any plagiarism during the course 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 work 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 and suspension from the class.</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>			
Tentative Schedule			
Week	Date/Day (tentative)	Topics	Textbook/Assignments/Reading
1	11/02/2020	<ul style="list-style-type: none"> <li>Ice-breaking activities</li> <li>Introduction to the course</li> </ul>	
		<ul style="list-style-type: none"> <li><b>Activities</b></li> <li><i>Vocabulary:</i> Roles and activities. Word building</li> <li><i>Language</i> :Present Simple and Continuous</li> <li><i>Reading:</i> Move over game boys</li> <li><i>Career skills:</i> Explaining your job. Greeting people</li> <li><i>Dilemma &amp; Decision</i> :exporting to Mexico</li> </ul>	<p>Intelligent business, pre-intermediate Course book +Workbook</p> <p>Intelligent Business, Pre-intermediate, Skills Book</p>
2		<ul style="list-style-type: none"> <li><b>Data</b></li> <li><i>Vocabulary:</i> Using the internet. Quantity and number.</li> <li><i>Language</i> :countable and uncountable</li> <li><i>Reading:</i> No hiding place</li> <li><i>Career skills:</i> Checking information</li> </ul>	<p>Intelligent business, pre-intermediate Course book +Workbook</p>

		<ul style="list-style-type: none"> <li>• <i>Dilemma &amp; Decision:</i> Buy it now!</li> </ul>	Intelligent Business, Pre-intermediate, Skills Book
3		<ul style="list-style-type: none"> <li>• <b>Etiquette</b></li> <li>• <i>Vocabulary:</i> Synonyms, prefixes</li> <li>• <i>Language :</i>Offers and requests</li> <li>• <i>Reading:</i> Office workers “admit being rude”</li> <li>• <i>Career skills:</i> Being polite, being direct</li> <li>• <i>Dilemma &amp; Decision:</i> A workplace bully</li> </ul>	<p>Intelligent Business, pre-intermediate Course book +Workbook</p> <p>Intelligent Business, Pre-intermediate, Skills Book</p>
4		<ul style="list-style-type: none"> <li>• <b>Image</b></li> <li>• <i>Vocabulary:</i> The fashion industry. Word building</li> <li>• <i>Language:</i> Comparatives and superlatives.</li> <li>• <i>Reading:</i> Fashion’s favorite</li> <li>• <i>Career skills:</i> Describing products</li> <li>• <i>Dilemma &amp; Decision:</i> Volkswagen bugs</li> </ul>	<p>Intelligent Business, pre-intermediate Course book +Workbook</p> <p>Intelligent Business, Pre-intermediate, Skills Book</p>
5		<ul style="list-style-type: none"> <li>• <b>Success</b></li> <li>• <b>Future</b></li> <li>• <i>Vocabulary:</i> opposite Business failure. Collocations</li> <li>• <i>Language:</i> Past Simple; Modals of possibility</li> <li>• <i>Reading:</i> Passion into profit;</li> <li>• <i>Career skills:</i> Telling a story An elevator space</li> <li>• <i>Dilemma &amp; Decision:</i> Organic growth</li> </ul>	<p>Intelligent Business, pre-intermediate Course book +Workbook</p> <p>Intelligent Business, Pre-intermediate, Skills Book</p>
6		<ul style="list-style-type: none"> <li>• <b>Location</b></li> <li>• <i>Vocabulary:</i> Collocations. Multi-part verbs</li> <li>• <i>Language :</i> Future plans and intentions</li> <li>• <i>Reading:</i> Arabia’s field of dream</li> <li>• <i>Career skills:</i> Making an appointment</li> <li>• <i>Dilemma &amp; Decision:</i> A new Location</li> </ul>	<p>Intelligent Business, pre-intermediate Course book +Workbook</p> <p>Intelligent Business, Pre-intermediate, Skills Book</p>

7		Review session Presentations and evaluation <b>Midterm exam</b>	
8		<ul style="list-style-type: none"> <li>• <b>Job-seeking</b></li> <li>• <i>Vocabulary:</i> activities. The application process</li> <li>• <i>Language :</i> The Imperative</li> <li>• <i>Reading:</i> The online job market</li> <li>• <i>Career skills:</i> Explaining what to do</li> <li>• <i>Dilemma &amp; Decision:</i> For love or Money?</li> </ul>	Intelligent Business, pre- intermediate Course book +Workbook  Intelligent Business, Pre- intermediate, Skills Book
9		<ul style="list-style-type: none"> <li>• <b>Selling</b></li> <li>• <i>Vocabulary:</i> Word building</li> <li>• <i>Language :</i> Modals of obligation</li> <li>• <i>Reading:</i> Marketing to students</li> <li>• <i>Career skills:</i> Making suggestions. Showing reactions.</li> <li>• <i>Dilemma &amp; Decision:</i> Guerrilla marketing</li> </ul>	Intelligent Business, pre- intermediate Course book +Workbook  Intelligent Business, Pre- intermediate, Skills Book
10		<ul style="list-style-type: none"> <li>• <b>Price</b></li> <li>• <i>Vocabulary:</i> Synonyms .verbs+ object</li> <li>• <i>Language :</i> Present Perfect</li> <li>• <i>Reading:</i> make it cheaper and cheaper</li> <li>• <i>Career skills:</i> Describing a graph</li> <li>• <i>Dilemma &amp; Decision:</i> Stock market challenge</li> </ul>	Intelligent Business, pre- intermediate Course book +Workbook  Intelligent Business, Pre- intermediate, Skills Book
11		<ul style="list-style-type: none"> <li>• <b>Insurance</b></li> <li>• <i>Vocabulary:</i> problems. Insurance.</li> <li>• Insurance fraud.</li> <li>• <i>Language :</i> Passives</li> <li>• <i>Reading:</i> Fighting fraud</li> <li>• <i>Career skills:</i> Expressing arguments</li> <li>• <i>Dilemma &amp; Decision:</i> A fair decision</li> </ul>	Intelligent Business, pre- intermediate Course book +Workbook  Intelligent Business, Pre- intermediate, Skills Book
12		<ul style="list-style-type: none"> <li>• <b>Service</b></li> <li>• <i>Vocabulary:</i> feedback on service. Dealing with complaints.</li> <li>• <i>Language :</i> Conditional 1</li> <li>• <i>Reading:</i> Getting better service</li> <li>• <i>Career skills:</i> Dealing with problems. Showing emotion</li> <li>• <i>Dilemma &amp; Decision:</i> Service not</li> </ul>	Intelligent Business, pre- intermediate Course book +Workbook  Intelligent Business, Pre- intermediate, Skills Book

		included	
13		<ul style="list-style-type: none"> <li>• <b>Productivity</b></li> <li>• <i>Vocabulary:</i> Design to delivery. Just-in-time production</li> <li>• <i>Language :</i> Adjectives and Adverbs</li> <li>• <i>Reading:</i> Revolution in the car industry</li> <li>• <i>Career skills:</i> Managing time</li> <li>• <i>Dilemma &amp; Decision:</i> Bonus or Bust?</li> </ul>	Intelligent Business, pre- intermediate Course book +Workbook  Intelligent Business, Pre- intermediate, Skills Book
14		<ul style="list-style-type: none"> <li>• <b>Creativity</b></li> <li>• <b>Motivation</b></li> <li>• <i>Vocabulary:</i> Multi-part verbs. Suffixes. Personal qualities. Management styles</li> <li>• <i>Language :</i> Conditional 2</li> <li>• <i>Reading:</i> A different perspective. The kids are all right.</li> <li>• <i>Career skills:</i> Finding creative solutions. Giving reasons</li> <li>• <i>Dilemma &amp; Decision:</i> Hot desking.</li> <li>• Gold rush</li> </ul> <p><b>Speaking exam</b></p>	Intelligent Business, pre- intermediate Course book +Workbook  Intelligent Business, Pre- intermediate, Skills Book
15		Presentations and evaluation Review session	
		<b>Final Exam</b>	