

Identification	Subject(code, title, credits)	ENGL 216 English for Special Purpose (ESP) 3KU/ 6ECTS
	Department	English Language and Literature
	Program (undergraduate , graduate)	Undergraduate
	Term	Spring, 2021
	Instructor	Leyla Almammadova
	E-mail:	Leyla.almammadova@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"> • Market Leader Upper-Intermediate, David Cotton, David Falvey, Simon Kent • Professional English in Use (Finance) by Ian MacKenzie • Internet resources • English_for_Financial_Sector_SB_2 • Professional English in use Management, Simon Sweeney 	
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	<p>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</p>	

	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	April	30
	Presentation	Till final exam	5
	Participation & Activity	Till final exam	10
	Quiz	Till final exam	10
	Extensive Reading	Till final exam	10
	Final Exam	June	35
	Total		100
Policy/ Assessment	<p>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> <p>Assessment Poster Design – practical English learning process. In this activity a group of 3 to 5 students are selected and one topic is given to them to prepare a poster. The teamwork in preparation and designing poster about some specific topics is the main purpose of this stage.</p> <p>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.</p> <p>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.</p> <p>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</p>		

		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.
Tentative Schedule		
W e e k	Topics	Textbook/Assignments/Reading
1	Unit 1 Communication Reading: E-mail: For and against Listening: Improving communications Language review: Good communicators Idioms Vocabulary: Good communicators Career skills: Dealing with communication breakdown Case study: The price of success	Market Leader Upper-intermediate pp.6-13
2	Unit 2 International marketing Reading: Italian luxury Listening: How to market in internationally Language review: Noun compounds and noun phrases Vocabulary: Marketing word partnerships Career skills: Brainstorming Case study: Henri- Claude Cosmetics – creating a global brand	Market Leader Upper-intermediate pp.14-21
3	Unit 3 Building relationships Reading: Business Networks in China Listening: Business partnerships Language review: Multi-word verbs Vocabulary: Describing relations Career skills: Networking Case study: Al-Munir Hotel and Spa Group	Market Leader Upper-intermediate pp.22-31
4	Revision A Review Quiz Writing	Market Leader Upper-intermediate pp.32-35
5	Unit 4 Success Reading: Carlos Slim Listening: Successful businesses Language review: Present and Past tenses Vocabulary: Prefixes Career skills: Negotiating Case study: Kensington United	Market Leader Upper-intermediate pp.36-43
6	Unit 5 Job satisfaction Reading: Working for the best companies Listening: Staff motivation Language review: Passives	Market Leader Upper-intermediate pp.44-51

	Vocabulary: Synonyms and word-building Career skills: Cold-calling Case study: Just good friends	
7	Unit 6 Risk Reading: Insuring trade risks Listening: Managing risks Language review: Adverbs of degree Vocabulary: Describing risk Career skills: Reaching agreement Case study: Winton Carter Mining	Market Leader Upper-intermediate pp.52-61
8	Revision B Review Quiz Writing Midterm Examination	Market Leader Upper-intermediate pp.62-65
9	Unit 7 Management styles Reading: Management styles Listening: Successful managers Language review: Text reference Vocabulary: Management qualities Career skills: Presentations Case study: Selig and Lind	Market Leader Upper-intermediate pp.66-73
10	Unit 8 Team building Reading: New ways of team building Listening: Building successful teams Language review: Modal perfect Vocabulary: Prefixes Career skills: Resolving conflict Case study: Motivating the sales team	Market Leader Upper-intermediate pp.74-81
11	Unit 9 Raising finance Reading: Finding finance Listening: Ways to raise money Language review: Dependent prepositions Vocabulary: Financial terms Career skills: Negotiating Case study: Last throw of the dice	Market Leader Upper-intermediate pp.82-91
12	Revision C Review Quiz Writing	Market Leader Upper-intermediate pp.92-95
13	Unit 10 Energy	Market Leader Upper-

	Reading: Changing customer service Listening: Customer service Language review: Gerunds Vocabulary: Complaints Career skills: Active listening Case study: Hurrah Airlines	intermediate pp.96-103
14	Unit 11 Crisis Management Reading: Dealing with crises Listening: Dealing with crises Language review: Conditionals Vocabulary: Handling crises Career skills: Asking and answering difficult questions Case study: In Range	Market Leader Upper-intermediate pp.104-111
15	Unit 12 Mergers and acquisitions Reading: Acquiring a green business Listening: Making acquisitions Language review: Prediction and probability Vocabulary: Describing mergers and acquisitions Career skills: Making a presentation Case study: Rinnovar International Revision D Revision quiz	Market Leader Upper-intermediate pp.112-121, 122-125
16	Final Examination	