

Identification	Subject(title, credits, code)	ENGL 101 English Foundations 1 4KU/8ECTS
	Department	English Language and Literature Department
	Program(undergraduate, graduate)	Undergraduate
	Term	Spring, 2022/2023
	Instructor	Tahirakhanim Akhundova
	E-mail:	tahirakhanim.akhundova@khazar.org
	Phone:	050-702-22-50
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, Skills Book by Christine Johnson, Pearson Education Limited, 2008 • Tactics for Listening, Basic Oxford University Press, by Jack.C.Richards, 2010 • Cover-to-Cover 1, Oxford University Press, 2008 • New Total English, Elementary, by Mark Foley and Diane Hell, Harlow: Pearson Education Limited, 2011 	
Course outline	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 CEFR A1 – A2 is achieved.	
Course objectives	<p>To enable the students to :</p> <ul style="list-style-type: none"> • Develop students' language performance in writing, speaking, reading, listening • Enhance their business english vocabulary • Encourage students to communicate with each other and discuss topics in english • Teach grammar with interesting methods to improve students'academic level • Build writing portfolios • Give individual or group presentations • Motivate students' learning and increase their world wiew 	
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 	

	<ul style="list-style-type: none"> 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	Lecture		
	Group discussion		+
	Experiential exercise		
	Case analysis		
	Simulation		+
	Course paper		+
	Others		
Evaluation	Methods	Date/deadlines	Percentage (%)
	Midterm exam	April	30
	Teamwork and participation	Till final exam	10
	Extensive reading	Till final exam	8
	Writing portfolio	Till the final exam	5
	Grammar Quiz	Till the final exam	5
	Speaking exam	Till final exam	7
	Final exam	June	35
	Total		100
Assessment / Policy	<p>Assessment</p> <p>Teamwork and Participation: Students are divided into several groups of 4-5 people and prepare educational group works on topics related to business and economy. Participation is an important key in the course of the lesson. Students that regularly participate in class are constantly involved with the material and are more likely to remember a greater portion of the information.</p> <p>Extensive Reading: Students are required to read intensively and extensively both updated authentic informational texts (on science, 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>Speaking exam: Students are evaluated through questions about topics. In a speaking exam, it's important to pay attention to the English fluency level of the answer, and not necessarily the difficulty of the question. When students are answering these questions, it's important for them to focus on grammar, vocabulary, pronunciation at the same time. One-word or yes/no answers are unacceptable.</p> <p>Writing Portfolio: Students are required to collect samples that demonstrate their writing skills, knowledge and express their bright ideas through the written words. Students are supposed to write different kinds of paragraphs throughout the semester. The teacher will evaluate all those pieces of writings and continuously students will get feedback from the teacher.</p> <p>Course policies</p> <p>Attendance: The attendance rate is very essential. If students can't attend 30% of the in-person classes, they won't be allowed to take an exam. For every four absences one point will be reduced from the grade point average.</p> <p>Assignments: Participation and completion of assigned tasks are important. If the assignments are done later than specified date, they will lose 20% of the assignment points.</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. During the exams cheating will be penalized.	
	Week (tentative)	Topics	Textbook/Assignments/Reading
	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. Offices. Giving directions. • Reading: Look east. The paperless office. • Vocabulary: Word families. Offices • Preposition of place . The imperative 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"> • 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
	5	<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
	6	<ul style="list-style-type: none"> • Projects. Talking about projects. • Reading; Project analysis 	Intelligent Business, Elementary Course book

		<ul style="list-style-type: none"> • Vocabulary: Ordinal numbers/ Preposition +nouns • <i>Past Simple. Prepositions of time</i> Dilemma & Decision Midterm exam	+Workbook Intelligent Business, Elementary, Skills Book Tactics for Listening (basic), Jack.C.Richards
	7	<ul style="list-style-type: none"> • Solutions. Products. Describing a product. • Explaining a technical problem. • Reading: Lighting up the world. Playtime. • Vocabulary: Adjectives, size, shape and material • Adverbs • Dilemma & Decision 	Intelligent Business, Elementary Course book +Workbook Intelligent Business, Elementary, Skills Book Tactics for Listening (basic), Jack.C.Richards
	8	<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
	9	<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
	10	<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 Book Tactics for Listening (basic), Jack.C.Richards
	11	<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> • 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"> • Travel. Making arrangements. • Reading: More workers take a career break. • Vocabulary: Transport. • Future time expressions. 	Intelligent Business, Elementary Course book +Workbook Intelligent Business,

		<ul style="list-style-type: none">• Present Continuous for future Dilemma & Decision	Elementary, Skills Book Tactics for Listening (basic), Jack.C.Richards
		Final Exam	