

Identification	Subject (code, title, credits)	ENGL 101 English Foundations 1 4KU /8ECTS
	Department	English Language and Literature
	Program (undergraduate, graduate)	Undergraduate
	Term	Fall, 2024/25
	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, Coursebook, by Irene Barrall & Nikolas Barrall, Pearson Education Limited, 2008 • Intelligent Business, Elementary, Workbook, by Irene Barrall & Nikolas Barrall, Pearson Education Limited, 2008 • Intelligent Business, Elementary, Skills Book, by Christine Johnson, Pearson Education Limited, 2008 • Q: Skills for Success 1 (Listening and Speaking), by Margaret Brooks, Oxford University Press, 2011 • Writing in Paragraphs, Dorothy E. Zemach, Carlos Islam, 2011 • Supplementary reading materials for active reading strategy 	
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"> • 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 	
Learning outcomes	At the end of the course students should be able to:	

	<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 • Achieve coherent writing skills supplemented by drafting, revisions and edition 		
Teaching methods	Lecture		
	Group discussion		
	Course paper		
	Others		
Evaluation	Methods	Date/deadlines	Percentage (%)
	Midterm exam	November	30
	Attendance	Till the final exam	5
	Activity		5
	Active reading strategy	Till the final exam	10
	Grammar Quiz	Till the final exam	5
	Speaking exam	Till the final exam	5
	Writing portfolio	Till the final exam	5
	Final exam		35
	Total		100
Assessment	<p>Active Reading Strategies: Students are required to read intensively and extensively both updated authentic informational texts (on business, education, technology 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: It 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; each of the students is evaluated on their fluency, creativity, vocabulary, and structure.</p> <p>Writing Portfolio: Students are required to build portfolios that involve written tasks covered during the course.</p> <p>Portfolio evaluates students' ability to apply vocabulary gained in written form, to assess grammatical accuracy, demonstrate critical thinking and use imagination. 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>Grammar Quiz: During the course students are required to gain some fundamental level knowledge of grammar, such as To Be, Adjectives, Adverbs, Tense Forms (Present Simple, Past Simple etc.), Nouns etc. This quiz will evaluate their basic grammar knowledge based on their coursebook and the course itself.</p>
Policy	<p>Attendance: Attendance plays a pivotal role in the educational environment. For every four unexcused absences one (1) point will be deducted from the grade point average. If students can't attend 25% of the classes, they won't be allowed to take an exam. Free participation is discouraged.</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 written work consisting of references and citations only, without further analysis by the student, will not be acceptable either. Cheating during the exams will be penalized including the possibility of a zero mark on the exam.</p>

	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 Coursebook + Workbook Intelligent Business, Elementary Skills Book Q:Skills for Success 1 (Listening and Speaking), Margaret Brooks
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 Coursebook + Workbook Intelligent Business, Elementary Skills Book Q:Skills for Success 1 (Listening and Speaking), Margaret Brooks
3		<ul style="list-style-type: none"> • Companies. Exchange Company information • Reading: Look east. • Vocabulary: Word families Dilemma & Decision	Intelligent Business, Elementary Coursebook + Workbook Intelligent Business, Elementary Skills Book Q:Skills for Success 1 (Listening and Speaking), Margaret Brooks

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> <p>Dilemma & Decision</p>	<p>Intelligent Business, Elementary Coursebook + Workbook</p> <p>Intelligent Business, Elementary Skills Book</p> <p>Q:Skills for Success 1 (Listening and Speaking), Margaret Brooks</p>
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> <p>Dilemma & Decision</p>	<p>Intelligent Business, Elementary Coursebook + Workbook</p> <p>Intelligent Business, Elementary Skills Book</p> <p>Q:Skills for Success 1 (Listening and Speaking), Margaret Brooks</p>
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> <p>Dilemma & Decision</p>	<p>Intelligent Business, Elementary Coursebook + Workbook</p> <p>Intelligent Business, Elementary Skills Book</p> <p>Q:Skills for Success 1 (Listening and Speaking), Margaret Brooks</p>
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> <p>Dilemma & Decision</p> <p>Midterm exam</p>	<p>Intelligent Business, Elementary Coursebook + Workbook</p> <p>Intelligent Business, Elementary Skills Book</p> <p>Q:Skills for Success 1 (Listening and Speaking), Margaret Brooks</p>
8		<ul style="list-style-type: none"> • Solutions. • Explaining a technical problem. • Reading: Lighting up the world • Dilemma & Decision 	<p>Intelligent Business, Elementary Coursebook + Workbook</p> <p>Intelligent Business, Elementary Skills Book</p> <p>Q:Skills for Success 1 (Listening and Speaking), Margaret Brooks</p>
9		<ul style="list-style-type: none"> • Products. Describing a product. • Reading: Playtime • Vocabulary: Adjectives, size, shape and material • <i>Adverbs</i> • Dilemma & Decision 	<p>Intelligent Business, Elementary Coursebook + Workbook</p> <p>Intelligent Business, Elementary Skills Book</p> <p>Q:Skills for Success 1 (Listening and Speaking), Margaret Brooks</p>

10		<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 Coursebook + Workbook Intelligent Business, Elementary Skills Book Q:Skills for Success 1 (Listening and Speaking), Margaret Brooks
11		<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 Coursebook + Workbook Intelligent Business, Elementary Skills Book Q:Skills for Success 1 (Listening and Speaking), Margaret Brooks
12		<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 Coursebook + Workbook Intelligent Business, Elementary Skills Book Q:Skills for Success 1 (Listening and Speaking), Margaret Brooks
13		<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 Coursebook + Workbook Intelligent Business, Elementary Skills Book Q:Skills for Success 1 (Listening and Speaking), Margaret Brooks
14		<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 Coursebook + Workbook Intelligent Business, Elementary Skills Book Q:Skills for Success 1 (Listening and Speaking), Margaret Brooks
15		Speaking Exam Final Exam	