

Identification	Subject	ENGL 810 Business English and Communication-3KU/6ECTS
	Department	English Language and Literature
	Program	MBA
	Term	Fall, 2024-2025
	Instructor	Shahriyar Mammadov, Ph.D.
	E-mail:	sehriyarmammadov@gmail.com
	Phone:	
	Classroom/hours	4 hours per week
	Office hours	Monday-Friday, 9.00-16.00
Prerequisites	None	
Language	English	
Compulsory/Elective	Compulsory	
Required textbooks and course materials	<ul style="list-style-type: none"> • Emmerson, Paul. <i>Business Vocabulary Builder: Elementary to Pre-Intermediate</i>. London: Macmillan, 2009 • Emmerson, Paul and Hamilton, Nick. <i>Five-Minute Business Activities</i>. Cambridge: Cambridge, 2012. • Jon Marks, <i>Banking and Finance</i>, second edition • Ian Mackenzie, <i>English for the Financial Sector</i> • Trappe, Tonya and Tullis, Graham. <i>Intelligent Business: Elementary Business English</i>. London: Pearson Longman, 2010. • Emmerson, Paul and Hamilton, Nick. <i>Five-Minute Business Activities</i>. Cambridge: Cambridge, 2012. • Julie Pratten, <i>Absolute Financial English</i> • <i>Intelligent Business, Elementary, Skills Book</i> by Christine Johnson, Pearson Education Limited, 2008 	
Course outline	<p>This course is designed to give students a comprehensive view of communication, its scope and importance in business, and the role of communication in establishing a favorable outside the firm environment, as well as an effective internal communications program. The activities included in this course are oriented towards communication necessary for dealing with customers or clients, colleagues and other professionals in business. The list of the skill areas that are included in this course:</p> <p>1) Speaking skills: socializing, telephoning, presentations, negotiations, meetings 2) Writing skills: emails, letters, faxes, memos, reports, minutes, announcements, Notices</p> <p>The aim of the course is to develop students' ability to communicate effectively in English both orally and in writing, on business related topics.</p>	
Course objectives	<p>On this course, participants will learn:</p> <ul style="list-style-type: none"> • to communicate with others in practical, business-oriented situations • to express themselves in English with greater fluency, accuracy and confidence • to handle themselves in English in a variety of business contexts, from negotiating, to using the telephone, to making presentations, to socializing <p>The content will be supported by systematic work on core grammatical structures, vocabulary patterns and pronunciation.</p>	
Learning outcomes	<p>By the end of this course, students should be able to:</p> <ul style="list-style-type: none"> • Understand and demonstrate the use of basic and elementary proper economic techniques • Write effective and concise letters and memos • Proofread and edit copies of business correspondence • Use career skills that are needed to succeed, such as using ethical tools, working collaboratively, observing business etiquette • Plan successfully for and participate in meetings and conduct proper techniques in telephone usage 	

	<ul style="list-style-type: none"> Develop interpersonal skills that contribute to effective and satisfying personal, social and professional relationships 		
Methods of Instruction	Lectures		+
	Seminars		+
	Workshops		+
	Case analysis		+
	Simulation		+
	Group assignments: debates & discussion		+
	Individual assignments: oral report & presentation		+
Evaluation	Methods	Date/deadlines	Percentage (%)
	Midterm examination		30
	Quiz	1) 23/10/2024 2) 23/12/2024	10
	Speaking Examination		10
	Activity		5
	Attendance		5
	Final Examination		40
	Total		100
Policy	<p>Mandatory Attendance:</p> <ol style="list-style-type: none"> You must take the exam in order to pass this course. If you miss more than 25% of classes, you will not be able to take the exam – therefore, you will fail the course. <p>Activity: This course cannot be successful without regular participation. Besides, the students are expected to contribute to discussions in each class, demonstrating an enquiring approach to the topic under discussion and to complete assigned homework.</p> <p>Speaking exam: The students are expected to speak and be able to maintain communication on topics discussed during the semester. Learners are assessed according to criteria such as grammar range and accuracy, vocabulary range, task fulfilment, fluency, pronunciation.</p> <p>Quiz: During the semester 2 quizzes are planned to be conducted. One of them will be held before the midterm and the other one is planned before the final exams. Both of them will cover the materials taught until the beginning of quizzes and time will be announced during the sessions. It is considered as a preparation to the final exams which will include essay, vocabulary and reading exercises. The percentage value of each quiz is set to 5%, which makes up 10% in total.</p>		
Tentative Schedule			
Week	Topics	Textbook/Assignments/Reading	
1	<p>Introductions</p> <ul style="list-style-type: none"> Course outline and approach Ice-breaking activities <p>Contacts</p> <p>Reading: <i>Working in a foreign country</i></p> <p>Grammar: <i>to be, a/an</i></p> <p>Vocabulary: <i>Countries and Nationalities. Jobs.</i></p> <p>Career skills: <i>Introducing yourself</i></p> <p>Dilemma & Decision: <i>Who to interview?</i></p>	Intelligent Business: Elementary Unit 1	
2	<p>Teams</p> <p>Reading: <i>Teams with bright ideas</i></p> <p>Grammar: <i>Present simple affirmative. Frequency adverbs</i></p> <p>Vocabulary: <i>Departments</i></p> <p>Career skills: <i>Introducing others</i></p> <p>Dilemma & Decision: <i>A new team member</i></p>	Intelligent Business: Elementary Unit 2	
3	<p>Companies</p> <p>Reading: <i>Look east</i></p>	Intelligent Business: Elementary Unit 3	

	<p>Grammar: <i>Present simple, negative, question and short answer. Articles</i></p> <p>Vocabulary: <i>Word families</i></p> <p>Career skills: <i>Company information</i></p> <p>Dilemma & Decision: <i>Which company to buy?</i></p>	
4	<p>Review lesson</p> <p>Language check</p> <p>Vocabulary check</p> <p>Writing practice</p> <p>Dilemma & Decision (Breaking the ice, Test crisis, Leading the team)</p>	Intelligent Business: Elementary Unit 1
5	<p>Offices</p> <p>Reading: <i>The paperless office</i></p> <p>Grammar: <i>Prepositions of place. The imperative</i></p> <p>Vocabulary: <i>Offices</i></p> <p>Career skills: <i>Directions</i></p> <p>Dilemma & Decision: <i>An office move</i></p>	Intelligent Business: Elementary Unit 4
6	<p>Events</p> <p>Reading: <i>The office picnic</i></p> <p>Grammar: <i>like and would like, can</i></p> <p>Vocabulary: <i>Food and drink. Describing food</i></p> <p>Career skills: <i>Offers, requests and permission</i></p> <p>Dilemma & Decision: <i>Welcoming visitors</i></p>	Intelligent Business: Elementary Unit 5
7	<p>Money</p> <p>Reading: <i>The business of giving</i></p> <p>Grammar: <i>Countable and uncountable nouns</i></p> <p><i>Some, any, how, much how many</i></p> <p>Vocabulary: <i>Orders</i></p> <p>Career skills: <i>A new supplier</i></p> <p>Dilemma & Decision: <i>Welcoming visitors</i></p>	Intelligent Business: Elementary Unit 6
8	<p>Review lesson</p> <p>Language check</p> <p>Vocabulary check</p> <p>Writing practice</p> <p>Dilemma & Decision (Breaking the ice, Test crisis, Leading the team)</p>	Intelligent Business: Elementary Unit 2, 3, 4
9	Midterm examination	
10	<p>Projects</p> <p>Reading: <i>Project analysis</i></p> <p>Grammar: <i>Past simple affirmative. Prepositions of time</i></p> <p>Vocabulary: <i>Ordinal numbers. Preposition + noun</i></p> <p>Career skills: <i>Talking about a project</i></p> <p>Dilemma & Decision: <i>What went wrong?</i></p>	Intelligent Business: Elementary Unit 7
11	<p>Solutions</p> <p>Reading: <i>Lighting up the world</i></p> <p>Grammar: <i>Past Simple negative, question and short answer</i></p> <p>Vocabulary: <i>people and places</i></p> <p>Career skills: <i>Explaining a technical problem</i></p> <p>Dilemma & Decision: <i>The best solution?</i></p>	Intelligent Business: Elementary Unit 8
12	<p>Products</p> <p>Reading: <i>Playtime</i></p> <p>Grammar: <i>Adjectives, Adverbs</i></p> <p>Vocabulary: <i>Adjectives. Size, shape and material</i></p>	Intelligent Business: Elementary Unit 9

	Career skills: <i>Describing a product</i> Dilemma & Decision: <i>What can we do with the old TVs?</i>	
13	Competitors Reading: <i>The shy architect</i> Grammar: <i>Present Continuous</i> Vocabulary: <i>Word families. Market: Compound nouns</i> Career skills: <i>Catching up</i> Dilemma & Decision: <i>Win back market share</i>	Intelligent Business: Elementary Unit 10
14	<u>Location</u> Language check Vocabulary check Writing practice Dilemma & Decision (Breaking the ice, Test crisis, Leading the team)	Intelligent Business: Elementary Unit 11
15	Examination preparation Review lesson	
16	Final Examination	