

Identification	Subject (code, title, credits)	ENGL 102 English Foundations II 4KU/ 8ECTS
	Department	English Language and Literature
	Program (undergraduate, graduate)	Undergraduate
	Term	Spring, 2024
	Instructor	Inji Babazade
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Prerequisites	ENGL-101	
Language	English	
Compulsory/Elective	Compulsory	
Required textbooks and course materials	<ul style="list-style-type: none"> • Intelligent Business, Pre-Intermediate, Coursebook, by Christine Johnson, Pearson Education Limited, 2006 • Intelligent Business, Pre-Intermediate, Workbook, by Irene Barrall & Nikolas Barrall, Pearson Education Limited, 2006 • Q: Skills for Success 2 (Listening and Speaking), by Margaret Brooks, Oxford University Press, 2011 • Writing in Paragraphs, Dorothy E. Zemach, Carlos Islam, 2011 	
Course outline	<p>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 B1 is achieved.</p>	
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 • Acquiring intermediate 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 • Guide students in expanding their writing skills 	

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 • 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	Group discussion		
	Simulation		
	Others		
Evaluation	Methods	Date/deadlines	Percentage (%)
	Midterm exam		30
	Attendance	Till the final exam	5
	Activity		5
	Extensive and intensive reading	Till the final exam	10
	Grammar Quiz	Till the final exam	5
	Speaking exam	Mid May	5
	Writing portfolio	Till the final exam	5
	Final exam		35
	Total		100
Assessment /Policy	<p>Reading: Students are required to read intensively and extensively both updated authentic informational texts (on 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>Speaking exam: Each student randomly selects a task card containing predetermined topics, delving into a discourse lasting two minutes on the subject specified on the drawn card. Following this, they respond to two questions related to the theme. The assessment criteria encompass a nuanced evaluation of each student's linguistic fluency, imaginative expression, vocabulary base, and structural coherence.</p> <p>Grammar Quiz: During the course students are required to gain pre-intermediate level knowledge of grammar, such as Tense Forms, Adjectives, Modals, Passives, Conditionals, etc. This quiz will evaluate their deeper grammar knowledge based on their coursebook and the course itself.</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</p>		

		<p>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>Attendance (Lateness): 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. Advance notification should be given if the student is unable to attend a scheduled presentation or test.</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.</p>	
week	Date/Day (tentative)	Topics	Textbook/Assignments/Reading
1		<ul style="list-style-type: none"> Ice breaking activities Activities Reading: Move over game boys Present simple and continuous Vocabulary: Roles and activities. Word building. <p>Dilemma & Decision</p>	<p>Intelligent Business, Pre-Intermediate Coursebook + Workbook</p> <p>Intelligent Business, Pre-Intermediate Skills Book</p>
2		<ul style="list-style-type: none"> Data Reading: No hiding place Countable and uncountable Vocabulary: Using the internet. Quantity and number. <p>Dilemma & Decision</p>	<p>Intelligent Business, Pre-Intermediate Coursebook + Workbook</p> <p>Intelligent Business, Pre-Intermediate Skills Book</p> <p>Q:Skills for Success 2 (Listening and Speaking), Margaret Brooks</p>
3		<ul style="list-style-type: none"> Etiquette Reading: Office workers `admit being rude` Offers and requests Vocabulary: Synonyms. Prefixes. <p>Dilemma & Decision</p>	<p>Intelligent Business, Pre-Intermediate Coursebook + Workbook</p> <p>Intelligent Business, Pre-Intermediate Skills Book</p> <p>Q:Skills for Success 2 (Listening and Speaking), Margaret Brooks</p>
4		<ul style="list-style-type: none"> Image Reading: Fashion`s favourite Comparatives and superlatives Vocabulary: The fashion industry. Word building. <p>Dilemma & Decision</p>	<p>Intelligent Business, Pre-Intermediate Coursebook + Workbook</p> <p>Intelligent Business, Pre-Intermediate Skills Book</p> <p>Q:Skills for Success 2 (Listening and Speaking), Margaret Brooks</p>
5		<ul style="list-style-type: none"> Success 	<p>Intelligent Business, Pre-</p>

		<ul style="list-style-type: none"> • Reading: Passion into profit • Past simple • Vocabulary: Opposites. Business failure. Collocations. Dilemma & Decision	Intermediate Coursebook + Workbook Intelligent Business, Pre-Intermediate Skills Book
6		<ul style="list-style-type: none"> • Future • Reading: An elevator to space • Modals of possibility • Vocabulary: Financing ventures. Collocations. Dilemma & Decision	Intelligent Business, Pre-Intermediate Coursebook + Workbook Intelligent Business, Pre-Intermediate Skills Book Q:Skills for Success 2 (Listening and Speaking), Margaret Brooks
7		<ul style="list-style-type: none"> • Location • Reading: Arabia`s field of dreams • Future plans and intentions • Vocabulary: Collocations. Multi-part verbs. Dilemma & Decision	Intelligent Business, Pre-Intermediate Coursebook + Workbook Intelligent Business, Pre-Intermediate Skills Book Q:Skills for Success 2 (Listening and Speaking), Margaret Brooks
8		<ul style="list-style-type: none"> • Job-seeking • Reading: The online job market • The imperative • Vocabulary: Activities. The application process. Find a job. Dilemma & Decision Midterm Exam	Intelligent Business, Pre-Intermediate Coursebook + Workbook Intelligent Business, Pre-Intermediate Skills Book
9		<ul style="list-style-type: none"> • Selling • Reading: Marketing to students • Modals of obligation • Vocabulary: Word building. Dilemma & Decision	Intelligent Business, Pre-Intermediate Coursebook + Workbook Intelligent Business, Pre-Intermediate Skills Book Q:Skills for Success 2 (Listening and Speaking), Margaret Brooks
10		<ul style="list-style-type: none"> • Price • Reading: Make it cheaper and cheaper • Present perfect • Vocabulary: Synonyms. Verbs that take an object. Dilemma & Decision	Intelligent Business, Pre-Intermediate Coursebook + Workbook Intelligent Business, Pre-Intermediate Skills Book Q:Skills for Success 2 (Listening and Speaking), Margaret Brooks
11		<ul style="list-style-type: none"> • Insurance • Reading: Fighting fraud • Passives • Vocabulary: Problems. Insurance. Insurance fraud. 	Intelligent Business, Pre-Intermediate Coursebook + Workbook Intelligent Business, Pre-Intermediate Skills Book

		Dilemma & Decision	
12		<ul style="list-style-type: none"> • Service • Reading: Getting better service • Conditional 1 • Vocabulary: Feedback on service. Dealing with complaints. Synonyms. Collocations. Dilemma & Decision	Intelligent Business, Pre-Intermediate Coursebook + Workbook Intelligent Business, Pre-Intermediate Skills Book Q:Skills for Success 2 (Listening and Speaking), Margaret Brooks
13		<ul style="list-style-type: none"> • Productivity • Reading: Revolution in the car industry • Adjectives and adverbs • Vocabulary: Design to delivery. Just-in-time production. Word building. Efficient stock control. Dilemma & Decision	Intelligent Business, Pre-Intermediate Coursebook + Workbook Intelligent Business, Pre-Intermediate Skills Book Q:Skills for Success 2 (Listening and Speaking), Margaret Brooks
14		<ul style="list-style-type: none"> • Creativity • Reading: A different perspective • Conditional 2 • Vocabulary: Multi-part verbs. Suffixes. Dilemma & Decision	Intelligent Business, Pre-Intermediate Coursebook + Workbook Intelligent Business, Pre-Intermediate Skills Book Q:Skills for Success 2 (Listening and Speaking), Margaret Brooks
15		<ul style="list-style-type: none"> • Motivation • Reading: The kids are all right • Present perfect and past simple • Vocabulary: Personal qualities. Management styles. Multi-part verbs. 	Intelligent Business, Pre-Intermediate Coursebook + Workbook Intelligent Business, Pre-Intermediate Skills Book
16		Final Exam	