

Identification	Subject (title, credits, code)	ENGL 103 Academic English 4KU/8ECTS
	Department	English language and Literature Department
	Program (undergraduate, graduate)	Undergraduate
	Term	Spring, 2024
	Instructor	Leyla Sharifova, Ph.D
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	Phone:	+994557303636
	Classroom/hours	8 hours per week
	Office hours	Tuesday- Thursday, 10.00-16.00
Language	English	
Compulsory/Elective	Compulsory	
Required textbooks and course materials	1. Intelligent Business. Intermediate-Pearson ELT (Student's book and workbook) 2. Business Vocabulary in Use by Bill Mascull, Intermediate 3. <i>The Economist</i> articles 4. British Council listening materials	
Course outline	This course is designed for intermediate to upper-intermediate university students to meet requirements of the English language curriculum. Academically oriented materials address issues of universal and current interest to ensure extensive reading experience. Texts deal with problems that are of particular concern to learners for initiating discussion on a broad selection of business topics. Each text is followed by exercises to help students remember the facts, understand the main idea, recycle and reinforce their vocabulary and apply what they have learned to their writing needs. The course develops overall competence in using Business English and promotes independence in reading and writing through increased target vocabulary.	
Course objectives	1. Developing students' command of business vocabulary 2. Fostering an awareness of business setting and business environment 3. Helping students to communicate in English during day to day workplace scenarios such as presentations, negotiations, meetings, small talk, socializing, writing reports etc. 4. Reflecting on range of topics including recent developments in global relations and financial practice	
Learning outcomes	On successful completion of the course students are expected: 1. to substantially develop and increase their vocabulary through the new content area	

	2. be familiar with current business trends 3. to acquire a skill of communicating naturally in target area 4. to do business presentations in English, negotiate and to gain confidence in business writing		
Teaching methods	Reading passages covering a wide range of topics with comprehension and post-reading activities		+
	Extensive vocabulary study focused on business area		
	Discussions		+
	Writing based on the course topics		
	Listening activities		+
Evaluation	Methods	Date/deadlines	Percentage (%)
	Midterm Exam		30
	Active Reading		10
	Writing portfolio/Quiz		10
	Participation		5
	Speaking exam		5
	Activity (Debate)		5
	Final Exam		35
	Total		100
Assessment/Policy	<p>Assessment:</p> <p>Active Reading Strategies:</p> <p>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. If successfully, students will be able to get maximal 10 points.</p> <p>Writing portfolio/Quiz:</p> <p>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,</p> <p>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. If successfully, students will be able to get maximal 10 points.</p>		

	<p>Speaking exam gives instructors an opportunity to diagnose any major mistakes made by students in oral language.</p> <p>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; build confidence to think and respond quickly; apply required vocabulary; encourage further oral proficiency; take part in the constructive exchange of ideas; communicate with two or more people on different topics and the ones related to their specific field of study. If successfully, students will be able to get maximal 5 points.</p> <p>Class participation and activity. The students are expected to contribute to discussions in each class, to participate in debates (debate engages students in a variety of linguistic ways. It is also highly effective for developing students critical and analytical skills) actively and to do all home assignments given by the instructor and exercises from their student's book and workbook on time. If successfully, students will be able to get maximal 10 points.</p>
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<p>COURSE POLICIES</p> <p>* Attendance (Lateness): It is important absences can be detrimental to one's grade due to the number of class activities (presentations, and class participation) and complexity of the subject. In case the students are late for more than 10 minutes after the beginnings of lessons, he/she will be marked as absent.</p> <p>* Missed exams or assignments: A notification should be given in advance if the student is unable to attend the scheduled presentation or test. Full class participation and completion of assigned homework are necessary.</p> <p>* Academic Dishonesty: Any plagiarism while studying will be severely penalized (by a non-pass for the course). Reference should be given to the sources used in the work. However, any research paper consisting of references and citations only, without further analysis by the student, will not be acceptable either. Cheating during the tests will be penalized likewise.</p> <p>* In class regulations: With exception of plain drinking water, no food or beverages (including chewing gums) are allowed during the classes. Students are not allowed to use their mobile phones for making phone calls, texting and surfing internet (unless the instructor has given specific assignment).</p> <p>* Teacher evaluation: In the end of the course (possibly even twice during the whole semester) the students will be requested to evaluate their teacher's work and encouraged to take it seriously as their evaluation can help with further developments in the given subject.</p>		
Tentative Schedule		
Week	Topics	
1	Companies. Survival of the fittest Grammar: Simple Present and Continuous Write: A brief email recommending the best option and giving reasons for your decision	BVU, Topic 34, Intelligent Business Unit 1
2	Leadership. Terrorizing talent. Grammar: Articles Write: an email to the group with minutes of your discussion.	BVU Topic 43,44 Intelligent Business Unit 2
3	Strategy. The big picture	BVU Topic 42, Intelligent Business Unit 3

	<p>Grammar: Future forms</p> <p>Write: a formal memo to Jeffrey Bleustein outlining your proposal and its recommendations.</p>	
4	<p>Pay.</p> <p>Grammar: Present Perfect and Past Simple</p> <p>Write a formal memo to the board comparing the candidates and making a final recommendation.</p> <p>Write: a short report outlining the key issues concerning the Camesea project.</p>	<p>BVU Topic 54,55,56,57,58 Intelligent Business Unit 4</p>
5	<p>Development.</p> <p>Grammar: Modal verbs of likelihood</p> <p>Write: An action plan for the Marketing Director</p> <p>Presentation delivery</p>	<p>BVU Topic 5 Intelligent Business Unit 5</p>
6	<p>Marketing. Seducing masses</p> <p>Grammar: Comparatives and superlatives</p> <p>Write: a formal report to the management board</p>	<p>BVU Topic 11, Intelligent Business Unit 6</p>
7	Review lesson	
8	Midterm	
9	<p>Outsourcing. The great job migration</p> <p>Grammar: Conditionals 1 and 2</p> <p>Write: Summarise your proposal in short report.</p>	<p>BVU Topic 98,100, Intelligent Business Unit 7</p>
10	<p>Finance</p> <p>Grammar: Adjectives and adverbs</p>	<p>BVU Topic 35, Intelligent Business Unit 8</p>
11	<p>Recruitment</p> <p>Grammar: Relative pronouns</p> <p>Write: an email to the hiring managers.</p>	<p>BVU Topic 3 Intelligent Business Unit 9</p>
12	<p>Presentation delivery lessons</p>	<p>BVU Topic 59,60,61 Intelligent Business Unit 10</p>

13	<p>Counterfeiting.</p> <p>Grammar: Conditionals 1-3</p> <p>Write: a short report of the points discussed, and recommendations made by the group.</p>	<p>BVU Topic 40</p> <p>Intelligent Business Unit 10</p>
14	<p>Markets.</p> <p>Grammar: Gerunds and Infinitives</p> <p>Write: a summary of agreement you reached</p>	<p>BVU Topic 20</p> <p>Intelligent Business Unit 11</p>
15	<p>Lobbies.</p> <p>Grammar: Modals verbs of obligation</p> <p>Write: a formal letter to the local newspaper.</p>	<p>BVU Topic 37</p> <p>Intelligent Business Unit 12</p>
16	Review lesson	
	Final Test	