

Identification	Subject	ENGL 820 Business English and Communication-3KU/6ECTS	
	Department	English Language and Literature	
	Program	Graduate	
	Term	Spring 2024	
	Instructor	Shahriyar Mammadov PhD	
	E-mail:	shahriyar.mammadov@khazar.org	
	Classroom/hours	4 hours per week	
	Office hours	As scheduled	
Prerequisites	B2 Level, fundamentals of business English		
Language	English		
Compulsory/Elective	Compulsory		
Required textbooks and course materials	<ul style="list-style-type: none"><li>• <i>Intelligent Business</i>, Pre-Intermediate, <i>Skills Book</i> by Christine Johnson, Pearson Education Limited, 2006</li><li>• Ian MacKenzie, <i>English for Business Studies (A course for Business Studies and Economics students)</i>, third edition</li><li>• Ian Mackenzie, <i>English for the Financial Sector</i></li><li>• Emmerson, Paul and Hamilton, Nick. <i>Five-Minute Business Activities</i>. Cambridge: Cambridge, 2012.</li><li>• Julie Pratten, <i>Absolute Financial English</i></li></ul>		
Course outline	<p>The course is designed for MBA students to develop their English language skills in a business setting and deliberately present grammar and lexis in a workplace setting. The list of the skill areas that are included in this course:</p> <p>1) Different language skills useful in business communication (listening, reading, speaking).</p> <p>2)Core business area functions: general management, administration, marketing, finance/accountancy, human resources/personnel</p> <p>3) Writing skills: emails, letters, faxes, memos, reports, minutes, announcements, Notices</p>		
Course objectives	<p>On this course, participants will learn:</p> <ul style="list-style-type: none"><li>- advanced business vocabulary.</li><li>- essential economic and business information.</li><li>- how to use language skills to get necessary information from various sources.</li><li>- basic research skills.</li><li>- social and cultural differences.</li></ul>		
Learning outcomes	<p>By the end of this course, students should be able to:</p> <ul style="list-style-type: none"><li>- to use business vocabulary appropriately.</li><li>--to use lexical and grammatical resource</li><li>- to discuss and respond to the issues in the articles.</li><li>- to use business skills (giving presentations, negotiating, telephoning, giving teleconferences, etc.)</li><li>- to read and understand messages, letters, etc. and to respond appropriately.</li><li>- to make summary;</li></ul>		
Methods of Instruction	Lectures		+
	Seminars		+
	Workshops		+
	Case analysis		+
	Simulation		+
	Group assignments: <ul style="list-style-type: none"><li>- debates</li><li>- research</li><li>- discussion</li></ul>		+

	Individual assignments: - oral report - presentation - research		+
Evaluation	Methods	Date/deadlines	Percentage (%)
	Midterm examination	April	30
	Activity	Till final exam	5
	Attendance	Till final exam	5
	Quiz	1) 16/04/2024 2) 12/06/2024	10
	Speaking Examination	Till final exam	10
	Final Examination	June	40
	Total		100
Policy/Assessment	<b>Attendance and Activity</b> This course will not be effective unless you participate on a regular basis. Besides, you will be expected to contribute to discussions in each class, demonstrating an enquiring approach to the topic under discussion You can gain 10 points if you follow these guidelines (maximal). <b>Mandatory Attendance:</b> 1. You must take the exam in order to pass this course. 2. If you miss more than 25% of classes , you will not be able to take the exam – therefore, you will fail the course. Assessment <b>Speaking exam:</b> Grammar range, language accuracy, vocabulary range, task fulfillment, fluency, and pronunciation will be considered during the exam. The students are expected to know that the assessment system of the program consists of both <i>formative</i> and <i>summative</i> components. Therefore, the overall score at the end of the semester would not only be based on the student’s performance in exams (mid-term and final). The quality of the classroom participation and following up on the weekly assignments (including summaries, presentations, group work, etc.) will also be considered 25 percent of the participants’ overall score. If there are any questions related to the course structure, do not hesitate to contact the course instructor as soon as possible <b>Quiz:</b> During the semester 2 quizzes are planned to be conducted. One of them will be held before the midterm and 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.		
Tentative Schedule			
Week	Topics	Textbook/Assignments/Reading	
1	<b>Introductions</b> • Introducing the course outline • Ice-breaking activities <b>Activities</b> <b>Reading:</b> <i>Move over game boys</i> <b>Grammar:</b> <i>Present Simple and Continuous</i> <b>Vocabulary:</b> <i>Roles and Activities</i> <b>Career skills:</b> <i>Explaining your Job Dilemma &amp; Decision: Exporting to Mexico</i>	Intelligent Business:  Pre-Intermediate Unit 1	

2	<b><u>Data</u></b> <b>Reading:</b> <i>No Hiding Place</i> <b>Grammar:</b> <i>countable and uncountable</i> <b>Vocabulary:</b> <i>Using the Internet</i> <b>Career skills:</b> <i>Checking Information</i> Dilemma & Decision: <i>Buy it Now!</i>	Intelligent Business:  Pre-Intermediate Unit 2
3	<b><u>Etiquette</u></b> <b>Reading:</b> <i>Office workers</i> <b>Grammar:</b> <i>Offers and Requests</i> <b>Vocabulary:</b> <i>Business Etiquette</i> <b>Career skills:</b> <i>Being Polite</i> Dilemma & Decision: <i>A Workplace Bully</i>	Intelligent Business:  Pre-Intermediate Unit 3
4	<b><u>Review</u></b> <b>Vocabulary Check</b> <b>Language Check</b>	Intelligent Business: Pre-Intermediate Unit 1
5	<b><u>Image</u></b> <b>Reading:</b> <i>Fashion's Favorite</i> <b>Grammar:</b> <i>Comparatives and Superlatives</i> <b>Vocabulary:</b> <i>A Fashion Industry</i> <b>Career skills:</b> <i>Describing Products</i> Dilemma & Decision: <i>Volkswagen Bugs</i>	Intelligent Business:  Pre-Intermediate Unit 4
6	<b><u>Success</u></b> <b>Reading:</b> <i>Passion for Profit</i> <b>Grammar:</b> <i>Past Simple</i> <b>Vocabulary:</b> <i>What is Success</i> <b>Career skills:</b> <i>Telling a Story</i> Dilemma & Decision: <i>Organic Growth</i>	Intelligent Business:  Pre-Intermediate Unit 5
7	<b><u>Future</u></b> <b>Reading:</b> <i>An Elevator to Space</i> <b>Grammar:</b> <i>Modals of Possibility</i> <b>Vocabulary:</b> <i>Financing Ventures</i> <b>Career skills:</b> <i>Making Predictions</i> Dilemma & Decision: <i>Risky Ventures</i>	Intelligent Business:  Pre-Intermediate Unit 6
8	<b><u>Review lesson</u></b> <b>Language check</b> <b>Vocabulary check</b> <b>Writing practice</b>	Intelligent Business:  Pre-Intermediate Units 2, 3, 4
9	<b>Midterm examination</b>	
10	<b><u>Location</u></b> <b>Reading:</b> <i>Arabia's Field of Dreams</i> <b>Grammar:</b> <i>Future Plans and Intentions</i> <b>Vocabulary:</b> <i>Collocations</i> <b>Career skills:</b> <i>Making an Appointment</i> Dilemma & Decision: <i>A new Location</i>	Intelligent Business:  Pre-Intermediate Unit 7

<b>11</b>	<b><u>Job-Seeking</u></b> <b>Reading:</b> <i>The Online Job Market</i> <b>Grammar:</b> <i>The Imperative</i> <b>Vocabulary:</b> <i>Finding a Job</i> <b>Career skills:</b> <i>Explaining What to Do</i> <b>Dilemma &amp; Decision:</b> <i>For Love or Money?</i>	Intelligent Business:  Pre-Intermediate Unit 8
<b>12</b>	<b><u>Selling</u></b> <b>Reading:</b> <i>Marketing to Students</i> <b>Grammar:</b> <i>Modals of Obligation</i> <b>Vocabulary:</b> <i>Word Building</i> <b>Career skills:</b> <i>Making Suggestions</i> <b>Dilemma &amp; Decision:</b> <i>Guerrilla Marketing</i>	Intelligent Business:  Pre-Intermediate Unit 9
<b>13</b>	<b><u>Price</u></b> <b>Reading:</b> <i>Make it Cheaper and Cheaper</i> <b>Grammar:</b> <i>Present Perfect</i> <b>Vocabulary:</b> <i>Verbs that Take an Object</i> <b>Career skills:</b> <i>Describing a Graph</i> <b>Dilemma &amp; Decision:</b> <i>Stock Market Challenge</i>	Intelligent Business:  Pre-Intermediate Unit 10
<b>14</b>	<b><u>Review</u></b> <b>Language check</b> <b>Vocabulary check</b> <b>Writing practice</b>	Intelligent Business:  Pre-Intermediate General Review
<b>15</b>	<b>Examination preparation</b> <b>Review lesson</b>	
<b>16</b>	<b>Final Examination</b>	