

<b>Identification</b>	<b>Subject</b>	ENGL103, Academic English, 4 Credits, 8 ECTS
	<b>Department</b>	English Language and Literature
	<b>Program</b>	Undergraduate
	<b>Term</b>	Fall, 2025
	<b>Instructor</b>	Esmira Gahramanova
	<b>Email:</b>	<a href="mailto:gahramanovaesmira78@gmail.com">gahramanovaesmira78@gmail.com</a>
	<b>Classroom/hours</b>	Monday: 15.20 p.m. – 18.30 p.m. Tuesday: 15.20 p.m. - 18.30 Thursday: 17.00 p.m. – 18.30 p.m. Friday: 17.00 p.m. – 18.30 p.m. Saturday: 11.50 a.m.- 15.10 p.m.
<b>Prerequisites</b>	ENGL 102 English Foundations 2	
<b>Language</b>	English	
<b>Compulsory/Elective</b>	Compulsory	
<b>Textbooks and course materials</b>	<ol style="list-style-type: none"> <li>1. Intelligent Business. Upper -Intermediate-Pearson ELT (Student's book and workbook, skills book)</li> <li>2. Business Vocabulary in Use by Bill Mascull. Intermediate</li> <li>3. Market Leader. Intermediate-Pearson ELT.</li> <li>4. Michael Duckworth, <i>Business Grammar &amp; Practice</i>, new</li> <li>5. edition</li> <li>6. <i>The Economist</i> articles and BBC news</li> <li>7. Ian Mackenzie, <i>English for the Financial Sector</i></li> <li>8. Julie Pratten, <i>Absolute Financial English</i></li> </ol>	
<b>Course description</b>	<p>This course is designed for 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.</p>	
<b>Course objectives</b>	<ol style="list-style-type: none"> <li>1. Developing students' command of business vocabulary</li> <li>2. Fostering an awareness of business setting and business environment</li> <li>3. Helping students to communicate in English during day-to-day workplace scenarios such as presentations, negotiations, meetings, small talk, socializing, writing reports etc.</li> <li>4. Reflecting on range of topics including recent developments in global relations and financial practice</li> </ol>	
<b>Learning Outcomes</b>	<p>On successful completion of the course students are expected:</p> <ol style="list-style-type: none"> <li>1. to substantially develop and increase their vocabulary through the new content area</li> <li>2. be familiar with current business trends</li> <li>3. to acquire a skill of communicating naturally in target area</li> <li>4. to do business presentations in English, negotiate and to gain confidence in business writing</li> </ol>	

<b>Teaching methods</b>	Reading passages covering a wide range of topics with comprehension and postreading activities		
	Extensive vocabulary study focused on business area		
	Discussions		
	Writing based on the course topics		
	Listening activities		
	Simulation		
<b>Evaluation Criteria</b>	<b>Methods</b>	<b>Date/deadlines</b>	<b>Percentage (%)</b>
	<b>Midterm Exam</b>		30
	<b>Project</b>		10
	<b>Speaking Examination</b>		10
	<b>Extensive Reading</b>		10
	<b>Activity &amp; Participation</b>		5
	<b>Final Exam</b>		35
	<b>Total</b>		100
<b>Class Policy</b>	<p><b>COURSE POLICIES</b></p> <p>* <b>Attendance (Lateness):</b> Full-time students are expected to attend all elements of their courses unless they are sick or have permission of their School Dean. In general, to be eligible for taking exams students should not miss more than 25% (in this course 18 hours, i.e. 9 classes) of the class hours. 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 is late for more than 10 minutes after the beginnings of lessons, he/she will be marked as absent.</p> <p>* <b>Missed exams or assignments:</b> 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>* <b>Academic Dishonesty:</b> 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>* <b>In class regulations:</b> 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>* <b>Teacher evaluation:</b> 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>		
<b>Assessment</b>	<p><b>Project</b></p> <p>Every student is given an opportunity to conduct independent investigation on a topic, preferably in their own field of study that interests her/him the most and</p>		

	<p>prepare ppt. For the selection of the topics, students can consult their relevant teachers at their own departments. The length of the project, depending on the level of her/his English.</p> <p><b>Writing portfolio</b> The students are expected to produce emails, memos, reports on topics discussed during the semester.</p> <p><b>Speaking Examination</b> The Speaking exam will consist of an interview between the exam taker and the instructor. Exam taker will choose one of the provided cards which asks them to talk about a particular topic (the discussed topics in the coursebook). They have one minute to prepare before speaking up to 3-4 minutes.</p> <p><b>Extensive Reading</b> Short stories and staged simplified novels are selected and assigned to be read by the students. The students should fluently and confidently process a text for its meaning and prepare summary of the reading material.</p> <p><b>Participation</b> Attendance is crucial. If students can't attend 25% of the classes, they won't be allowed to take an exam and will be considered as failed.</p>
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#### Tentative Schedule

Week	Date/Day (tentative)	Topics	Textbook/Assignments
1	15.09.25- 20.09.25	Unit 1 Alliances Reading: Spring in their steps. Grammar: Review of tenses Vocabulary: Definitions, Metaphors Career skills: Building relationships	Intelligent Business English pp.7-16
2	22.09.25- 27.09.25	Unit 2 Projects Reading: Up, up and away Grammar: Articles Vocabulary: Synonyms, Expressions with take, Projects Career skills: Setting goals, Respecting deadlines	Intelligent Business English pp.17-26
3	29.09.25- 04.10.25	Unit 3 Teamworking Reading: Think before you meet Grammar: Modal forms Vocabulary: Collocations Career skills: Teambuilding	Intelligent Business English pp.26- 37
4	06.10.25- 11.10.25	Review lesson Presentations delivery Dilemma & Decision (Breaking the ice, Test crisis, Leading the team)	Intelligent Business English pp.37-39 Guide to Economics (pp. 4-7) Guide to Economics (pp.11-13)

5	13.10.25- 18.10.25	Unit 4 Information Reading: How about you Grammar: Question forms Vocabulary: Synonyms Career skills: Questioning techniques	Intelligent Business English pp.39-49
6	20.10.25- 25.10.25	Unit 5 Technology Reading: The march of mobiles Grammar: Relative clauses Vocabulary: Definitions Career skills: Briefing, Assigning tasks	Intelligent Business English pp. 49-59
7	27.10.25- 01.11.25	Unit 6 Advertising Reading: The harder hard sell Grammar: Gerunds and Infinitives Vocabulary: Definitions, Collocations Career skills: Storytelling, Personal narratives	Intelligent Business English pp.59-69
8	03.11.25- 08.11.25	Review Lesson Presentations delivery Dilemma & Decision (Turning ideas into reality, Danger Zone) <b>Midterm Examination</b>	Intelligent Business English pp.69-71
9	10.11.25- 15.11.25	Unit 7 Law Reading: The people vs the USA Grammar: The Passive Vocabulary: Definitions, Synonyms, Word groups Collocations Career skills: Negotiating, Bargaining	Intelligent Business English pp.71-81
10	17.11.25- 22.11.25	Unit 8 Brands Reading: Gucci Grammar: Adjectives and adverbs Vocabulary: Synonyms, Verb-preposition combinations Career skills: dealing with people at work. Interpersonal relationships	Intelligent Business English pp.81-91
11	24.11.25- 29.11.25	Unit 9 Investment Reading: Freud, folly and finance Grammar: Emphasis Vocabulary: Definitions, Prefixes Career skills: Prioritizing. Status and society	Intelligent Business English pp.103-113

12	01.12.25- 06.12.25	Presentations delivery Review lesson Dilemma & Decision (Beauty and business, The two faces of Burberry, Your money or your reputation? )	Intelligent Business English pp.101-103
13	08.12.25- 13.12.25	Unit 10 Energy Reading: Fossil fuel dependency Grammar: Conditionals Vocabulary: Negative Prefixes, Conditionals Career skills: Problem-solving, Approaches to problems	Intelligent Business English pp.113-123
14	15.12.25- 20.12.25	Unit 11 Going public Reading: Page and Brin's daring IPO Grammar: Future forms Vocabulary: Definitions, Prefixes Career skills: Making presentations	Intelligent Business English pp123-133
15	22.12.25- 27.12.25	Unit 12 Competition Reading: Crunch time for Apple Grammar: Time clauses Vocabulary: Expressions with have Career skills: Handling conflict Review lesson	Intelligent Business English pp.133-135
		<b>Final Examination</b>	