



UNIVERSITETI I MITROVICËS 'ISA BOLETINI'

Syllabus

Faculty:	Economics	
Department:	BUSINESS AND MANAGEMENT	
Level:	BACHELOR	
Code:		
Course:	BUSSINESS ENGLISH	
Status:	OPTIONAL	
Semester:	III	
Hours per week:	2+1	
ECTS:	4	
Schedule		
Academic year:	2021/2022	
Teacher:	Prof.Ass.Dr. EDITA BEKTESHI	
Assistant:		
Contact:		Assistant
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Course description:	This course, through spotlight on building business language competence and improving reading and writing skills, helps students become successful communications in business. It makes use of three-pronged approach to enable them to hone their grammar and mechanics, and critical reading and writing skills. English as a Foreign Language teaches topics that help and encourage students to learn and use professional vocabulary, adopting four basic English language skills: reading, comprehension, writing and speaking. Corporate Culture, Responsibilities, International trade, The Johnson & Johnson, are some of the topics that students will address to stimulate debate, expressing arguments, opinions, objections, etc.
Course goals:	The objective of this course is to help students use their general English skills in interdisciplinary contexts with lessons covering vocabulary and grammar exercises. It also aims broaden students' literary readings in order to enrich their linguistic competence, comprehension ability, writing and presentational skills in business domain. The specific goal of this course is that students of this educational profile achieve a higher level of language skills with richer vocabulary that is necessary for their future work; As well as to advance their skills for further studies in professional fields.

Expected outcomes:	▪ Upon completion of this course, students will be able to: 1. Provide students with instruction in the correct use of English grammar using appropriate reference materials such as online dictionaries, print dictionaries, and reference manuals to locate answers to language questions, 2. Explain situations by using simple professional vocabulary, 3. Identify parts of speech and understand how they function in sentences. Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions, and interjections correctly in oral and written communication, 4. Evaluate appropriate professional terms during discussions, 5. Apply the basic rules of grammar, spelling, capitalization, number usage, and punctuation, 6. Utilize terminology applicable to technical and business writing, and 7. Develop proofreading and editing skills.		
	Week	Topic	Literature
	Week - I	Corporate Culture	The Business 2.0
	Week - II	Monkey Business/responsibilities	The Business 2.0
	Week - III	Costumer Support	The Business 2.0
	Week - IV	Call centers	The Business 2.0
	Week - V	Products and Packaging	The Business 2.0
	Week - VI	Career choices	The Business 2.0
	Week - VII	Test 1	Handouts
	Week - VIII	Making deals/negotiating and retailing	The Business 2.0
	Week - IX	Corporate social responsibility/ethical behavior	The Business 2.0
	Week - X	The Johnson & Johnson	The Business 2.0
	Week - XI	Mergers and Acquisitions might, be likely, be bound to	The Business 2.0
	Week - XII	International trade	Handouts
	Week - XIII	International deals and payments	Handouts
	Week - XIV	Test 2 /Banking: Stocks and shares	Handouts
Week - XV	Modals, Language review Language review	Handouts	
LITERATURE	Core literature: 1. Allison, J.& Emmerson, P. (2013). The Business 2.0. Intermediate. MACMILLAN 2. MacKenzie, I. (2010). English for Bussines Studies. A Course for Business Studies and Economics Students. 3rd Ed. Cambridge University Press.		

TEACHING METHODOLOGY	It is recommended that students attend English language classes with original books, being active participants in the class; whether in individual work, in pairs or in groups. They can voluntarily present in the power point any interesting topic; These presentations will affect the final grade.			
	Contribution to student workload (which should correspond to student learning outcomes)			
	Activities	Hours	Days/weeks	Total
	Lectures	2	15	30
	Theoretical / laboratory exercises	1	15	15
	Practical work	1	10	10
	Consultations with the teacher / assistant			
	Colloquia / seminars	2	2	4
	Independent tasks	1	9	9
	Student's own study time (in the library or at home)	1	10	10
	Final preparation for the exam	1	10	10
	Time spent on assessment (tests, quizzes, final exam)	1	3	3
	Projects, presentations, etc.	1	9	9
	Total			100

EVALUATION	Methods of evaluation	
	Continuous assessment	
	Tests/	40%
	Homework	/
	Seminar paper	/
	Attendance	
	Active Participation	20%
	Presentations	20%
	Final Exam	20%
	Continuous assessment (their active participation in class), presentations, Two tests (week 7 and 14) and Final Exam. Additional comments [optional for you]: ▪ Students who do not meet the semester obligations must take the final exam. ▪ If the student is not evaluated positively in both colloquia, he/she must take the final exam. ▪ If the student is not satisfied with the possible semester study, he/she is subject to termination.	

ACADEMIC POLICIES AND RULES OF CONDUCT:	Criteria for regular attendance and ethics code are set during the organization of the lesson. <u>COMPLETE ACCORDING TO THE SPECIFICATIONS OF YOUR COURSES!</u> Further instructions: ▪ Computer work ✓ Papers / presentations in power point - it is mandatory to respect the criteria for both visual and content. ▪ Ethics in teaching ✓ Papers / presentations should be the work of each student. There will be no tolerance for copying, "borrowing" from the Internet or any other material. The same or similar works will have negative evaluations in the final evaluation of the student. ▪ Deadlines ✓ In agreement with the students, the deadlines for submitting works will be determined. There will be no tolerance for delays in the submission of works. Failure to arrive at the time when the assignment is explained does not justify the student for not submitting the paper. ✓ The deadline will be given earlier. If you are going to travel abroad, then you need to submit the paperwork in advance. The student has the right to request a consultation with the professor whenever he / she deems it reasonable and necessary to carry out his / her work. ▪ Rules of conduct and academic policies: ✓ Active participation of students in lectures, ✓ Participation in discussion, comments and free expression of opinion, opinion and academic position (with arguments), ✓ Independent work and use of additional sources of information is mandatory (various scientific websites, scientific journals, conference proceedings, etc.), ✓ Respecting lecture schedules without compromising academic freedom (silent cell phones), ✓ Respecting the word, thoughts and ideas of colleagues, ✓ Low tolerance for late arrivals and departures without any valid reason, and ✓ Preparation and equipping with relevant lectures, (obligation of the teacher).
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Mitrovicë
11.11.2021

Teacher:
Prof. Ass. Dr. Edita Bekteshi

(Signature)