



UNIVERSITETI I MITROVICËS 'ISA BOLETINI'

Syllabus

Faculty:	Economics	
Department:	BUSINESS AND MANAGEMENT	
Level:	BACHELOR	
Code:		
Course:	ENGLISH LANGUAGE	
Status:	COMPULSORY	
Semester:	I	
Hours per week:	1+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 covers all areas of the English language, such as speaking, pronouncing, listening, reading, and writing. The emphasis is on developing students' ability to communicate clearly and effectively. 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. Starting work, Consumer power, learning the job, Global reach are some of the topics that students will address to stimulate debate, expressing arguments, opinions, objections, etc.
Course goals:	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. Understand advanced sentences and frequently used expressions related to immediately relevant areas, 2. Describe in simple terms aspects of their background, immediate environment and matters of personal interest, 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. Acquire an advanced repertoire of words and phrases, 5. Apply and interact with an advanced level with a co-operative partners and other related stockholders, 6. Boost competence towards global understanding thereby strengthening their confidence in using English in professional and social scenarios, and 7. Produce correct sentences, cohesive paragraphs and organized texts.		
	Week	Topic	Literature
	Week - I	First contact/talking informally	Business Update
	Week - II	Starting work/making an arrangement	Business Update
	Week - III	Consumer power/zero conditionals Nouns and verbs	Business Update
	Week - IV	At work/how to manage/prepositions of place	Business Update
	Week - V	Learning the job/should/need/enough	Business Update
	Week - VI	Women in business!-A strategic issue Make/do vocabulary- Vocabulary	English for Business Studies Handouts
	Week - VII	Test 1	Handouts
	Week - VIII	Benjamin Franklin - His education and achievements – Jobs, Compounds/discussion	Handouts
	Week - IX	What's in a brand?/past tense/ Modals-should, have, must, would...	Business Update
	Week - X	It's an order/payment details Global reach Modal verbs/will	Business Update
	Week - XI	The big sell It's in the making	Business Update
	Week - XII	Bank it!/ (-ing)	Business Update
	Week - XIII	Food for thought (used to)	Business Update

	Week - XIV	Test 2	Handouts
	Week - XV	It' s an e-world! (Predictions) Modals, Language review Language review	Business Update
LITERATURE	Core literature: 1. Mol, H.& Collie, J. (2012). <i>Business Update</i>. Garnet Education. Reading. 2. Ian Mackenzie. (2010). English for Bossiness Studies. A Course for Business Studies and Economics Students. 3rd Ed. Cambridge University Press. 3. Mitchell, H.Q. (2015) "Traveler" pre-intermediate. MM Publication 4. Forsyth, W. (2019) "Clockwise"-intermediate, OUP		
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
	Lectures	1	15
	Theoretical / laboratory exercises	1	15
	Practical work		
	Consultations with the teacher / assistant	1	15
	Colloquia / seminars	2	2
	Independent tasks	1	10
	Student's own study time (in the library or at home)	1	15
	Final preparation for the exam	2	7
	Time spent on assessment (tests, quizzes, final exam)	1	2
	Projects, presentations, etc.	2	4
	Total		98

EVALUATION	<table border="1" data-bbox="264 136 1412 541"> <tr> <th colspan="2">Methods of evaluation</th></tr> <tr> <th colspan="2">Continuous assessment</th></tr> <tr> <td>Tests/</td><td>40%</td></tr> <tr> <td>Homework</td><td></td></tr> <tr> <td>Seminar paper</td><td>/</td></tr> <tr> <td>Attendance</td><td></td></tr> <tr> <td>Active Participation</td><td>20%</td></tr> <tr> <td>Presentations</td><td>20%</td></tr> <tr> <td>Final Exam</td><td>20%</td></tr> </table> Continuous assessment (their active participation in class), presentations, Two tests (week week7 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	Methods of evaluation		Continuous assessment		Tests/	40%	Homework		Seminar paper	/	Attendance		Active Participation	20%	Presentations	20%	Final Exam	20%
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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).																		

Mitrovicë
11.11.2021

Teacher:
Prof. Ass. Dr. Edita Bekteshi

(Signature)