

Course Name : Business English							
Course Code	Course Type	Regular Semester	Lecture (hours/week)	Seminar (hours/week)	Lab. (hours/week)	Credits	ECTS
ELL 255	C	Fall	3.00	0.00	0.00	3.00	5.00
Lecturer Enkeleda Jata, PhD							
Assistant							
Course language English							
Course level Bachelor							
Description Students will be able to independently perform communicative acts in English that demonstrate a highly developed sense of language awareness and a mastery of argumentation and effective social discourse. In particular, students will be able to communicate fluently and accurately in English in a variety of business contexts, both spoken (e.g., meetings and on the phone) and written (e.g., letters and reports).							
Objectives Listening, speaking, reading, and writing skills in English in a business or office setting.							
Core Concepts							
Course Outline							
Week	Topic						
1	Syllabus. Standards of Academic Excellence.						
2	Unit 1. Introduction. Make a presentation about yourself, Describing you work, Computers and the Internet						
3	Unit 2. Women at work. Describing and expressing opinion, Jobs, Conversation about someone's job						
4	Unit 3. Telephone talk, Article about telephone skills, Conversation about an order						
5	Unit 4. Asking questions, Article about Internet use at work.						
6	Unit 5. Company histories, Business verbs, Making a presentation about a company's history						
7	Unit 6. Correspondence, Business communication, E-mails about order						
8	Mid-term Exam						
9	Unit 7. Hotels, Travel and accommodation						
10	Unit 8. Did I ever tell you...? Article about a company's troubles						
11	Unit 9. Spirit of enterprise, Business achievements						
12	Unit 10. Stressed to the Limit, Stress at work						
13	Unit 11. Top Jobs, Money and company news						
14	Unit 12 Conversation gambits						
15	Case study, Review						
16	Final Exam						

Prerequisites	The student must attend the course at a minimum rate of 75%.		
Literature	<ul style="list-style-type: none"> • The Company (MacMillan, 2008) • Google Classroom (online): https://classroom.google.com/c/MjgzMTA2MjM1 		
References			
Course Outcome			
1	Students will be able to understand extended speech and follow complex lines of argument in English in interviews, in meetings, and on the phone.		
2	Students will be able to read English language business documents such as charts, graphs, and accounting statements.		
3	Students will be able to successfully complete an job interview in English, give a business presentation, and chair a meeting.		
4	Students will be able to write business docs, including a Europass CV and cover letter.		
Course Evaluation			
	In-term Studies	Quantity	Percentage
	Midterms	1	30
	Quizzes	0	0
	Projects	0	0
	Term Projects	0	0
	Laboratory	0	0
	Class Participation	1	10
	Total in-term evaluation percent		40
	Final exam percent		60
	Total		100
ECTS Workload (Based on Student Workload)			
	Activities	Quantity	Duration (hours)
	Course duration (Including the exam week: 16x Total hours of the course)	16	3
	Study hours outside the classroom (Preparation, Practice, etc.)	14	1
	Duties	0	0
	Midterms	1	43
	Final Exam	1	2
	Other	10	2
	Total Work Load		127
	Total Work Load / 25 (hours)		5.08
	ECTS		5.00