

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 Zamira Hodo, Msc							
Assistant							
Course language English							
Course level Bachelor							
Description							
Objectives							
Core Concepts							
Course Outline							
Week	Topic						
Prerequisites	The student must attend the course at a minimum rate of 75%.						
Literature	<ul style="list-style-type: none"> • Thompson, K. (2007,)English for Meetings • Google Classroom (online): https://classroom.google.com/c/MjgzMTA2MjM1 • The Business (MacMillan, 2008) B2 						
References	<ul style="list-style-type: none"> • https://learnenglish.britishcouncil.org/business-english 						

Course Evaluation			
In-term Studies	Quantity	Percentage	
Midterms	1	30	
Quizzes	0	0	
Projects	1	30	
Term Projects	0	0	
Laboratory	0	0	
Class Participation	0	0	
Total in-term evaluation percent		60	
Final exam percent		40	
Total		100	
ECTS Workload (Based on Student Workload)			
Activities	Quantity	Duration (hours)	Total (hours)
Course duration (Including the exam week: 16x Total hours of the course)	16	3	48
Study hours outside the classroom (Preparation, Practice, etc.)	14	5	70
Duties	1	0	0
Midterms	1	0	0
Final Exam	1	0	0
Other	0	0	0
Total Work Load			118
Total Work Load / 25 (hours)			4.72
ECTS			5.00