

SYLLABUS

Date/ Revision	23 May 2015
Faculty	Engineering
Approval	English Department Coordinator

SUBJECT : ENGLISH 1

1. Identification of Subject:

Name of Subject	:English 1
Code of Subject	:ENGL-1100
SKS / ECTS	:2/ 3
Semester	:1
Study Program	:All Study Programs
Lecturer	:Mike Early

2. Competency

After having the course, students are expected to:

- develop students' reading, writing, speaking and listening skills,
- reinforce grammar accuracy,
- develop vocabulary;

3. Description of Subject:

This course reinforce the students in the topic of Career, Selling on Line, Type of Companies, Ideas, Stress, Entertaining, writing about people, Marketing, Planning, Managing people, manage the conflict and develop a new business.

- **Career:** The course bring the student in the area Advertisements Modals of ability, request and offers Telephoning skills Group work – do you like working under pressure? Group work and writing-choosing the right candidates Case study – group work and memo writing;
- **Selling Online:** Pocket money, Modals of necessity, Negotiating skills
- **Types of Companies:** Websites, Review present simple and present continuous, Vocabulary – word groups, Presentation skills – 'selling' a company product;
- **Ideas:** Great ideas, Past simple and past continuous review, Role play of a meeting to decide on a new product, **Stress:** Career change, Past simple and present perfect, Role play on burnout;
- **Entertaining:** Corporate entertaining, Multi-word verbs;
- **Writing about People:** Prewriting, Organization, grammar and mechanics, Sentence structure, The writing process;
- **Marketing:** Selling dreams, Question forms, Word associations, Group work – a marketing campaign;
- **Planning:** Future plans–tenses, How to write a business letter;
- **Managing People:** The international manager, Reported speech;
- **Conflict:** Negotiating skills, Conditionals Group work – reading, writing, speaking, listening, Negotiating skills;
- **New Business:** Developing a new industry, Time clauses, Work groups;

4. Learning Approach

Approach : Combination of Expository - inquiry and collaborative
 Method : Discussion, question answer, sample problem, group work
 Student Task : Home work, presentation
 Media : LCD projector, film.

5. Evaluation

a) Absence maximum : 25%
 b) Participation in discussion : 5 points
 c) Homework, Classwork : 5 points
 d) Presentation, Simulation : 10 points
 e) Daily Quiz : 20 points
 f) Final Examination : 60 points

Total : 100 points

6. Contents/ Topics of Lecturing:

Week	Content/ Topics of Lecturing	Text Book Chapter	Remark
1	Regulations and Grading: <ul style="list-style-type: none"> • Grading procedure • Classroom regulations 	Ch1	
2	Career: <ul style="list-style-type: none"> • Reading and writing –advertisements • Modals of ability, request and offers • Telephoning skills • Group work – do you like working under pressure? • Group work and writing – choosing the right candidates • Case study – group work and memo writing 	Ch2	
3	Selling Online: <ul style="list-style-type: none"> • Reading and writing – pocket money • Modals of necessity • Negotiating skills • Case study – group work and writing an email 	Ch3	Quiz
4	Types of Companies: <ul style="list-style-type: none"> • Reading and writing – websites • Review uses of present simple and present continuous • Vocabulary – word groups • Presentation skills – ‘selling’ a company product • Case study – group work and writing a memo 	Ch4	

5	Idea: <ul style="list-style-type: none"> • Reading and writing – great ideas • Past simple and past continuous review • Role play of a meeting to decide on a new product • Case study – group work and writing a memo 	Ch5	Quiz
6	Stress: <ul style="list-style-type: none"> • Reading and writing – career change • Past simple and present perfect • Role play on burnout • Case study – group work and writing a memo 	Ch6	
7	Entertaining: <ul style="list-style-type: none"> • Reading and writing –corporate entertaining • Multi-word verbs • Case study – group work and writing an e-mail 	Ch6	Quiz
8	MIDTERM SEMESTER BREAK		
9	Writing about People: <ul style="list-style-type: none"> • Prewriting • Organization • Grammar and mechanics • Sentence structure • The writing process 	Ch9	
10	Marketing: <ul style="list-style-type: none"> • Reading and writing – selling dreams • Question forms • Word associations • Group work – a marketing campaign • Case study – group work and writing a sales leaflet 	Ch9	
11	Planning: <ul style="list-style-type: none"> • Reading and writing – tourism • Future plans -tenses • How to write a business letter • Case study and writing a letter 	Ch11	Quiz
12	Managing People: <ul style="list-style-type: none"> • Reading and writing - the international manager • Reported speech • Case study – group work and writing a memo 		

13	<p>Conflict:</p> <ul style="list-style-type: none"> • Reading and writing – negotiating skills • Conditionals • Group work – reading, writing, speaking, listening • Negotiating skills • Case study and writing a letter 		
14	<p>New Business:</p> <ul style="list-style-type: none"> • Reading and writing – developing a new industry • Time clauses • Work groups • Case study and writing a letter 		Quiz
15	<p>Products:</p> <ul style="list-style-type: none"> • Reading and writing – launching a new product • Passives • Presenting a product • Case study and writing a report 		
16	Final Examination		

7. Book Reference:

a) **Text Book:**

- “Market Leader, Pre-Intermediate Business English”, **Author:** Cotton, Falvey, Kent, **Publisher:** Longman; **ISBN:** 0 582 50720 0.
- b) “Reward Pre-Intermediate Business Pack”, **Author:** Benn, Dummett, Riley, , **Publisher:** McMillan, **ISBN:** 0 435 24036 6
- c) “Guardian Newspaper Website, Market Leader on line”, **Publisher:** Guardian Newspaper Website, Market Leader on line.