



## **Paytaxt Technical Institute**

### **Department of English**

### **English for Business**

### **Course Book**

### **Second Year**

**MA. TESOL *Qani Nasih Najim***

***2018-2019***



معهد بايتخت التقني  
قسم الانجليزية  
اسم التدريسي :

عنوان الكورس : English for Business  
عدد الساعات : 6 ساعات

## Academic Year: 2018/2019

Paytaxt Technical Institute  
Department of English  
Lecturer in Charge: Qani Nasih Najim  
Course Title: English for Business Credits: 6 hours.

### Course Book

1. Course name	<b>English for Business</b>
2. Lecturer in charge	Qani Nasih Najim
3. Department/ College	Department of English
4. Contact	<b>e-mail: qaninn8@gmail.com</b> <b>Mob: 009647504256873</b>
5. Time (in hours) per week	<b>Theory: 6 hours</b> <b>Practical:</b>
6. Office hours	Saturdays-08:30-10:30/ 10:30-12:30/ Wednesdays- 09:30-10:30/ 10:30-11:30
7. Course code	
8. Teacher's academic profile	<ul style="list-style-type: none"><li>• BA Translation/Salahaddin University/College of Languages-Erbil, 2010</li><li>• MA Teaching English for Speakers of Other Languages, University of Leicester/School of Education-United Kingdom ,2013</li></ul>
9. Keywords	Speaking, Listening, Reading, Writing, Vocabulary, Grammar,
10. Course overview:	Nowadays, English language is one of the crucial and main lectures at most of the universities and institutes. The course provides some vital skills in English language. For instance, grammar in general, reading, listening and writing. In grammar, students will study some

English tenses in order to learn and use them in writing and speaking because each of the tense in English can be used for a special purpose. Reading, in reading skill students should read several English passages so as to understand the aim of the text and the purpose behind it. Moreover, they should comprehend other new words through reading. Listening, in the skill of the listening, students should understand others when they are speaking to students, the purpose of teaching listening is a key to all effective communication, without the ability to listen effectively, messages are easily misunderstood – communication breaks down and the sender of the message can easily become frustrated or irritated. Writing, as it is clear that the language of speaking is different with the language of speaking. Therefore, students should have some knowledge in writing in English so as to transfer their ideas to the paper; there are many reasons to have good writing skills. The most important one is communication. If students don't have good writing skills, they will have a hard time communicating with readers. When students want to write a piece of writing, they should know how to write any piece of writing in English. In the skill of writing, students are required to learn and write some essays.

### **11. Course objective:**

The general objectives of the course are to prepare and teach students some basic rules of English grammar and language.

By the end of the course, the student will be able to:

- (1) Knowing and differentiate among some English tense during writing and speaking.
- (2) Understand any piece of English text when they read them, by reading some English texts and knowing new vocabulary in English.
- (3) Understand other people when they are speaking to students in order to know what other people or students are talking about.
- (4) Write some essays in English about different subjects by learning enough writing skills.

### **12. Student's obligation**

In this course, attendance is one of the mandatory tasks for students, since the key idea behind each topic the subject would be given during the lab. Also, assignments plays an important role in keeping track of comprehending all the skills and problem-solving methods for topics. Exams are the true criterion for measuring the depth of students' understanding to the given material.

### **13. Forms of teaching**

Whiteboard and magic pens. Data show and power point. Assignments and class works. Quizzes.

#### 14. Assessment scheme

The 100 marks will be divided into:

Monthly Exam	20 %
Written or listening Exam	10%
Classroom Participation and Attendance	10%
Quiz	10%
Final Exam (Oral and Written Exam)	50 %
Total	100%

#### 15. Student learning outcome:

By the end of the course, the student will be able to:

- (1) Knowing and differentiate among some English tense during writing and speaking.
- (2) Understand any piece of English text when they read them, by reading some English texts and knowing new vocabulary in English.
- (3) Understand other people when they are speaking to students in order to know what other people or students are talking about.
- (4) Write some essays in English about different subjects by learning enough writing skills.

#### 16. Course Reading List and References:

Global Elementary Course Book

Philips, T., Philips, A. and Regan, A., 2013. *General English for university students*. Garnet Education: Garnet Publishing Ltd.

Murphy, R., 1994. *English grammar in use*. 2<sup>nd</sup> Edition. Cambridge: Cambridge University Press.

	No.	Title of the Subject
First Month. Theme 1	Week 1	Facts: Global English Facts/ The Power of Numbers
	Week 2	Figures: Telecommunication Facts/ Meeting People
	Week 3	Where: The Created Capitals
	Week 4	When: The Border Computer
Second Month. Theme 2	Week 1	Family: Shakespeare's Tragic Family
	Week 2	Friends: Meeting places around the world
	Week 3	Bed: Unusual Hotels
	Week 4	Breakfast: A full English Breakfast
Third Month. Theme 3	Week 1	Film: World Cinema
	Week 2	Television: Television Theories
	Week 3	Work: The Galup Survey
	Week 4	Study: Important Centers of Learning
Fourth Month. Theme 4	Week 1	News: the news from local to global
	Week 2	Weather: the great Eskimo vocabulary
	Week 3	Coming: Pedal Power
	Week 4	Going: Culture Shock
Fifth Month. Theme 5	Week 1	Life: One planet... one place
	Week 2	Style: Body styles
	Week 3	Fun: masters of fun
	Week 4	Games: a bail can change the world

### 17. Examination:

Q1/ State the tense of the following sentences.

1- Most of students are studying at library.

2- Primary school lasts six years.

Q2/ What are the differences between /p/ and /b/ sounds?

Q3/ Write whether these statements are true (T) or False (F).

Q4/ Fill the following brackets with an appropriate word.

Q5/ Read the passage and match the headings with the paragraphs

Ministry of Higher Education and Scientific research

Assist. Lecturer

Qani Nasih Najim