



**Department of English**

**Paitaxt Technical Institute- Private**

**Subject: Business English**

**Course Book – (Year 2)**

**Lecturer's name: Qani Nasih Najim**

**Academic Year: 2020-2021**

# Course Book

<b>1. Course name</b>	<b>Business English</b>
<b>2. Lecturer in charge</b>	Qani Nasih Najim
<b>3. Department/ College</b>	English
<b>4. Contact</b>	<b>e-mail:</b> <a href="mailto:qani.najim@su.edu.krd">qani.najim@su.edu.krd</a> - <a href="mailto:qaninn8@gmail.com">qaninn8@gmail.com</a> <b>Mob:</b> 009647504256873
<b>5. Time (in hours) per week</b>	<b>Theory: 4 hours</b> <b>Practical:</b>
<b>6. Office hours</b>	Elcetronic and Online
<b>7. Course code</b>	
<b>8. Teacher's academic profile</b>	<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>
<b>9. Keywords</b>	Speaking, Listening, Reading, Writing, Vocabulary,
<b>10. Course overview:</b>	
<p>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.</p>	

**11. Course objective:**

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

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

- (1) Knowing and differentiate Several Vocabularies 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 play 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:

Daily Activities, Quizzes	20 %
First Semester Exam	20%
Final Exam	60%
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:**

McCarthy, M., 2017. English Vocabulary in Use. 3<sup>rd</sup> Edition. Cambridge: Cambridge University Press.

**17. The Topics:**

Lecturer's name

	No.	Title of the Subject	Lecturer's name
First Month.	Week 1	An Introduction Business English	Qani' Nasih Najim
	Week 2	Some terms of Business English	Qani' Nasih Najim
	Week 3	What are Interview and its types?	Qani' Nasih Najim
	Week 4	The process of Interview	Qani' Nasih Najim
Second Month.	Week 1	Email Writing and its Types	Qani' Nasih Najim
	Week 2	Structure of Emails	Qani' Nasih Najim
	Week 3	How to write CV	Qani' Nasih Najim
	Week 4	How to Write a Cover Letter	Qani' Nasih Najim

**18. Practical Topics (If there is any)**

In this section the lecturer shall write titles of all practical topics he/she is going to give during the term. This also includes a brief description of the objectives of each topic, date and time of the lecture

Lecturer's name

**19. 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 synonyms and antonyms of Comfortable?

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

Q4/ Fill the following brackets with an appropriate word.

**20. Extra notes:**

Here the lecturer shall write any note or comment that is not covered in this template and he/she wishes to enrich the course book with his/her valuable remarks.

**21. Peer review**