



“Confirmed”

_____. *The Dean of the Faculty*

 _____ 2025

SYLLABUS

General Information	Department	English Language Centre
	Faculty	
	Specialty Code	
	Group Number	
	Level of Education	<input checked="" type="checkbox"/> Bachelor <input type="checkbox"/> Master
	Form of Education	Full-time Education
	/Academic Year/ Term	2025 / II
	Academic Year	2024 / 2025
Academic Term	<input type="checkbox"/> Autumn <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Summer	
Information about Subject	Subject Name, Code	Business and Academic Communication in a Foreign Language
	Number of Credits	8
	Teaching Load (hours)	120
	Teaching Methods	<input type="checkbox"/> Lecture <input checked="" type="checkbox"/> Seminar <input type="checkbox"/> Laboratory
	Academic Year	<input type="checkbox"/> Azerbaijani <input checked="" type="checkbox"/> English <input type="checkbox"/> Russian
	Type of Subject	<input checked="" type="checkbox"/> Compulsary <input type="checkbox"/> Selected
	<i>Prerequisite Subject /Code</i>	
Information about Teacher	Academic Degree,	
	Academic Title, Honorary	
	Title, Surname, First	
	Name, Patronymic of the	

	Teacher	
	E-mail Address of the Teacher	
	Contact of the Teacher	
	Counseling Hours	
Subject Description	This course has been designed to provide you, whose first language is not English, with the opportunity to obtain an appropriate level in the English language. The course offers progression for students who seek to develop and enhance their skills in reading, writing, speaking and listening in English. It helps students expand their outlook, enrich vocabulary stock, express their ideas in English effectively. It also focuses on reading comprehension, vocabulary development, effective academic writing and improving speaking skills.	
Subject Objective	<p>The aims of the course are:</p> <ul style="list-style-type: none"> - expand skills in reading, writing, listening and speaking in English - enrich understanding of how language works - enhance confidence in interacting with others in a variety of contexts using the English language - increase linguistic knowledge of specific aspects of work or study in contexts where English is the center of communication - read and understand texts will meet in your degree studies 	
Learning Outcomes of the Subject	<p>The student will grow in their ability to use English to communicate effectively with others in all disciplines.</p> <p>While listening, the student will be able to understand phrases and the highest frequency vocabulary related to areas of personal relevance such as very basic personal and family information, shopping, local area, employment. The student will be able to understand the main point in short, clear, simple messages and announcements.</p> <p>While reading, the student will be able to understand very short, simple texts. They will be able to find specific, predictable information in simple everyday material such as advertisements, menus and timetables. They will be able to read short simple personal letters.</p> <p>When writing, the student will be able to produce short, simple notes and messages that relate to matters of immediate concern. They will be able to write a simple personal letter such as a thank-</p>	

	<p>you letter.</p> <p>When speaking, the student will be able to produce a series of phrases and sentences to describe in simple terms things like his/her family, other people, living conditions, educational background or a present or previous job.</p>
<p>Requirements about Subject</p>	<ol style="list-style-type: none"> 1. In-class Active books and materials: In class, students will practise using the following materials: 2. 1. Q: Skills for Success (Reading and Writing) Level 2: Third Edition / Joe McVeigh/ Jennifer Bixby / Oxford University Press, 2020 3. Q: Skills for Success (Listening and Speaking) Level : Third Edition / Margaret Brooks / Oxford University Press, 2020 <p>Achievement test: Students will be required to take three (3) achievement tests based on the reading and writing materials covered within the semester.</p> <p>Group projects and presentations: Within a semester, students will be required to work individually and in teams and produce variety of projects depending on the topic of the week. Teacher will determine the nature and format of these projects/presentations.</p> <p>Final Exam: At the end of the level, you will be required to take a Final exam that will include all the materials covered in the Programme within the semester.</p>
<p>Academic Honesty</p>	<p>Academic honesty is assuring the uniqueness of the work completed and sharing other people's ideas or discoveries while properly citing sources.</p> <p>Violations of academic integrity</p> <ol style="list-style-type: none"> 1. The act of plagiarism 2. Transfer instances 3. The student presenting all or a portion of their previously finished assignment, project, or homework in a different class without giving credit to the original author, 4. Making false database creations or references to nonexistent sources, 5. Creating study guides or homework assignments in place of other pupils 6. Behaving in a way that gives them an unfair advantage (such as filing a fake sick note or making up an excuse to get a later exam date), 7. Taking the test on someone else's behalf or acting someone else take it in your place.

List of Main Recommended Literature	<ol style="list-style-type: none"> 1. 1. Q: Skills for Success (Reading and Writing) Level 2: Third Edition / Joe McVeigh/ Jennifer Bixby / Oxford University Press, 2020 2. Q: Skills for Success (Listening and Speaking) Level : Third Edition / Margaret Brooks / Oxford University Press, 2020 	
List of Additional Recommended Literature	<ol style="list-style-type: none"> 1) English Vocabulary in Use Elementary Third Edition/Michael McCarthy, Felicity O’Dell/ Cambridge University Press2017 2) Basic Oxford Practice Grammar / Norman Coe, Mark Harrison, Ken Paterson/ Oxford University Press 2019 3) Reading & Vocabulary Development 1: Facts & Figures, Fourth Edition / Patricia Ackert and Linda Lee 4) Essential Grammar in Use Fourth edition/ Raymond Murphy/ Cambridge University Press 2015 	
Internet Resources	<ol style="list-style-type: none"> 1. https://www.liveworksheets.com 2. https://english-rooms.com 3. https://eslvideo.com/quizzes 4. https://www.allthingsgrammar.com 	
Assessment: 100 Point System	<p>The total of the points awarded for the current assessment, which consists of seminars and colloquiums (0–10 points), independent work (0–10 points), attendance (0–10 points), and intermediate evaluation, which consists of end-of-semester tests (0–70 points), determines the final grade. Current grade plus interim grade equals final grade.</p>	
Seminar and Colloquium	<p>Colloquiums take place three times a semester in accordance with the academic schedule. Every colloquium receives a score between 0 and 10. The colloquium is required. If a student skips the colloquium, they won't be awarded any points.</p>	0-10
Individual Works	<p>Writing Guidelines for Individual Works Font and size: 12point Arial 1.5 lines per line Work volume overall: at least one page Two weeks prior to the semester's completion is the deadline for submissions.</p>	0-10
	<p>Topics for Individual Works:</p> <ol style="list-style-type: none"> 1. Trends in social media marketing. Leveraging platforms like Tik Tok, Instagram, and Facebook for business growth. 2.The impact of colors on Marketing strategies. Using the right colors to attract attention and boost sales. 3. The power of social influence: Why we follow the 	

	<p>Crowd</p> <p>4. How Technology is changing Education: The rise of e-learning</p> <p>5. Challenges faced by family businesses: Balancing family and business</p> <p>6. How the brain learns: Unlocking the secrets to effective studying</p> <p>7. “Naturally Urban”: The role of nature in future cities”.</p> <p>8. Global disease prevention: Strategies for a healthier world”</p> <p>9. Classroom etiquette: respect, responsibility, and cooperation.</p> <p>10. The benefits of playing video games.</p>	
Attendance	For each ten percent of the hours allotted to teaching the subject during the semester, one point is subtracted. A student is not permitted to take the exam if they miss more than 25% of the classes in that topic.	0-10
Exam	Written/Oral	0-70

The ultimate point total for the subject at the end of the semester determines how well the graduates' knowledge is assessed:

The Devision of Scores

Score	Letter Grades	Indicator
100 – 91	A	“Excellent”
90 – 81	B	“Very good”
80 – 71	C	“Good”
70 – 61	D	“Fair”
60 – 51	E	“Satisfactory”
Below 51	F	“Unsatisfactory”

Lesson Plan

Practical	Practical Session Description	Hours	Note
1	Unit 1. Marketing-Reading 1; Reading skill; Work with the video	2	
2	Unit 1. Marketing-Reading 2; Critical Thinking Strategy; Vocabulary Skill	2	
3	Unit 1. Marketing-Writing skill; Grammar; Unit assignment	2	
4	Unit 1. Business and Marketing: Note-taking Skill, Listening 1; Listening Skill, Critical Thinking Strategy; Listening 2; Work with the video; Vocabulary Skill	2	
5	Unit 1. Business and Marketing: Grammar; Pronunciation; Speaking skill; Unit Assignment	2	
6	Unit 2. Psychology -Reading 1; Reading skill; Work with the video	2	
7	Unit 2. Psychology -Reading 2; Critical Thinking Strategy; Vocabulary Skill	2	
8	Unit 2. Psychology-Writing skill; Grammar; Unit assignment	2	
9	Unit 2. Psychology: Listening 1; Note-taking Skill Listening Skill, Critical Thinking Strategy; Listening 2; Work with the video; Vocabulary Skill	2	
10	Unit 2. Psychology: Speaking skill; Grammar; Pronunciation; Unit Assignment	2	
11	Unit 3. Social Psychology -Reading 1; Reading skill; Work with the video	2	
12	Unit 3. Social Psychology -Reading 2; Vocabulary Skill	2	
13	Unit 3. Social Psychology-Writing skill; Grammar; Unit assignment; Critical Thinking Strategy;	2	
14	Unit 3. Social Psychology: Listening 1; Note-taking Skill, Listening Skill, Critical Thinking Strategy; Listening 2; Work with the video; Vocabulary Skill	2	
15	Unit 3. Social Psychology: Speaking skill, Grammar; Pronunciation;; Unit Assignment	2	
16	Conversation	2	
17	Review (Units 1-3)	2	
18	Review (Units 1-3)	2	
19	Achievement – 1	2	
20	Speaking test	2	

21	Unit 4. Technology -Reading 1; Reading skill; Work with the video	2	
22	Unit 4. Technology -Reading 2; Vocabulary Skill	2	
23	Unit 4. Technology-Writing skill; Grammar; Unit assignment; Critical Thinking Strategy;	2	
24	Unit 4. Technology: Listening 1; Note-taking Skill, Listening Skill, Critical Thinking Strategy; Listening 2; Work with the video; Vocabulary Skill	2	
25	Unit 4 . Technology: Speaking skill; Grammar; Pronunciation; Unit Assignment	2	
26	Unit 5. Business-Reading 1; Reading skill; Work with the video	2	
27	Unit 5. Business -Reading 2; Vocabulary Skill	2	
28	Unit 5. Business-Writing skill; Grammar; Unit assignment; Critical Thinking Strategy;	2	
29	Unit 5. Sociology: Listening 1; Note-taking Skill, Listening Skill, Critical Thinking Strategy; Listening 2; Work with the video; Vocabulary Skill	2	
30	Unit 5 . Sociology: Speaking skill; Grammar; Pronunciation; Unit Assignment	2	
31	Unit 6. Brain Science-Reading 1; Reading skill; Work with the video	2	
32	Unit 6. Brain Science -Reading 2; Critical Thinking Strategy; Vocabulary Skill	2	
33	Unit 6. Brain Science-Writing skill; Grammar; Unit assignment	2	
34	Unit 6. Behavioral Science: Listening 1; Note-taking Skill,; Listening Skill, Critical Thinking Strategy; Listening 2; Work with the video; Vocabulary Skill	2	
35	Unit 6. Behavioral Science: Speaking skill ; Grammar; Pronunciation;Unit Assignment	2	
36	Conversation	2	
37	Review (Units 1-3)	2	
38	Review (Units 1-3)	2	

39	Achievement – 1	2	
40	Speaking test	2	
41	Unit 7. Environmental Science-Reading 1; Reading skill; Work with the video	2	
42	Unit 7. Environmental Science -Reading 2; Critical Thinking Strategy; Vocabulary Skill	2	
43	Unit 7. Environmental Science -Writing skill; Grammar; Unit assignment	2	
44	Unit 7. Environmental Science: Listening 1; Note-taking Skill, Listening Skill, Critical Thinking Strategy; Listening 2; Work with the video; Vocabulary Skill	2	
45	Unit 7. Environmental Science: Speaking skill; Grammar; Pronunciation; Unit Assignment	2	
46	Unit 8. Public Health-Reading 1; Reading skill; Work with the video	2	
47	Unit 8. Public Health -Reading 2; Critical Thinking Strategy; Vocabulary Skill	2	
48	Unit 8. Public Health -Writing skill; Grammar; Unit assignment	2	
49	Unit 8. Public Health : Listening 1; Note-taking Skill, Listening Skill, Critical Thinking Strategy; Listening 2; Work with the video; Vocabulary Skill	2	
50	Unit 8. Public Health: Speaking skill; Grammar; Pronunciation; Unit Assignment	2	
51	Conversation	2	
52	Review (units 7-8)	2	
53	Review (units 7-8)	2	
54	Achievement – 3	2	
55	Speaking test	2	
56	Making presentation	2	
57	Making presentation	2	

58	Writing portfolio	2	
59	Course review	2	
60	PREPARATION FOR FINAL	2	
Total		120hours	

Teacher:

The Head of the department: