



“Confirmed”

_____. *The Dean of the Faculty*

_____ 2024

SYLLABUS

General Information	Department	English Language Centre
	Faculty	
	Specialty Code	
	Group Number	
	Level of Education	☒ Bachelor ☐ Master
	Form of Education	Full-time Education
	/Academic Year/ Term	
	Academic Year	
	Academic Term	☐ Autumn ☐ Spring ☐ Summer
Information about Subject	Subject Name, Code	Business and Academic Communication in a Foreign Language
	Number of Credits	
	Teaching Load (hours)	
	Teaching Methods	☐ Lecture ☒ Seminar ☐ Laboratory
	Course Language	☐ Azerbaijani ☒ English ☐ Russian
	Type of Subject	☒ Compulsary ☐ Selected
Information about Teacher	Prerequisite Subject /Code	
	Academic Degree, Academic Title, Honorary Title, Surname, First	Jala Asgarova

	Name, Patronymic of the Teacher	
	E-mail Address of the Teacher	jale.esgerova@wcu.edu.az
	Contact of the Teacher	+994516138148
	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	The aims of the course are: - 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	The student will grow in their ability to use English to communicate effectively with others in all disciplines. When listening, the student will be able to understand phrases and the highest frequency vocabulary related to areas of personal relevance such as fundamental 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. When 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.	

	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-you letter. 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.
Requirements about Subject	In-class Active books and materials: In class, students will practise using the following materials: • Q: Skills for Success Reading and writing (Level 4) • Q: Skills for Success Listening and Speaking (Level 4) Achievement test: Students will be required to take three (3) achievement tests based on the reading and writing materials covered within the semester. 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. 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.
Academic Honesty	Academic honesty is assuring the uniqueness of the work completed and sharing other people's ideas or discoveries while properly citing sources. Violations of academic integrity 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	1. Q: Skills for Success (Reading and Writing) Level 4: Third Edition / Debra Daise / Charl Norloff / Oxford University Press, 2020 2. Q: Skills for Success (Listening and Speaking) Level 4: Third Edition / Robert Freire / Tamara Jones / Oxford University Press, 2020	
List of Additional Recommended Literature	English Vocabulary in Use Third Edition/Michael McCarthy, Felicity O'Dell/ Cambridge University Press, 2017 English Grammar in Use: Fourth edition/ Raymond Murphy	
Internet Resources	1. https://www.liveworksheets.com 2. https://english-rooms.com/tests/pre-intermediate 3. https://busyteacher.org/ 4. https://www.eslvideo.com/quizzes_intermediate.php 5. https://www.allthingsgrammar.com/	
Assessment: 100 Point System	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.	
Seminar and Colloquium	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.	0-10
Individual Works	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.	0-10
	Topics for Individual Works: 1. Personal Development 2. Workplace Skills 3. Global Issues 4. Education and Learning 5. Cultural Awareness 6. Technology 7. Goal setting and Planning 8. Health and Lifestyle	

	9. Digital literacy 10. Career Exploration	
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

Contents of the Course:

N	Date	Topics of the lessons	Hour	Note
1		Unit 1: Sociology. Reading	2	
2		Unit 1: Sociology. Reading	2	
3		Unit 1: Sociology. Writing.	2	
4		Unit 1: Business. Listening	2	
5		Unit 1: Business. Speaking	2	
6		Unit 2: Behavioral Science. Reading	2	
7		Unit 2: Behavioral Science. Reading	2	
8		Unit 2: Behavioral Science. Writing.	2	
9		Unit 2: Behavioral Science. Listening	2	
10		Unit 2: Behavioral Science. Speaking	2	
11		Unit 3: Developmental Psychology. Reading	2	
12		Unit 3: Developmental Psychology. Reading	2	
13		Unit 3: Developmental Psychology. Writing	2	
14		Unit 3: Developmental Psychology. Listening	2	
15		Unit 3: Developmental Psychology.Speaking	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		Making Presentation	2	
22		Unit 4: Science and Technology. Reading	2	
23		Unit 4: Science and Technology. Reading	2	
24		Unit 4: Science and Technology. Writing	2	
25		Unit 4: Science.Listening	2	
26		Unit 4: Science. Speaking	2	
27		Unit 5: Nutritional Science. Reading	2	
28		Unit 5: Nutritional Science. Reading	2	
29		Unit 5: Nutritional Science. Writing	2	
30		Unit 5: Nutritional Science. Listening	2	
31		Unit 5: Nutritional Science. Speaking	2	
32		Unit 6: Education. Reading	2	
33		Unit 6: Education. Reading	2	
34		Unit 6: Education. Writing	2	
35		Unit 6: Education. Listening	2	

36		Unit 6: Education. Speaking	2	
37		Conversation	2	
38		Review (Units 4-6)	2	
39		Review (Units 4-6)	2	
40		Achievement – 2	2	
41		Speaking test	2	
42		Unit 7: Geology. Reading	2	
43		Unit 7: Geology. Reading	2	
44		Unit 7: Geology. Writing	2	
45		Unit 7: Anthropology. Listening	2	
46		Unit 7: Anthropology. Speaking	2	
47		Unit 8: Engineering. Reading	2	
48		Unit 8: Engineering. Reading	2	
49		Unit 8: Engineering. Writing	2	
50		Unit 8: Engineering. Listening	2	
51		Unit 8: Engineering. Speaking	2	
52		Conversation	2	
53		Review (units 7-8)	2	
54		Review (units 7-8)	2	
55		Achievement – 3	2	
56		Speaking test	2	
57		Making presentation	2	
58		Writing portfolio	2	
59		Course review	2	
60		PREPARATION FOR FINAL	2	

Teacher:

Head of the department: