Kurdistan Region Government Ministry of Higher Education and Scientific Research

Erbil Polytechnic University

**Module (Course Syllabus) Catalogue**

**2020-2021**

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| **College/ Institute** | **Erbil Technical Administrative Institute** | | | | | |
| **Department** | **Management Information System** | | | | | |
| **Module Name** | **English language for business** | | | | | |
| **Module Code** | **ELB302** | | | | | |
| **Degree** | **Diploma** | | |  |  |  |
|  | |  |  |  |
| **Semester** | **4th** | | | | | |
| **Qualification** | **Master** | | | | | |
| **Scientific Title** | **Assistant Lecturer** | | | | | |
| **ECTS (Credits)** | **6** | | | | | |
| **Weekly hours** | **4** |  | | | | |
| **Weekly hours (Theory)** | **( 2 )hr Class** | **( )Total hrs Workload** | | | | |
| **Weekly hours (Practical)** | **( 2 )hr Class** | **( )Total hrs Workload** | | | | |
| **Number of Weeks** | **16** | | | | | |
| **Lecturer (Theory)** | **Raed Mohammed Kakil** | | | | | |
| **E-Mail & Mobile NO.** | [**raed.kakil@epu.edu.iq**](mailto:raed.kakil@epu.edu.iq) **- 07504464041** | | | | | |
| **Lecturer (Practical)** | **Raed Mohammed Kakil** | | | | | |
| **E-Mail & Mobile NO.** | [**raed.kakil@epu.edu.iq**](mailto:raed.kakil@epu.edu.iq) **- 07504464041** | | | | | |
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# Course Book

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| Course Description | This is an undergraduate course over two semesters throughout one academic year. The syllabus is arranged into 12 units containing different sections about four English skills; listening, reading, writing and speaking.  The course is professionally designed to be taught to beginners to enable them to develop their language skills so that they could be able to make meaningful sentences as well as communicate on every day subjects. It provides a great variety of new vocabularies, concepts, expressions, pronunciation tips which guides the students to communicate fluently and be able to write meaningful and grammatical sentences in English Language. |
| Course objectives | The objective of this course can be as follow:   1. To improve language skills in order to use them in real life situations, listening to others correctly, speaking confidently, writing sentences and paragraphs academically and reading any piece of writing confidently. 2. To obtain a great variety of new vocabularies and expressions. 3. To enable the students to make meaningful and grammatical sentences to use them in every day conversation. 4. To be able to communicate and convey messages easily and clearly in every day conversation 5. To lead the learners to some other academic learning in their own field of study. |

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| Student's obligation | 1. Class Attendance 2. Online class attendance if required 3. Reports 4. Seminars 5. Home work 6. Quizzes 7. Class activity 8. Exam | | | | |
| Required Learning Materials | 1. Text book: English for business 2. whiteboard 3. Projector 4. Speaker 5. CD player | | | | |
| Evaluation | Task | | Weight (Marks) | Due Week | Relevant Learning Outcome |
| Paper Review | |  |  |  |
| Assignments | Homework | 10% |  |  |
| Class Activity | 2% |  |  |
| Report | 8% |  |  |
| Seminar | 8% |  |  |
| Essay |  |  |  |
| Project |  |  |  |
| Quiz | | 8% |  |  |
|  | |  |  |  |
| Midterm Exam | | 24% |  |  |
| Final Exam | | 40% |  |  |
| Total | | 100% |  |  |
| Specific learning outcome: | 1. To improve business ability in English 2. Enrich a great variety of new words and vocabularies 3- To make meaningful sentences and paragraphs   4- To convey messages and communicate effectively in business   1. To improve business ability communication 2. To understand basic English for business | | | | |

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| Course References: | 1. Business basic 1 book 2. Lecture notes | | |
| Course topics (Theory) | | Week | Learning Outcome |
| Unite 7: Planning | | 1 and 2 | Improve business ability |
| Unit 8: Money Management | | 3 and 4 | Improve business ability |
| Unit 9: Trade | | 5 and 6 | Improve business ability |
| Unit 10: Marketing | | 7 and 8 | Improve business ability |
| Unit 11: Presentation | | 9 and 10 | Improve business ability |
| Unit 12: Meeting | | 11 and 12 | Improve business ability |
|  | |  |  |
| Practical Topics | | Week | Learning Outcome |
| Seminar and Report | | 13 and 14 | Seminar and Report |
| Questions Example Design | | | |

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| **Question 1: The New Leadership**  In the twenty-first century, managers looking to get ahead will need a completely different set of skills. Technology, products, markets, and customers are changing fast, and corporations will need managers that can handle uncertainty. These leaders will also need the ability to work as part of a team, have concerns for the needs of employees, and also have a sense of humor. In order to survive, corporations will have to establish an increasing number of partnerships with suppliers, distributors, and their most important customers. Leaders will have to rely more than ever on their staff to act independently to maintain these relationships.  As a result, they will also need to build a different kind of relationship with the people who work for them: one based on trust, rather than seniority. The best leaders will favor a team-based approach to management. In addition, skilled employees will be more in demand, so they will be freer to come and go as they please. Managers will have to make more of an effort to attract new talent and to respond to the needs of their existing employees. Listening skills and a desire to help people could well become important qualities in a successful manager. Also, increased globalization will require sensitivity to other people's traditions and languages.   |  |  |  | | --- | --- | --- | | * Match the beginnings of the sentences with the correct endings to create a summary of the article above. | | | | 1. They will need a different relationship with employees |  | a. because they will depend on them more. | | 2. They will need good listening skills |  | b. in order to respond to the needs of their staff. | | 3. Managers will need to be able to handle uncertainty |  | c. because the business world is changing very fast. | | 4. They will have to be sensitive to other cultures |  | d. because more business will be done with international partners. |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Question** | **1** | **2** | **3** | **4** | | **Answer** |  |  |  |  |   **Question 2: Write the synonym of the following words:-**   |  |  | | --- | --- | | Need . . . . . . . . . .  Large . . . . . . . . . . | Chief . . . . . . . . . .  Simple . . . . . . . . . . |   **Question 3: Which of these situations would you find the most stressful? Why?**  **(Choose one only and write 30 words about it)**   * Divorce * Going on holiday * Moving house * Moving to another country * Losing your job * A personality clash with your boss * An annual health check-up * Being the victim of a robbery |
| Extra notes: |
| External Evaluator |