Kurdistan Region Government
Ministry of Higher Education
and Scientific Research
Erbil Polytechnic University

زانكۆى پۆليتەكنيكى هەولێر
ERBIL POLYTECHNIC UNIVERSITY

Module (Course Syllabus) Catalogue

2022-2023

College/ Institute	Institute
Department	Management Information System
Module Name	English for Business I
Module Code	ELB402
Degree	Technical Diploma ☐ Bachler ☐ High Diploma ☐ Master ☒ PhD ☐
Semester	Second
Qualification	English language
Scientific Title	Assistant Lecturer
ECTS (Credits)	6
Module type	Prerequisite ☒ Core ☐ Assist. ☐
Weekly hours	4
Weekly hours (Theory)	(4)hr Class ( )Total hrs Workload
Weekly hours (Practical)	( )hr Class ( )Total hrs Workload
Number of Weeks	16
Lecturer (Theory)	4
E-Mail & Mobile NO.	Shahla.ismail@epu.edu.iq/07517231780
Lecturer (Practical)	/
E-Mail & Mobile NO.	/
Websites	/

Course Book

Course Description	1. Is a teacher learner centered approach to teach English language as an additional language in a business field. 2. This course concentrate on developing and enhancing communicative skill, writing, reading in a **business** discipline. 3. Encourage the students to learn the language that they will need it after the graduate.
Course objectives	1. This course designed to enhance workplace communication skills by supplying different kind of activities in Business. 2. This course aims to help learners to enhance their productive proficiency in speaking skill. 3. This course provide a self-study environment.
Student's obligation	1. Students will be evaluated on their attendance and participation both in the course and by the Moudle course website. 2. Reading materials and performance on the final course projects. 3. Presenting a seminar on one of the topics from the book. 4. Writing a paper which include 2-3 pages about one of the unite. 5. Writing a report.
Required Learning Materials	- Book (Business English Global Leader). - Moodle assignments and activities.

		Task	Weight (Marks)	Due Week	Relevant Learning Outcome	
Evaluation		Paper Review		9	Cognitive strategy	
	ss A	Homework	7	10	Cognitive strategy	

	Class Activity	4	12	Cognitive strategy
	Report	8	12	Cognitive strategy
	Seminar	8	After each class	Cognitive strategy
	Essay	8	12	Cognitive strategy
	Project	8	12	Cognitive strategy
	Quiz	4	6-5	Cognitive strategy
	Lab.	/	/	Cognitive strategy
	Midterm Exam	16	9	Cognitive strategy
	Final Exam	40		
	Total	100		

Specific learning outcome:	1. By the end of the course the student will be able to search and find a meaningful business task and different synonyms and antynomy of the business field. 2. By the end of the course the student will be able how to act and be of the etiquettes tips of how to get job and the job interview. 3. This course provide different kind of topics that can be fruitful for the students' future.
Course References:	Asean, German, South American Biotech Network 2008 —Argentina: Cultural Tips‖ [online] retrieved from: http://asag-biotech.net/Data/Countries/Argentina/Tips/ AtoZ World Travel Web Series by World Trade Press, 2010. —Guatemala: Business Culture/Business Framework‖ [online] retrieved from: http://www.atozworldtravel.com/worldtravel2_country.asp?nid=13.03&next_nid=13.04&cid=58&parent=Business%20Culture —Basics of Corporate Culture‖ 2007 [online] retrieved from: http://www.iile.ru/library/meth/m559.rtf. Baduel , Alison 2006. —Business Communications‖ [online] retrieved from: http://www.pcukraine.org/materials/downloads/1149149493_BUSCOMMBOOK_by_Alison_Baduel.doc. BBC News, 2006. —Business Stress Levels _Double'‖ [online] retrieved from: http://news.bbc.co.uk/2/hi/business/4720684.stm

Course topics (Theory)		**Week**	**Learning Outcome**

Careers	1-2	Intellectual skills
Organization	2-3	Intellectual skills
Business morality	3-4	verbal skills
Managing people	4-5	Intellectual skills
Leadership	5--7	cognitive skills
Stress	7-9	Intellectual skills
Planning	9-11	Intellectual skills
Money management	12	Intellectual skills

Questions Example Design

Q. Put the <u>verbs</u> into the <u>simple past</u>:

1. Last year I (go).
2. It (be) fantastic.
3. I (visit) lots of interesting places.
4. I (be) with two friends of mine.
5. But we (see) some beautiful rainbows

Q. Select the proper word from the box to complete the following interview:

six   jobs   go   changed   earn

Interviewer: How many ………..have you had since leaving university?

Candidate: I've worked for …….companies.

Interviewer: Why have you ………..jobs so often?

Candidate: I wanted to…….. more money, and would like …….. to start new work.

Q. Write down no less than <u>50</u> words about one of the following topics <u>select A or B</u>:

A. What do you know about the etiquettes or tips for a successful interview?
B. What do you think is the purpose of a business? Is it just to make money?

Extra notes:
- In each class the student have to complete the activities or the homework till the next class. Besides they have to find some of the activities which related to the topic.

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External Evaluator

At the end of the course teacher can evaluate the students and conduct the information through the interview or make a groups of the students to see what they gain from the course.