

COURSE SYLLABUS

	Course title:	English language III (Business English)		
Course code	Course status	Semester	Number of ECTS	Number of classes
	Mandatory	III	4	2L+2T

Study program: Faculty of Economics, undergraduate study program					
Prerequisites: none					
Course aims: The course aims to help students improve their abilities to read and understand business texts in English, to increase their comprehension of spoken business and academic English, to strengthen their speaking and presentation skills, and help them engage more effectively in a number of business-related discussions and interviews, to assist them in developing some basic writing skills necessary both for their studies and future profession (such as note-taking, CV and cover letter writing) and, generally, to enrich their business English vocabulary at B2 level. To this end, a number of authentic texts, audio, and video materials are used accompanied by a range of communicative activities enabling better comprehension of the topic and use of business terms as well as encouraging students to take an active part in class discussions and conduct additional research on their own.					
Learning outcomes: By the end of this course, students will be able to:					
<ol style="list-style-type: none"> 1. Make effective use of basic business terminology and appropriate grammar while discussing, listening and reading about topics of relevance to the education business, IT solutions, QA, managing people and projects, viral marketing, self-financing and start-ups, accounting, and free and fair trade; 2. Make effective use of key EAP vocabulary; 3. Give an effective presentation in English on an idea, person or concept important for the business industry illustrating it with specific examples and cases; 4. Prepare a CV in Europass format and a motivation letter for the purpose applying for a student exchange mobility or job opening. 					
Lecturer: Petar Božović, Ph.D.		Teaching assistant: Maja Milanović, lectrice			
Teaching method: Introduction to subject areas, discussions, individual, pair and group work, presentations					
COURSE OUTLINE					
Week no.	Contents				
Week I	Introduction to the course				
Week II	Building a Career				
Week III	Information Systems and Communication				
Week IV	Quality and Standards				
Week V	Managing People and Projects				
Week VI	Viral Marketing				
Week VII	Self-Financing and Start-ups				
Week VIII	Financial Control				
Week IX	Fair Trade and Free Trade				
Week X	Student presentations 1				
Week XI	Student presentations 2				
Week XII	Student presentations 3				
Week XIII	Midterm Exam				
Week XIV	Makeup Midterm Exam				
Week XV	End-of-Course Revision				
TBD	Final exam				
	Makeup final exam				
Student responsibilities: regular attendance and informed participation, homework assignment submissions, presentations, midterm and final exams.					
Office hours: TBD					
Literature: Allison, John, Jeremy Townend and Paul Emmerson. 2008. <i>The Business - Upper intermediate Student's Book</i> . Macmillan. Murphy, Raymond. 2019. <i>English Grammar in Use – Fifth Edition</i> . Cambridge University Press. Additional handouts and audiovisual materials will be provided during the classes and on the Moodle platform.					
Assessment: Homework assignments (CV in Europass format, Motivation letter, other) – 5 points Midterm exam – 60 points Final exam – 30 points Attendance and informed in-class participation – 5 points					
Grading scale	A	B	C	D	E
No. of points	90-100	80-89	70-79	60-69	50-59
Note: Students will be given detailed information about the course and requirements during the first week. It is preferred to organize classes in groups not larger than 30 students. The final exam is oral. In case of smaller groups, the assessment section can be slightly adjusted to include more activities and better accommodate the needs of the group.					
Syllabus prepared by: Petar Božović, Ph.D.					