

The University of Jordan

Faculty of Foreign Languages

Department of Linguistics

Semester: Second Semester

Academic Year: 2014/2015

Course Name (Course Number) English for Business (2205331)

Credit hours	3 Hours	Level	3 rd /4 th year	Prerequisite	
Coordinator/ Lecturer	Dr Sharif Alghazo	Office number	134	Office phone	24709
Course website		E-mail	s.alghazo@ju.edu.jo	Place	Level 3

Office hours					
Day/Time	Sunday	Monday	Tuesday	Wednesday	Thursday
	11-12 a.m.		11-12 a.m.		11-12 a.m.

Course Description

The course aims at acquainting students with the language of business. It places special emphasis on company structure, meetings, job applications and interviews, telephoning, basic business writing, language of marketing, and business socializing.

Learning Objectives

- to increase students' awareness of the appropriate language to use in a range of professional, business, social and formal situations
- to improve communication skills in meetings, discussions, social contacts and the use of English at work
- to build up students' stockpile of words and phrases they need for their jobs and future careers
- to develop skills in dealing with important language structures and functions related to business, finance and relevant professional fields

Intended Learning Outcomes (ILOs):

Successful completion of the course should lead to the following outcomes:

A. Knowledge and Understanding: Student is expected to

- learn the grammar the student needs for his/her job
- learn business-related vocabularies to make English work professionally
- develop communication skills for work, e.g., presenting information, taking part in meetings, describing procedures, recommending and suggesting, socializing
- read business texts effectively and efficiently

B. Intellectual Analytical and Cognitive Skills: Student is expected to

- engage in a variety of communicative activities based on specific themes
- engage in language activities which include problem-solving, transformation tasks presenting 'business' home assignments

C. Subject- Specific Skills: Students is expected to

- revise and consolidate language structures and functions
- focus on communicative skills for work
- focus on the acquisition of new vocabularies the learner needs for their work – telephoning, emailing

D. Transferable Key Skills: Students is expected to

- reduce anxiety in L2 communication
- introduce a wide range of communication skills in professional contexts
- develop a better level of confidence and competence in understanding 'business' English as well as speaking the language of business

Teaching/Learning Methods

Teaching Method	ILO/s
Lectures and Discussions:	All ILOs
Homework and Assignments:	
Projects:	
Presentation	D1 D2

Course Contents

Content	Reference	Week	ILO/s
Introduction and Unit 1	Textbook	Week 1	All ILOs
Units 2 and 3	Textbook	Week 2	All ILOs
Units 4 & 5	Textbook additional handouts for academic writing	Week 3	All ILOs
Units 6 & 7	Textbook	Week 4	All ILOs
Discussing mid-term exam and Unit 8	Textbook	Week 5	All ILOs
Mid-term exam			
Units 9 & 10	Textbook	Week 6	All ILOs
Units 11 & 12	Textbook	Week 7	All ILOs
Units 13 & 14	Textbook	Week 8	All ILOs
Quiz			
Units 15 & 16	Textbook	Week 9	All ILOs
Units 17 & 18	Textbook	Week 10	All ILOs
Units 19 & 20	Textbook	Week 11	All ILOs
Revision and discussion of final exam		Week 12	

Learning Methodology

- Teacher explanation and discussion
- Engage students in fruitful discussions
- Encourage conversational activities

Evaluation

Evaluation	Point %	Date
Midterm Exam	30	22 March
Project		
Assignments	10	15 March
Homework		
Final Exam	50	

Main Reference/s:

Mackenzie, I. (2010). *English for business studies*. (3rd edn). Cambridge: Cambridge University Press

References:

Sweeney, S. (2003). *English for business communication*. (2nd edn). Cambridge: Cambridge University Press.

Jones, L. & Alexander, R. (2003). *New International Business English*. Cambridge: Cambridge University Press

Buhling, R. (2011). *Business English: a practice book*. Boston: D.C. Heath & Co. Publishers.

Intended Grading Scale

0-39	F
45-49	D⁻
50-54	D
54-69	D⁺
60-64	C⁻
65-69	C
70-73	C⁺
74-76	B⁻
77-80	B
81-84	B⁺
85-89	A⁻
90-100	A

Notes:

- Concerns or complaints should be expressed in the first instance to the module lecturer; if no resolution is forthcoming, then the issue should be brought to the attention of the module coordinator (for multiple sections) who will take the concerns to the module representative meeting. Thereafter, problems are dealt with by the Department Chair and if still unresolved the Dean and then ultimately the Vice President. For final complaints, there will be a committee to review grading the final exam.
- For more details on University regulations please visit:
<http://www.ju.edu.jo/rules/index.htm>