

Basic data of the subject	
University:	University “Ukshin Hoti” Prizren
Academic Unit:	Faculty of Life and Environmental Sciences
Study program:	Forestry and Environmental Sciences
Course title:	English Language I
Level:	Bachelor
Course status:	Obligatory
Study year:	2023/24
Number of hours per week:	2+2 hours
Credit value – ECTS:	5
Time / location:	To be announced
Lecturer:	Prof. Asst. Dr. Jasmin Jusufi
Contact details:	jasmin.jusufi@uni-prizren.com
Course description	This English course is designed for business people and in particular for students of business and environmental sciences. It consists of 12 units based on topics of great interest to students involved in international business and environmental issues. The course reflects the latest trends in the business world and environment. It will develop students’ essential business and environmental communication skills, such as making presentations, taking part in meetings, negotiating, telephoning, and using English in various social situations. It will also help students to develop listening skills such as listening for information and note-taking. Above all, this course will develop students’ communication skills they need to succeed in business and environment, and enlarge their knowledge of the business world as well as environment. Students that study this course will become more fluent and confident in using the language of business and should increase their career prospects.
Course objectives:	The main objective of the ‘English Language ’course is to introduce students with the general language skills that will help them to communicate effectively in a wide range of formal and informal situations, to increase fluency and confidence in using English in professional contexts and to enable participants to prioritize their own language learning needs. The course includes, communication strategies, meeting skills and negotiations strategies. The vocabulary of the course is designed to develop participants’ language and communication skills in a market leader context through variety of relevant topics.
Learning outcomes:	Upon the successful completion of the course, students should be able to: • Expand professional vocabulary. • Communicate with greater confidence. • Speak more accurately and fluently. • Improve written English through various exercises. • Socialize and network with greater confidence and work successfully in a cross-cultural environment.

Contribution on student load (must correspond with learning outcomes)			
Activity	Hours	Days/week	Total
Lectures	2	15 weeks	30 hours
Exercise theoretical/laboratory	//	//	//
Practice work	2	10 weeks	20 hours
Contact with lecturer/consultations	1	5 weeks	5 hours
Field exercises	//	//	//
Mid-terms, seminars	//	//	//
Homework	1	5 weeks	5 hours
Individual time spent studying (at the library or home)	2	15 weeks	30 hours
Final preparation for the exam	2	15 weeks	30 hours
Time spent in evaluation (tests, quiz, final exam)	2	2.5 weeks	5 hours
Projects, presentations, etc.	//	//	//
Total			125
Teaching methods			
		Each week consists of 2+2 academic hour classes. Two cooperative teaching hours and the other two will be realized in the framework of language exercises. - Lectures will be interactive, with students expected to come to class prepared to discuss questions on the contents listed in the course syllabus based on readings assigned each week. - Students are expected to complete the tasks that derive from lectures and to contribute in weekly assignments (reading assignments, writing task summaries, critical reviews, participation in class discussions and debates as well as taking part in group work and role playing). - All these common techniques will enable them to earn the credits allocated for the course, as well as ensure the accomplishment of course objectives.	
Evaluation methods		Evaluation methods	
		Midterm and End of Term Test	30 %
		Active participation during lectures and exercises	10%
		Homework	10 %

	Final exam	50 %
	Total	100 %
Literature		
Basic Literature:	1. David Cotton, David Falvey, Simon Kent. (2007). Market Leader-Business English , Pre-intermediate English Course Book. Longman: England 2.	
Additional Literature:	1. Online sources on business English 2. Additional materials might be added during the semester.	
Designed study plan:		
Week	Topics	
<i>First week:</i>	Presantation of Syllabus	Course introduction and Students introduction
<i>Second week:</i>	Careers	<i>Language review:</i> Ability, requests and past abilities <i>Vocabulary:</i> Words for talking about jobs <i>Writing:</i> Past abilities, CV and editing Sound work: The difference between (i) and (i:) Connected speech: Can/Can't. Stress and Intonation: Questions <i>Further practice:</i> Telephoning
<i>Third week:</i>	Companies	<i>Language review:</i> Present tenses. <i>Vocabulary:</i> Words for talking about companies. <i>Writing:</i> An informal e-mail and Linkers. Sound work: -s endings. Connected speech: are. <i>Further practice:</i> Company presentation.
<i>Fourth week:</i>	Selling	<i>Language review:</i> Modals. <i>Vocabulary:</i> Words for talking about selling. <i>Writing:</i> Placing an order, replying to an order and Editing. Sound work: Same or Different. Connected speech: Have to. Stress and Intonation: Rising and falling intonation.

		<i>Further practice:</i> Negotiating.
<i>Fifth week:</i>	Great ideas	<i>Language review:</i> Past tenses. <i>Vocabulary:</i> Words for talking about great ideas. <i>Writing:</i> Giving information and Editing. <i>Sound work:</i> -ed endings. <i>Connected speech:</i> Was and Were. <i>Further practice:</i> Meetings.
<i>Sixth week:</i>	Stress	<i>Language review:</i> The Present Perfect Tense. <i>Vocabulary:</i> Words for talking about stress in the workplace. <i>Writing:</i> Punctuation, A report and Editing. <i>Sound work:</i> Groups of consonants. <i>Connected speech:</i> Has/Have; Hasn't/Haven't <i>Stress and Intonation:</i> Question tags. <i>Further practice:</i> Making and responding to suggestions.
<i>Seventh week:</i>	Entertaining	MIDTERM TEST-Revision
<i>Eighth week:</i>	Midterm test	<i>Language review:</i> Multi-word verbs. <i>Vocabulary:</i> Words for talking about food and drink. <i>Writing:</i> A report, A hotel booking. <i>Sound work:</i> The letter a. <i>Connected speech:</i> Linking sounds. <i>Further practice:</i> Making small talk.
<i>Ninth week:</i>	Marketing	<i>Language review:</i> Asking questions. <i>Vocabulary:</i> Words for talking about marketing. <i>Writing:</i> Answering an enquiry, Reports and Editing <i>Sound work:</i> Individual sounds (v) and (ɔ:). <i>Connected speech:</i> Do you, Did you, Would you. <i>Stress and Intonation:</i> Stressed syllables.

		<i>Further practice:</i> Using stress to correct information. Getting the message right.
<i>Tenth week:</i>	Planning	<i>Language review:</i> Talking about the future. <i>Vocabulary:</i> Words for talking about making plans. <i>Writing:</i> Linkers, Time management and Editing Sound work: Letter o. Connected speech: To. Stress and Intonation: Stressed syllables. <i>Further practice:</i> Checking information.
<i>Eleventh week:</i>	Managing people	<i>Language review:</i> Reported speech. <i>Vocabulary:</i> Words for talking about management. Verbs and Prepositions. <i>Writing:</i> Preparing for report writing. Requesting information. Sound work: Matching sounds. Connected speech: Linked sounds. Stress and Intonation: Different Stresses. <i>Further practice:</i> Socialising. Taking a message.
<i>Twelfth week:</i>	Conflict	<i>Language review:</i> Conditionals. <i>Vocabulary:</i> Words for talking about negotiating. <i>Writing:</i> Business letters and Editing. Sound work: The schwa sound. Connected speech: Contractions. Stress and Intonation: Rising and falling intonation. <i>Further practice:</i> Dealing with conflict.
<i>Thirteenth week:</i>	New business	<i>Language review:</i> Time clauses. <i>Vocabulary:</i> Words for talking about economics. <i>Writing:</i> Linkers, Report writing and Editing. Sound work: Vowel sounds. Connected speech: Linking sounds.

		Stress and Intonation: Dates. <i>Further practice:</i> Numbers.
<i>Fourteenth week:</i>	Products	END OF TERM TEST-Revision
<i>Fifteenth week:</i>	End of term test	<i>Language review:</i> Passives. <i>Vocabulary:</i> Words for talking about products. <i>Writing:</i> Linkers, Enquiring about a product and Editing. Sound work: Groups of consonants. Connected speech: Its, It has and It is. Stress and Intonation: Main stresses. <i>Further practice:</i> Asking questions about a product. Presenting a product.
Academic policies and rules of conduct:		
- Absence will affect the final grade! The policy is straightforward: If you are absent or negligent, you are responsible for what you have missed. - Students are required to respect the schedule of lectures and be attentive during the lessons. - It is mandatory to have books, when in lessons. - Students must be active and cooperative because the book assigned for the course requires interactive learning and as such seeks continuous collaboration and interaction between teachers, students, books and technology equipment. - The cooperative environment during the lectures and exercises is primary demand in achieving the objectives and goals set forth in this syllabus. - No usage of phones or any gadgets during the classes and tests/final exam. Finally yet importantly, full respect for universally recognized academic policies and standards (The Bologna System).		