SYLLABI

Basic data of the subject	
Academic unit:	**Faculty of Management**
Program:	**Business Management and Entrepreneurship**
Course title:	**English I**
Level:	**Bachelor**
Subject status:	**Mandatory**
Year of studies:	**I**
Semester:	**II**
Number of hours per week:	**2**
Credit value – ECTS:	**3**
Time / location:	**UASF**
Subject professor:	
Contact details:	

Course Description	English I is designed to equip students with the language skills necessary for effective communication in business contexts. Using Business Result: Intermediate as the primary textbook, the course focuses on practical vocabulary, grammar, and communication strategies tailored to professional environments. Key topics include conducting meetings, giving presentations, negotiating, and engaging in professional correspondence. Through interactive activities, case studies, and role-playing exercises, students will develop confidence in speaking, listening, reading, and writing in English. This course lays the foundation for success in international business and entrepreneurial settings.
Purpose of the course	The main objective of this course is to introduce students to the fundamentals of business English, focusing on developing basic communication skills required in professional contexts. Students will build a strong foundation in business-related vocabulary, grammar, and functional language necessary for workplace interactions. The course aims to foster confidence in using English for simple tasks such as participating in meetings, writing emails, and engaging in business conversations, setting the groundwork for further language development.
Expected learning outcomes	By the end of this course, students will have developed the ability to: 1. Compose clear and concise emails, meeting notes, and other basic business documents using appropriate vocabulary and grammar. **(ECTS-0.5),** 2. Participate in simple business conversations, including introductions, discussions, and role-plays in professional contexts. **(ECTS-0.5),** 3. Understand and respond to key information in workplace scenarios, such as meetings, phone calls, and presentations. **(ECTS-1),** 4. Comprehend and interpret business texts, including emails, reports, and advertisements, to identify relevant details. **(ECTS-1),**

Contribution to the student workload (which should correspond to the student's learning outcomes)			
Activity	Hours	Days/week	Total
Lectures	2	15	30
Theoretical exercises/assignments	0	0	0
Practical work	0	0	0
Contacts with teachers – consultations	1	10	10
Preparation for project assignments	0	0	0
Course project (planning + implementation)	1	1	1
Homework	1	8	8
Student's own study time (in the library or at home)			20
Final exam preparation	2	1	2
Time spent on assessment (tests, final exam)	2	2	4
Projects, presentations, etc.	0	0	0
Total			75

Teaching methodology and learning methodology	The course employs a practical, student-centred approach, combining textbook-based lessons with interactive activities such as role-plays, case studies, and group discussions. Multimedia resources and real-world business scenarios are used to ensure active participation and relevance to professional settings.
Assessment methods and passing criteria	**The assessment method** – is based on three activities – on which the final grade will be built: • Active participation:……………….10% • Midterm test:……………………30% • Final test/exam:…………………60% **Pasing criteria**: 1. **Active participation (10%):** This component includes active participation in lectures and practical exercises, contribution to discussions, as well as the completion of short tasks during lectures. 2. **Midterm test (30%):** The test is held in the middle of the semester and evaluates the knowledge acquired up to that point. It includes multiple-choice questions, short-answer questions, and others that test students' acquired knowledge. 3. **Final test/exam (60%):** This test, held at the end of the semester, covers the course material developed after the midterm test. The questions of the final exam are similar in format to those of the midterm test. . **Grades at UASF:**

Grade	ECTS/Grade	Percent (%)	The definition
10	A	90 - 100	Excellent
9	B	80 - 89	Excellent
8	C	70 - 79	Very good
7	D	60 - 69	Good
6	E	50 - 59	Sufficient
5	FX/F	0 - 49	Insufficient

Concretization tools – IT	Use of smart-board, laptop, PowerPoint, Use of "on-line" platforms and tools to support communication and team collaboration, etc.
The ratio between the theoretical and practical part of the study	Theory: 60%; Practice: 40% This ratio defines the learning workload for the course English Language I, which is worth 3 ECTS credits and corresponds to a total of 77 hours of student work during the semester. Of this workload, 30 hours are delivered through classroom lectures, focusing on developing language skills and business terminology. The remaining 45 hours are distributed across other activities: consultations with the instructor (10 hours), homework assignments (8 hours), self-study (20 hours), and preparation and assessment for the final exam (7 hours). The workload is divided into 60% theory and 40% practice: 45 hours / 2 ECTS are allocated to the theoretical component, which includes lectures and independent study aimed at building core concepts and structures of the English language. 30 hours / 1 ECTS are allocated to the practical component, including consultations, assignments, discussions, and assessments, enabling students to apply their knowledge in real academic and professional communication contexts..

Literature	
Basic literature:	1. Business Result (Intermediate), Second Edition, by John Hughes & Jon Naunton. Oxford University Press, 2017.
Additional literature:	1. Check Your English Vocabulary: Academic English 3rd edition by David Porter. A&C Black Publishers Ltd 2007. 2. Check Your English Vocabulary: Business and Administration 4th edition by Rawdon Wyatt. A&C Black Publishers Ltd 2007. 3. Oxford EAP. A course in English for Academic Purposes by Edward de Chazal & Sam McCarter. Oxford University Press 2012.
Designed lesson plan:	

Week	The lecture that will be held
First week	Introduction to the course
Second week	**Working life** Describing work; Present simple and present continuous; How to show interest; Networking; Speed networking
Third week	**Work-life balance** *to* + infinitive and *-ing* form; How to say 'yes'; Exchanging contact details; Corridor conversations
Fourth week	**Projects** Projects; Present perfect and past simple; How to give short answer; Updating and delegating tasks; Scenario planning, Viewpoint 1: Sharing a workspace (video)
Fifth week	**Services & systems** Services and systems; Comparative forms and modifiers; How to be approximate; Explaining features and benefits; Stack ranking
Sixth week	**Customers**

	Customer service; Present tenses for future reference; How to say 'sorry'; Making and changing arrangements; Upside down management
Seventh week	**Guests & visitors** Business travel; Articles; How to address people; Welcoming visitors; Cultural expectations
Eighth week	**Mid-term test**
Ninth week	**Working online** Online security; Obligation, prohibition, and permission; How to sequence an explanation; Teleconferencing; Online, but are you working?
Tenth week	**Finance** Finance and money; Talking about the future; How to use *will*; Presenting visual information; Investment opportunities
Eleventh week	**Logistics** Logistics and supply chains; Direct and indirect questions; How to use *say* and *tell*; Placing and handling orders; Shadow work
Twelfth week	**Facilities** Describing a place of work; Quantifiers; How to use *too* and *enough*; Making suggestions and recommendations; The Hawthorne Effect
Thirteenth week	**Decisions** Decision-making; First and second conditionals; How to use if; Negotiating; The Decision Game
Fourteenth week	**Innovation** Superlative forms; How to praise and thank people; Presenting new ideas; Music to your online ears
Fifteenth week	**Breakdowns** Breakdowns and faults; Relative pronouns; How to check someone understands; Discussing and solving problems; A breakdown in public relations
Academic policies and rules of conduct	

The student is obliged to attend lectures regularly and to have correct behavior towards colleagues and University staff, maintaining calm and active engagement in lectures and exercises is mandatory. During lectures and exercises, eating, whispering that hinders work in the classroom and the use of mobile phones are PROHIBITED. At the same time, mobile phones must be turned off or put on silent and not used during lectures or exercises. Lack of academic integrity (including plagiarism, copying another person's work, use of unauthorized aids in exams, cheating, etc.) will not be tolerated. If there are doubts about the authenticity of the work submitted, the professor has the right to ask the student to verify his/her work. This can be done through: repeating the work, written or oral testing, surprise quiz or any other action deemed necessary by the lecturer.