

MID-WESTERN UNIVERSITY, FACULTY OF MANAGEMENT
BACHELOR IN BUSINESS ADMINISTRATION (BBA), SYLLABUS 2072 (2016)

Course Title		Business English
Course Code Number		MGT 316
Year/Semester		I/I
Credit Hours		03
Course Objective		
Main objective		The focus of the course is to develop communicative competence, that is, the ability to communicate in English according to the situation, purpose and roles of the participants. More specially, the course will develops four skills of listening, speaking, reading and writing as well as improving pronunciation and building vocabulary.
Enabling objectives		After completion of all the learning units of the course, participants will be able to: <ul style="list-style-type: none"> • Exchanging personal information • Describing positive and negative features, making comparisons • expressing likes and dislikes • Introduce themselves,
Learning Unit (LU)	Learning Hours (LH)	contents
LU 1	LH 3	People, childhood, reminiscences: Introducing yourself, talking about yourself, exchanging personal information, remembering your childhood, asking about someone's childhood
LU 2	LH 5	Trasporation, trasportation problems, city services Talking about transportation and transportation problems, evaluating city services, asking for and giving information
LU 3	LH 5	Houses and apartments, lifestyle changes, wishes Describing positive and negative features, making comparisons, talking about lifestyle changes, expressing wishes
LU 4	LH 4	Food, recipes, instructions, cooking methods Taking about food, expressing likes and dislikes, describing a favorite snack, giving instructions
LU 5	LH 5	Travel, vacations, plans Describing vacations plans, giving travel advice, planning a vacation
LU 6	LH 5	Complaints, household chores, requests, excuses, apologies Making request, accepting and refusing requests, complaining, apologizing, giving excuses
LU 7	LH 5	Technology, instructions Describing technology, giving instructions, giving advice
LU 8	LH 4	Holidays, festivals, customs, celebrations Describing holidays, festivals, customs, and special events
LU 9	LH 3	Life in the past, present, and future, changes and contrasts, consequences Talking about change, comparing time periods, describing possibilities
LU 10	LH 3	Abilities and skills, job preferences, personality traits, careers Describing ability and skills, talking about job preferences, personality traits
LU 11	LH 3	Entertainment, movies and books, reactions and opinions Describing movies and books, talking about actors and actresses, asking for and giving reactions and opinions

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LU 12	LH 3	Requests, excuses, invitations “white lies” Reporting what people say, making requests, making invitations and excuses
Reference		1. Richards, J.C., Hull, J. & Proctor, S. (2012). <i>New Interchange 2 (Student Book)</i> . New Delhi: Cambridge University Press.

Net Contact Hour is 48 excluding the exams and tests.

Evaluation Module: 50 percent will be assessed through the internal evaluation and 50 percent will be assessed through end semester examination.