



University of Prishtina “Hasan Prishtina”  
Faculty of Economy in Prishtina

**SYLLABUS OF THE COURSE: ENGLISH LANGUAGE II**

<b>Basic information about the course (subject)</b>	
<b>Academic unit:</b>	<b>FACULTY OF ECONOMY- PRISHTINA</b>
<b>Title of course:</b>	<b>ENGLISH LANGUAGE II</b>
<b>Level:</b>	<b>BACHELOR</b>
<b>Status of course:</b>	<b>Elective</b>
<b>Year of study:</b>	<b>2<sup>nd</sup> year,</b>
<b>Number of hours per week:</b>	<b>1+1 hours each group (depending on the number of groups)</b>
<b>Value of credits – ECTS:</b>	<b>4</b>
<b>Time / location:</b>	<b>According to the lecture schedule</b>
<b>Professors of course:</b>	<b>Dr. Sadete Pllana, professor assistant</b>
<b>Contact details:</b>	<b>Email: <a href="mailto:sadete.pllana@uni-pr.edu">sadete.pllana@uni-pr.edu</a>; Mob: 044-333-252; Office no. 96</b>
<b>Description of the course</b>	English for Business Studies is an upper-intermediate to advanced level reading, listening, speaking and writing course for students who need to understand and express the key concepts of business and economics in English. It covers the most important areas of finance and economics, divided into 14 units, from Unit 15 to Unit 28.
<b>Objectives of the course:</b>	The course aims to: <ul style="list-style-type: none"> <li>• present the students with the language and concepts of business and economic found in books, journals, newspapers and magazines, and on websites;</li> <li>• develop their comprehension of business and economics texts;</li> <li>• develop their listening skills in the fields of business and economics;</li> <li>• provide them with opportunities to express business concepts both verbally and in writing, by reformulating them in their own words while summarizing, analysing, criticizing and discussing ideas.</li> </ul>
<b>Expected results of learning:</b>	This course should enable the students to build vocabulary through reading, listening and speaking, and to improve their confidence and fluency in expressing themselves in speaking and writing about the diverse topics related to business and economics.

Contribution to the burden of the student (should correspond with the learning outcomes of the student)			
Activity	Hours	Days/week	Total
Lectures	1	15	15
Exercises	1	15	15
Tests	2	2	4
Homework	1	15	15
Independent work of student (in the library, at home)	5	10	50
Final exam	1	1	1
<b>Total</b>			<b>100 hours</b>
<b>Teaching methodology:</b>	Reading and listening comprehension. Explanation of each lesson, questions and answers concerning the lesson, translation of unknown words by explaining in English. Speaking activities including discussion, case studies, role plays and presentations. Writing activities including summaries, emails, memos and reports.		
<b>Evaluation methods:</b>	Regular attendance at the lectures, conducting exercises after each lesson, consultation, tests and final exam. First evaluation: 40 % Second evaluation: 40 % Homework: 10% Regular participation: 10 % Total 100 % Or: Final exam		
<b>Literature</b>			
<b>Basic literature:</b>	<b>English for Business Studies</b> (A Course for Business Studies and Economics students-3 <sup>rd</sup> Edition) by Ian MacKenzie; Cambridge University Press, 2010.		
<b>Additional literature:</b>	<ol style="list-style-type: none"> <li>1. John Eastwood, "Oxford Practice Grammar" Oxford University Press 1997</li> <li>2. Regina Hayon Cohen, Gramatikë praktike e anglishtes, "English Grammar", translated by: Diana Dibra, Tiranë, 2004.</li> <li>3. Pavli Qesku: "Fjalor Anglisht-Shqip" EDFA Tiranë, 2000.</li> <li>4. Ilo Duro, Ramazan Hysa, "Fjalor Shqip-Anglisht" Rilindja Prishtinë, 1988.</li> <li>5. Nexhmi Rexha: "Fjalor i biznesit, ekonomikës dhe financës" ANGLISHT-SHQIP SHQIP-ANGLISHT, ASAU, Prishtinë, 2009.</li> <li>6. Luan Kaceli, Dictionary of law, economy and business English–Albanian, Tirana 2002</li> <li>7. Internet: Financial Dictionary <a href="http://www.investopedia.com/dictionary/">http://www.investopedia.com/dictionary/</a></li> <li>8. Internet: <a href="http://www.english4u.com">http://www.english4u.com</a></li> <li>9. Longman Business English Dictionary online</li> <li>10. English synonyms and antonyms: <a href="http://www.thesaurus.com/">http://www.thesaurus.com/</a>; and other websites</li> </ol>		

Implementation Schedule of course content		
Calendar week	Title/topic	Literature
<b>F</b>	Third week/ Week 1 of semester	Presentation & Information about the literature and other sources concerning the course. Grammar review.
<b>E</b> <b>B</b>	Fourth week/ Week 2 of semester	<b>Unit 15 – Venture capital</b> Discussing about how venture capitalists invest and how a business plans looks like. Reading & Listening. Vocabulary. Speaking - Role play: Investing in start-ups. Writing: Summary.
	First week/ Week 3 of semester	<b>Unit 16 – Bonds</b> Discussing about different types of bonds. Reading & Listening. Vocabulary. Speaking - Case study: Investing in funds. Writing: A short report.
	Second week/ Week 4 of semester	<b>Unit 17 – Stocks and shares</b> Discussing about the uses of stocks and shares. Reading & Listening. Vocabulary. Speaking - Role play: Investing a client's money.
<b>M</b> <b>A</b>	Third week/ Week 5 of semester	<b>Unit 18 - Derivatives</b> Discussing about the uses and dangers of derivatives. Reading & Listening. Vocabulary. Speaking - Role play: Financial instruments. Writing: A short training memo.
<b>R</b> <b>C</b>	Fourth week/ Week 6 of semester	<b>Unit 19 – Accounting and financial statements</b> Discussing about the different types of accounting and financial statements. Reading & Listening. Vocabulary. Speaking - Role play: Presenting a company's results.
<b>H</b>	Fifth week/ Week 7 of semester	<b>Unit 20 – Market structure and competition</b> Discussing about the standard structure of markets for products and services. Reading & Listening. Vocabulary. Speaking - Case study: Encouraging clusters. Review and test during the same week.
<b>A</b> <b>P</b>	First week/ Week 8 of semester	<b>Unit 21 - Takeovers</b> Discussing about the reasons for takeovers and mergers, and competition law. Reading & Listening. Vocabulary. Speaking - Role play: Is this company restricting competition?
<b>R</b> <b>I</b>	Second week/ Week 9 of semester	<b>Unit 22 – Government and taxation</b> Discussing about the role of government intervention in the economy. Reading & Listening. Vocabulary. Speaking - Discussion: Taxation.
<b>L</b>	Third week/ Week 10 of semester	<b>Unit 23 – The business cycle</b> Discussing about the causes of business cycle, fiscal and monetary policy, Keynesianism and monetarism. Reading & Listening. Vocabulary. Speaking - Discussion: Government intervention
	Fourth week/ Week 11 of semester	<b>Unit 24 – Corporate social responsibility</b> Discussing about the responsibilities of business. Reading & Listening. Vocabulary. Speaking – Role play: Problems at a clothes manufacturer.

M A Y	First week/ Week 12 of semester	<b>Unit 25 – Efficiency and employment</b> Discussing about the potential conflict between business efficiency and employment. Reading & Listening. Vocabulary. Speaking - Discussion: The postal service.	“English for Business Studies” Intermediate Student’s Book. Unit 25, page 124-127
	Second week/ Week 13 of semester	<b>Unit 26 – Exchange rates</b> Discussing about the causes of exchange rate fluctuations. Reading & Listening. Vocabulary. Speaking – Case study: A currency transaction tax.	“English for Business Studies” Intermediate Student’s Book. Unit 26, page 128-131
	Third week/ Week 14 of semester	<b>Unit 27 – International trade</b> Discussing about the theory of free trade and the advantages and disadvantages of international trade. Reading & Listening. Vocabulary. Reading and discussion: For and against free trade.	“English for Business Studies” Intermediate Student’s Book. Unit 27, page 132-135
	Fourth week/ Week 15 of semester	<b>Unit 28 – Economics and ecology</b> Discussing about global warming, possible solutions and economic consequences. Reading & Listening. Vocabulary. Speaking – Role play: Recommending an energy policy. A review of grammar, economic terms, vocabulary, as a preparation for the exam.	“English for Business Studies” Intermediate Student’s Book. Unit 28, page 136-140

#### The academic policy and student's complaisance:

All are within the pedagogical, university norms, allowed by the university statute.

- Active participation of students in class;
- Prior preparation to the units being developed;
- Participating in discussions, comments and free expression of opinion and academic attitude;
- Respecting the schedule of lectures without violating academic freedom (disconnection of mobile phones, etc.).