



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

SYLLABUS OF THE COURSE: ENGLISH II

Basic information about the course (subject)	
Academic unit:	FACULTY OF ECONOMY- PRISHTINA
Title of course:	ENGLISH II
Level:	BACHELOR
Status of course:	Optional
Year of study:	2 nd year, 4 th semester, from February 15 th to May 31 st
Number of hours per week:	2 classes each group (depending on the number of groups)
Value of credits – ECTS:	6
Time / location:	According to the lecture schedule
Professors of course:	Shpresa Hoxha, PhD. full professor Sadete Pllana, PhD. professor assistant
Contact details:	Email: shpresa.hoxha@uni-pr.edu ; Mob: 044 377 557; Office no. 68 Email: sadete.pllana@uni-pr.edu ; Mob: 044-333-252; Office no. 96
Description of the course	<i>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.</i>
Objectives of the course:	<i>The course aims to:</i> <ul style="list-style-type: none"> • <i>present the students with the language and concepts of business and economic founds in books, journals, newspapers and magazines, and on websites;</i> • <i>develop their comprehension of business and economics texts;</i> • <i>develop their listening skills in the fields of business and economics;</i> • <i>provide them with opportunities to express business concepts both verbally and in writing, by reformulating them in their own words while summarizing, analyzing, criticizing and discussing ideas.</i>
Expected results of learning:	<i>Students learn to communicate and write in professional English language, to use economic terminology, to write applications, business letters, reports, essays etc. They will also improve their confidence and fluency in expressing themselves in speaking and writing about the other diverse topics related to business and economics.</i>

Contribution to the burden of the student (should correspond with the learning outcomes of the student)			
Activity	Hours	Days/week	Total
Lectures	2 h	1 / 15	30 h
Internship			
Contacts with teacher / consultations	2 x 2 h	2 / 15	60 h
Field exercises			
Colloquiums, seminar papers	4 h		4 h
Homework	1 h	1 / 15	15 h
Time of self-study of the student (in the library or at home)	2 h	1 / 15	30 h
Final preparation for exam	2 h		2 h
Time spent on assessing (tests, quizzes, final exam)	Depending on the number of registered students		
Projects, presentations, etc.	1 h	1 / 15	15
Total			156 hours
Teaching methodology:	<i>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.</i>		
Evaluation methods:	<i>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</i>		
Literature			
Basic literature:	English for Business Studies (A Course for Business Studies and Economics students-3 rd Edition) by Ian MacKenzie; Cambridge University Press, 2010.		
Additional literature:	<ol style="list-style-type: none"> 1. John Eastwood, “<i>Oxford Practice Grammar</i>” Oxford University Press 1997 2. Regina Hayon Cohen, Gramatikë praktike e anglishtes, “<i>English Grammar</i>”, translated by: Diana Dibra, Tiranë, 2004. 3. Pavli Qesku: “<i>Fjalor Anglisht-Shqip</i>” EDFFA Tiranë, 2000. 4. Ilo Duro, Ramazan Hysa, “<i>Fjalor Shqip-Anglisht</i>” Rilindja Prishtinë,1988. 5. Nexhmi Rexha: “<i>Fjalor i biznesit, ekonomikës dhe financës</i>” ANGLISHT-SHQIP SHQIP-ANGLISHT, ASAU, Prishtinë, 2009. 6. Internet: Financial Dictionary http://www.investopedia.com/dictionary/ 7. Internet: http://www.english4u.com 8. Longman Business English Dictionary online 9. English synonyms and antonyms: http://www.thesaurus.com/; and other websites 10. Luan Kaceli, Dictionary of law, economy and business English – Albanian, Tirana 2002. 		

Implementation Schedule of course content

Calendar week		Title/topic	Literature
F	Third week/ Week 1 of semester	Presentation & Information about the literature and other sources concerning the course. Grammar review.	
E B	Fourth week/ Week 2 of semester	Unit 15 – Venture capital 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.	“English for Business Studies” Intermediate Student’s Book Unit 15, page 77-80
M A R C H	First week/ Week 3 of semester	Unit 16 – Bonds Discussing about different types of bonds. Reading & Listening. Vocabulary. Speaking - Case study: Investing in funds. Writing: A short report.	“English for Business Studies” Intermediate Student’s Book Unit 16, page 81-85
	Second week/ Week 4 of semester	Unit 17 – Stocks and shares Discussing about the uses of stocks and shares. Reading & Listening. Vocabulary. Speaking - Role play: Investing a client’s money.	“English for Business Studies” Intermediate Student’s Book Unit 17, page 86-90
	Third week/ Week 5 of semester	Unit 18 - Derivatives Discussing about the uses and dangers of derivatives. Reading & Listening. Vocabulary. Speaking - Role play: Financial instruments. Writing: A short training memo.	“English for Business Studies” Intermediate Student’s Book Unit 18, page 91-94
	Fourth week/ Week 6 of semester	Unit 19 – Accounting and financial statements Discussing about the different types of accounting and financial statements. Reading & Listening. Vocabulary. Speaking - Role play: Presenting a company’s results.	“English for Business Studies” Intermediate Student’s Book Unit 19, page 95-99
	Fifth week/ Week 7 of semester	Unit 20 – Market structure and competition 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.	“English for Business Studies” Intermediate Student’s Book. Unit 20, page 100-104
A P R I L	First week/ Week 8 of semester	Unit 21 - Takeovers Discussing about the reasons for takeovers and mergers, and competition law. Reading & Listening. Vocabulary. Speaking - Role play: Is this company restricting competition?	“English for Business Studies” Intermediate Student’s Book. Unit 21, page 105-108
	Second week/ Week 9 of semester	Unit 22 – Government and taxation Discussing about the role of government intervention in the economy. Reading & Listening. Vocabulary. Speaking - Discussion: Taxation.	“English for Business Studies” Intermediate Student’s Book Unit 22, page 109-113
	Third week/ Week 10 of semester	Unit 23 – The business cycle Discussing about the causes of business cycle, fiscal and monetary policy, Keynesianism and monetarism. Reading & Listening. Vocabulary. Speaking - Discussion: Government intervention	“English for Business Studies” Intermediate Student’s Book Unit 23, page 114-118

	Fourth week/ Week 11 of semester	Unit 24 – Corporate social responsibility Discussing about the responsibilities of business. Reading & Listening. Vocabulary. Speaking – Role play: Problems at a clothes manufacturer.	“English for Business Studies” Intermediate Student’s Book Unit 24, page 119-123
	First week/ Week 12 of semester	Unit 25 – Efficiency and employment 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
M A	Second week/ Week 13 of semester	Unit 26 – Exchange rates 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	Unit 27 – International trade 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
Y	Fourth week/ Week 15 of semester	Unit 28 – Economics and ecology 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.).*



Universiteti i Prishtinës “Hasan Prishtina”
Fakulteti Ekonomik - Prishtinë

SYLLABUS I LËNDËS: GJUHË ANGLEZE II

Të dhënat bazë të lëndës	
Njësia akademike:	Fakulteti Ekonomik – Prishtinë
Titulli i lëndës:	Gjuhë angleze II
Niveli:	Bachelor
Statusi lëndës:	Zgjedhore
Viti i studimeve:	Viti i dytë, semestri i katërt, nga 15 shkurt deri 31 maj
Numri i orëve në javë:	2 orë secili grup (varësisht nga numri i grupeve)
Vlera në kredi – ECTS:	6
Koha / lokacioni:	Sipas orarit
Mësimdhënësi i lëndës:	Dr. Shpresa Hoxha, profesor i rregullt Dr. Sadete Pllana, profesor asistent
Të dhënat kontaktuese:	E-mail: shpresa.hoxha@uni-pr.edu ; Mob: E-mail: sadete.pllana@uni-pr.edu ; Mob: 044-333-252; Kab. nr. 96
Përshkrimi i lëndës	<i>Anglishtja për studime biznese është një lëndë për lexim, dëgjim, të folur dhe të shkruar i nivelit të mesëm, të lartë deri në nivelin e avancuar për studentë që kanë nevojë të kuptojnë dhe të shprehin konceptet kyçe të biznesit dhe ekonomisë në gjuhën angleze. Ajo mbulon fushat më të rëndësishme të financave dhe ekonomisë, të ndara në 14 njësi mësimore, 15 - 28.</i>
Qëllimet e lëndës	<i>Kjo lëndë ka për qëllim:</i> <ul style="list-style-type: none">• që studentët të njihen me gjuhën dhe konceptet e biznesit dhe të ekonomisë, të cilat përfshihen në libra, revista shkencore, gazeta dhe revista, dhe në faqet e internetit;• të zhvilloj të kuptuarit e tyre të biznesit dhe teksteve të ekonomisë;• të zhvilloj aftësitë e tyre në fushën e biznesit dhe të ekonomisë;• të ju sigurojë mundësi për të shprehur konceptet e biznesit si me gojë ashtu edhe me shkrim, duke i riformuluar ato me fjalët e tyre, në përmbledhje, analiza, kritika dhe diskutime.
Rezultatet e pritura të nxënies:	<i>Studenti mëson të komunikojë dhe të shkruaj në gjuhën e profesionit, ta përdorë terminologjinë ekonomike, të shkruaj kërkesa dhe letra afariste, raporte, ese etj. Ata gjithashtu e përmirësojnë rrjedhshmërinë e të shprehurit në të folur dhe me shkrim lidhur me temat e ndryshme që kanë të bëjnë me biznes dhe ekonomi.</i>

Kontributi në ngarkesën e studentit (duhet të përputhet me rezultatet e të nxënit të studentit)			
Aktiviteti	Orë	Ditë/javë	Gjithsej
Ligjërata	2 orë	1 / 15	30 orë
Punë praktike			
Kontaktet me mësimdhënësin/konsultimet	2 x 2 orë	2 / 15	60 orë
Ushtrime në teren			
Kollokuime, seminare	4 orë		4 orë
Detyra të shtëpisë	1 orë	1 / 15	15 orë
Koha e studimit vetanak të studentit (në bibliotekë ose në shtëpi)	2 orë	1 / 15	30 orë
Përgatitja përfundimtare për provim	2 orë		2 orë
Koha e kaluar në vlerësim (teste, kuise, provim final)	Varet nga numri i studentëve të paraqitur		
Projektet,prezantimet ,etj	1 orë	1 / 15	15 orë
Totali			156 orë
Metodologjia e mësimdhënies:	<i>Shpjegimi i mësimive, pyetje dhe përgjigje rreth mësimve, përkthimi i fjalëve të panjohura në gjuhën shqipe dhe shpjegimi i tyre në gjuhën angleze. Biseda, dhe diskutime rreth mësimve dhe prezantime. Hartime me shkrim, duke përfshirë ese, përmbledhje, memorandume dhe raporte.</i>		
Metodat e vlerësimit:	<i>Ardhja e rregullt në ligjërata, kryerja e ushtrimeve pas çdo mësimi, konsultimet, testet dhe provim final. Vlerësimi i parë: 40 % Vlerësimi i dytë: 40 % Detyrat e shtëpisë : 10% Vijimi i rregullt: 10 % Total 100 % Ose: Provimi final</i>		
Literatura			
Literatura bazë:	English for Business Studies (A Course for Business Studies and Economics students-3 rd Edition) by Ian MacKenzie; Cambridge University Press, 2010.		
Literatura shtesë:	<ol style="list-style-type: none"> 1. John Eastwood, “<i>Oxford Practice Grammar</i>” Oxford University Press 1997 2. Regina Hayon Cohen, Gramatikë praktike e anglishtes, “<i>English Grammar</i>”, translated by: Diana Dibra, Tiranë, 2004. 3. Pavli Qesku: “<i>Fjalor Anglisht-Shqip</i>” EDFA Tiranë, 2000. 4. Ilo Duro, Ramazan Hysa, “<i>Fjalor Shqip-Anglisht</i>” Rilindja Prishtinë,1988. 5. Nexhmi Rexha: “<i>Fjalor i biznesit, ekonomikës dhe financës</i>” ANGLISHT-SHQIP SHQIP-ANGLISHT, ASAU, Prishtinë, 2009. 6. Internet: Financial Dictionary http://www.investopedia.com/dictionary/ 7. Internet: http://www.english4u.com 8. Longman Business English Dictionary online 9. English synonyms and antonyms: http://www.thesaurus.com/; and other websites 10. Luan Kaceli, Dictionary of law, economy and business English – Albanian, Tirana 2002. 		

Orari i realizimit të përmbajtjes së lëndës

Java kalendarike		Titulli/tema	Literatura
S H K U R T	Java e tretë/ Java 1 e semestrit	Prezantim & informim lidhur me literaturën dhe burimeve tjera, që kanë të bëjnë me lëndën. Përsëritje të gramatikës.	
	Java e katërt/ Java 2 e semestrit	Unit 15 – Venture capital 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.	“English for Business Studies” Intermediate Student’s Book Unit 15, page 77-80
M A R S	Java e parë/ Java 3 e semestrit	Unit 16 – Bonds Discussing about different types of bonds. Reading & Listening. Vocabulary. Speaking - Case study: Investing in funds. Writing: A short report.	“English for Business Studies” Intermediate Student’s Book Unit 16, page 81-85
	Java e dytë/ Java 4 e semestrit	Unit 17 – Stocks and shares Discussing about the uses of stocks and shares. Reading & Listening. Vocabulary. Speaking - Role play: Investing a client’s money.	“English for Business Studies” Intermediate Student’s Book Unit 17, page 86-90
	Java e tretë/ Java 5 e semestrit	Unit 18 - Derivatives Discussing about the uses and dangers of derivatives. Reading & Listening. Vocabulary. Speaking - Role play: Financial instruments. Writing: A short training memo.	“English for Business Studies” Intermediate Student’s Book Unit 18, page 91-94
	Java e katërt/ Java 6 e semestrit	Unit 19 – Accounting and financial statements Discussing about the different types of accounting and financial statements. Reading & Listening. Vocabulary. Speaking - Role play: Presenting a company’s results.	“English for Business Studies” Intermediate Student’s Book Unit 19, page 95-99
	Java e pestë/ Java 7 e semestrit	Unit 20 – Market structure and competition 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.	“English for Business Studies” Intermediate Student’s Book Unit 20, page 100-104
P R I L	Java e parë/ Java 8 e semestrit	Unit 21 - Takeovers Discussing about the reasons for takeovers and mergers, and competition law. Reading & Listening. Vocabulary. Speaking - Role play: Is this company restricting competition?	“English for Business Studies” Intermediate Student’s Book Unit 21, page 105-108
	Java e dytë/ Java 9 e semestrit	Unit 22 – Government and taxation Discussing about the role of government intervention in the economy. Reading & Listening. Vocabulary. Speaking - Discussion: Taxation.	“English for Business Studies” Intermediate Student’s Book Unit 22, page 109-113
	Java e tretë/ Java 10 e semestrit	Unit 23 – The business cycle Discussing about the causes of business cycle, fiscal and monetary policy, Keynesianism and monetarism. Reading & Listening. Vocabulary. Speaking - Discussion: Government intervention	“English for Business Studies” Intermediate Student’s Book Unit 23, page 114-118

	Java e katërt/ Java 11 e semestrit	Unit 24 – Corporate social responsibility Discussing about the responsibilities of business. Reading & Listening. Vocabulary. Speaking – Role play: Problems at a clothes manufacturer.	“English for Business Studies” Intermediate Student’s Book Unit 24, page 119-123
M A J	Java e parë/ Java 12 e semestrit	Unit 25 – Efficiency and employment 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
	Java e dytë/ Java 13 e semestrit	Unit 26 – Exchange rates 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
	Java e tretë/ Java 14 e semestrit	Unit 27 – International trade 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
	Java e katërt/ Java 15 e semestrit	Unit 28 – Economics and ecology 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

Politikat akademike dhe rregullat e mirësjelljes:

Të gjitha janë në kuadër të normave pedagogjike, universitare të lejuara me statut universitar.

- *Pjesëmarrja aktive e studentëve në mësim;*
- *Përgatitje paraprake për njësitë të cilat zhvillohen;*
- *Pjesëmarrje në diskutim, komente dhe shprehje e lirë e opinionit dhe qëndrimit akademik;*
- *Respektimi i orarit të ligjëratave (shkyqje e telefonave celular, etj.)*