



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

### SYLLABUS OF THE COURSE: ENGLISH I

Basic information about the course (subject)	
<b>Academic unit:</b>	<b>FACULTY OF ECONOMY- PRISHTINA</b>
<b>Title of course:</b>	<b>ENGLISH I</b>
<b>Level:</b>	<b>BACHELOR</b>
<b>Status of course:</b>	<b>Obligatory</b>
<b>Year of study:</b>	<b>1<sup>st</sup> year, 1<sup>st</sup> semester, from October 1<sup>st</sup> to January 15<sup>th</sup></b>
<b>Hours per week:</b>	<b>2 classes for 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 schedule</b>
<b>Professors of course:</b>	<b>Shpresa Hoxha, PhD. Full Prof. Sadete Pllana, PhD. Ass. Prof. Halil Asllani, Ma. PhD candidate</b>
<b>Contact details:</b>	<b>Email: <a href="mailto:shpresa.hoxha@uni-pr.edu">shpresa.hoxha@uni-pr.edu</a>; Mob: 044-377-557 Cabinet no.68. Email: <a href="mailto:sadete.pllana@uni-pr.edu">sadete.pllana@uni-pr.edu</a>; Mob: 044-333-252; Cabinet no. 96.</b>
<b>Description of the course</b>	<i>English I for Business Studies for the students of economy. There are taken some of the important branches of economy: management, production and marketing, divided into 14 units (Unit 1 – 14).</i>
<b>Objectives of the course</b>	<i>Gaining knowledge from English for economists and the tendency to qualify the candidates in order to understand, explain, and communicate and to be able to translate the units of English into Albanian in conformity with their profession.</i>
<b>Expected results of learning:</b>	<i>At the end of the course students will be able to make conversation in English, to write business letters, to compile essay subjects, to make discussions, pronounce words correctly and understand different terms from the respective fields of their studies etc.</i>

<b>Contribution to the burden of the student (should correspond with the learning outcomes of the student)</b>			
<b>Activity</b>	<b>Hours</b>	<b>Days/week</b>	<b>Total</b>
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 students present		
Projects, presentations, etc.	1 h	1 / 15	15 h
<b>Total</b>			<b>156 hours</b>
<b>Teaching methodology:</b>	<p><i>The explanation of units, questions and answers concerning the lesson, translation of unknown words and their explanations in English and Albanian.</i></p> <p><i>Conversations and presentations; writings, including the compiling of essays, summaries, application forms, reports etc.</i></p>		
<b>Evaluation methods:</b>	<p><i>Regular attendance at the lectures, different exercises after each lesson, consultation, tests and final exam.</i></p> <p><i>First evaluation: 40 %</i></p> <p><i>Second evaluation: 40 %</i></p> <p><i>Homework: 10%</i></p> <p><i>Regular participation: 10 %</i></p> <p><i>Total 100 %</i></p> <p><i>Or: Final exam</i></p>		
<b>Literature</b>			
<b>Basic literature:</b>	<p><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.</p>		
<b>Additional literature:</b>	<ol style="list-style-type: none"> <li>1. John Eastwood, “<i>Oxford Practice Grammar</i>” Oxford University Press 1997</li> <li>2. Regina Hayon Cohen, Gramatikë praktike e anglishtes, “<i>English Grammar</i>”, translated by: Diana Dibra, Tiranë, 2004.</li> <li>3. Pavli Qesku: “<i>Fjalor Anglisht-Shqip</i>” EDFA Tiranë, 2000.</li> <li>4. Ilo Duro, Ramazan Hysa, “<i>Fjalor Shqip-Anglisht</i>” Rilindja Prishtinë, 1988.</li> <li>5. Nexhmi Rexha: “<i>Fjalor i biznesit, ekonomikës dhe financës</i>” ANGLISHT-SHQIP SHQIP-ANGLISHT, ASAU, Prishtinë, 2009.</li> <li>6. Internet: Financial Dictionary <a href="http://www.investopedia.com/dictionary/">http://www.investopedia.com/dictionary/</a></li> <li>7. Internet: <a href="http://www.english4u.com">http://www.english4u.com</a></li> <li>8. Longman Business English Dictionary online</li> <li>9. English synonyms and antonyms: <a href="http://www.thesaurus.com/">http://www.thesaurus.com/</a>; and other websites</li> <li>10. Luan Kaceli, Dictionary of law, economy and business English – Albanian, Tirana 2002.</li> </ol>		

Implementation Schedule of course content			
Calendar week	Title/topic	Literature	
O C T O B E R	First week/ Week 1 of semester	Presentation & information about the literature and other sources concerning the course. Grammar review.	
	Second week/ Week 2 of semester	<b>Unit 1 – Management</b> Discussing about general knowledge concerning Management. Reading & Listening. Vocabulary. Speaking - Case study: Selecting a Chief Operating Officer. Writing: Summary; email.	“English for Business Studies” Intermediate Student’s Book Unit 1, page 10-14
	Third week/ Week 3 of semester	<b>Unit 2 – Work and motivation</b> Discussing about work and motivation. Reading & Listening. Vocabulary. Speaking - Case study: A car manufacturer. Writing: Summary; email.	“English for Business Studies” Intermediate Student’s Book Unit 2, page 15-20
	Fourth week/ Week 4 of semester	<b>Unit 3 – Company structure</b> Discussing about how companies are structured. Reading & Listening. Vocabulary. Speaking - Presentation: Presenting a company. Writing: Notes for a presentation.	“English for Business Studies” Intermediate Student’s Book Unit 3, page 21-25
	Fifth week/ Week 5 of semester	<b>Unit 4 - Managing across cultures</b> Discussing about the importance of cultural differences among different countries and continents. Reading & Listening. Vocabulary. Speaking - Role play: Welcoming American colleagues. Writing: Autobiographical text.	“English for Business Studies” Intermediate Student’s Book Unit 4, page 26-29
N O V E M B E R	First week/ Week 6 of semester	<b>Unit 5 – Recruitment</b> Discussing about the process of recruitment. Reading & Listening. Vocabulary. Speaking - Role play: A job interview. Writing: CV or resume.	“English for Business Studies” Intermediate Student’s Book Unit 5, page 30-37
	Second week/ Week 7 of semester	<b>Unit 6 – Women in business</b> Discussing about the importance of women in business. Reading & Listening. Vocabulary. Speaking - Role play: Do we need more women managers? Writing: Memo or email. Review and test during the same week.	“English for Business Studies” Intermediate Student’s Book. Unit 6, page 38-41
	Third week/ Week 8 of semester	<b>Unit 7 - The different sectors of the economy</b> Discussing about the sectors of economy. Reading & Listening. Vocabulary. Speaking - Discussion: Your place in the economy. Writing: Business news item.	“English for Business Studies” Intermediate Student’s Book. Unit 7, page 42-46
	Fourth week/ Week 9 of semester	<b>Unit 8 – Production</b> Discussing about production capacity and inventory. Reading & Listening. Vocabulary. Speaking - Role play: Choosing suppliers. Writing: E-mail.	“English for Business Studies” Intermediate Student’s Book. Unit 8, page 47-50
D E C	First week/ Week 10 of semester	<b>Unit 9 – Logistics</b> Discussing about potential supply chain risks. Reading & Listening. Vocabulary. Speaking - Case study: Risk analysis. Writing: Summary; report.	“English for Business Studies” Intermediate Student’s Book. Unit 9, page 51-55
	Second week/ Week 11 of semester	<b>Unit 10 – Quality</b> Discussing about different managerial approaches to quality. Reading & Listening. Vocabulary. Speaking -Role	“English for Business Studies” Intermediate Student’s Book.

<b>E</b>		play: A hotel chain in trouble. Writing: email.	Unit 10, page 56-59
<b>M</b>	Third week/ Week 12 of semester	<b>Unit 11 – Products</b> Discussing about products and branding strategies. Reading & Listening. Vocabulary. Speaking – Case study: Researching a product concept. Writing: Report.	“English for Business Studies” Intermediate Student’s Book. Unit 11, page 60-63
<b>E</b>	Fourth week/ Week 13 of semester	<b>Unit 12 – Marketing</b> Discussing about the product life cycles and pricing and distribution strategies. Reading & Listening. Vocabulary. Speaking – Case study: Promoting a new product. Writing: Description of distribution channels.	“English for Business Studies” Intermediate Student’s Book. Unit 12, page 64-68
<b>J</b>	First week/ Week 14 of semester	<b>Unit 13 – Advertising</b> Discussing about advertising and sales promotion techniques. Reading & Listening. Vocabulary. Speaking – Scripting a radio commercial. Writing: Summaries; radio commercial.	“English for Business Studies” Intermediate Student’s Book. Unit 13, page 69-72
<b>U</b>	Second week/ Week 15 of semester	<b>Unit 14 – Banking</b> Discussing about types of banks and financial institutions. Reading & Listening. Vocabulary. Speaking - Role play: Microfinance. Writing: Minutes of a meeting. A review of grammar, economic terms, vocabulary, as a preparation for the exam.	“English for Business Studies” Intermediate Student’s Book. Unit 14, page 73-76
<b>A</b>			
<b>R</b>			
<b>Y</b>			

**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 I

Të dhënat bazë të lëndës	
Njësia akademike:	Fakulteti Ekonomik – Prishtinë
Titulli i lëndës:	Gjuhë angleze I
Niveli:	Bachelor
Statusi lëndës:	Obligative
Viti i studimeve:	Viti i parë, semestri i parë, nga 1 tetor deri 15 janar
Numri i orëve në javë:	2 orë në javë për secilin grup (varësisht nga numri i grupeve)
Vlera në kredi – ECTS:	4
Koha / lokacioni:	Sipas orarit
Mësimdhënësi i lëndës:	Dr. Shpresa Hoxha, profesor i rregullt Dr. Sadete Pllana, profesor asistent MA Halil Asllani, kandidat i doktoranturës
Të dhënat kontaktuese:	E-mail: <a href="mailto:shpresa.hoxha@uni-pr.edu">shpresa.hoxha@uni-pr.edu</a> ; Mob: 044-377-557; Kab. nr.68. E-mail: <a href="mailto:sadete.pllana@uni-pr.edu">sadete.pllana@uni-pr.edu</a> ; Mob: 044-333-252; Kab. nr. 96
Përshkrimi i lëndës	<i>Gjuha Angleze I për studime biznesore dhe student të ekonomisë. Janë të përfshira disa prej degëve të rëndësishme të ekonomisë: menaxhmenti, prodhimi dhe marketingu, të ndara në 14 njësi mësimore 1 - 14.</i>
Qëllimet e lëndës	<i>Përfitimi i njohurive nga anglishtja për ekonomistë dhe tendenca që kandidatët të aftësohen për të kuptuar, shpjeguar, komunikuar dhe për të përkthyer njësitë mësimore të gjuhës angleze në gjuhën shqipe konform profesionit të tyre.</i>
Rezultatet e pritura të nxënies:	<i>Studenti mëson: të komunikojë në gjuhë profesionale, terminologji ekonomike, të shkruaj me rregulla gramatikore, të hartojë ese dhe shqiptim të drejtë të fjalëve të gjuhës angleze.</i>
<b>Kontributi në ngarkesën e studentit (duhet të përputhet me rezultatet e të nxënit të studentit)</b>	

**Orari i realizimit të përmbajtjes së lëndës**

<b>Aktiviteti</b>	<b>Orë</b>	<b>Ditë/javë</b>	<b>Gjithsej</b>
Ligjërata	2 orë	1 / 15	30 orë
Punë praktike			
Kontaktet me mësimdhënësin/konsultimet	2 x 2 orë	2 / 15	60 orë
Ushtrime			
Teste, seminare	4 orë		4 orë
Detyra të shtëpisë	1 orë	1 / 15	15 orë
Koha e studimit 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, prezantime, provim final)	Varet nga numri i studentëve të paraqitur		
Projektet,prezantimet ,etj	1 orë	1 / 15	15 orë
<b>Totali</b>			<b>156 orë</b>

**Metodologjia e mësimdhënies:**

*Shpjegimi i mësimit, pyetje dhe përgjigje rreth mësimit, përkthimi i fjalëve të panjohura përmes shpjegimit në gjuhën angleze dhe shqipe. Biseda dhe prezantime;punime me shkrim, duke përfshirë hartimin e eseve, përmbledhjeve, aplikacioneve,raporteve etj.*

**Metodat e vlerësimit:**

*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*

**Literatura**

**Literatura bazë:**

**English for Business Studies** (A Course for Business Studies and Economics students-3<sup>rd</sup> Edition) by Ian MacKenzie; Cambridge University Press, 2010.

**Literatura shtesë:**

1. John Eastwood, "Oxford Practice Grammar" Oxford University Press 1997
2. Regina Hayon Cohen, Gramatikë praktike e anglishtes, "English Grammar", translated by: Diana Dibra, Tiranë, 2004.
3. Pavli Qesku: "Fjalor Anglisht-Shqip" EDFA Tiranë, 2000.
4. Ilo Duro, Ramazan Hysa, "Fjalor Shqip-Anglisht" Rilindja Prishtinë,1988.
5. Nexhmi Rexha: "Fjalor i biznesit, ekonomikës dhe financës" 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.

<b>Java kalendarike</b>		<b>Titulli/tema</b>	<b>Literatura</b>
<b>T E T O R</b>	Java e parë/ Java 1 e semestrit	Prezantim & informim lidhur me literaturen dhe burimeve tjera, që kanë të bëjnë me lëndën. Përsëritje të gramatikës.	
	Java e dytë/ Java 2 e semestrit	<b>Unit 1 – Management</b> Discussing about general knowledge concerning Management. Reading & Listening. Vocabulary. Speaking - Case study: Selecting a Chief Operating Officer. Writing: Summary; email.	“English for Business Studies” Intermediate Student’s Book Unit 1, page 10-14
	Java e tretë/ Java 3 e semestrit	<b>Unit 2 – Work and motivation</b> Discussing about work and motivation. Reading & Listening. Vocabulary. Speaking - Case study: A car manufacturer. Writing: Summary; email.	“English for Business Studies” Intermediate Student’s Book Unit 2, page 15-20
	Java e katërt/ Java 4 e semestrit	<b>Unit 3 – Company structure</b> Discussing about how companies are structured. Reading & Listening. Vocabulary. Speaking - Presentation: Presenting a company. Writing: Notes for a presentation.	“English for Business Studies” Intermediate Student’s Book Unit 3, page 21-25
	Java e pestë/ Java 5 e semestrit	<b>Unit 4 - Managing across cultures</b> Discussing about the importance of cultural differences among difference countries and continents. Reading & Listening. Vocabulary. Speaking - Role play: Welcoming American colleagues. Writing: Autobiographical text.	“English for Business Studies” Intermediate Student’s Book Unit 4, page 26-29
<b>N Ë N T O R</b>	Java e parë/ Java 6 e semestrit	<b>Unit 5 – Recruitment</b> Discussing about the process of recruitment. Reading & Listening. Vocabulary. Speaking - Role play: A job interview. Writing: CV or resume.	“English for Business Studies” Intermediate Student’s Book Unit 5, page 30-37
	Java e dytë/ Java 7 e semestrit	<b>Unit 6 – Women in business</b> Discussing about the importance of women in business. Reading & Listening. Vocabulary. Speaking - Role play: Do we need more women managers? Writing: Memo or email. Review and test during the same week.	“English for Business Studies” Intermediate Student’s Book. Unit 6, page 38-41
	Java e tretë/ Java 8 e semestrit	<b>Unit 7 - The different sectors of the economy</b> Discussing about the sectors of the economy. Reading & Listening. Vocabulary. Speaking - Discussion: Your place in the economy. Writing: Business news item.	“English for Business Studies” Intermediate Student’s Book. Unit 7, page 42-46
	Java e katërt/ Java 9 e semestrit	<b>Unit 8 – Production</b> Discussing about production capacity and inventory. Reading & Listening. Vocabulary. Speaking - Role play: Choosing suppliers. Writing: Email.	“English for Business Studies” Intermediate Student’s Book. Unit 8, page 47-50
<b>D H J</b>	Java e parë/ Java 10 e semestrit	<b>Unit 9 – Logistics</b> Discussing about potential supply chain risks. Reading & Listening. Vocabulary. Speaking - Case study: Risk analysis. Writing: Summary; report.	“English for Business Studies” Intermediate Student’s Book. Unit 9, page 51-55
	Java e dytë/ Java 11 e semestrit	<b>Unit 10 – Quality</b> Discussing about different managerial approaches to quality. Reading & Listening. Vocabulary. Speaking -Role play: A hotel chain in trouble. Writing: Email.	“English for Business Studies” Intermediate Student’s Book. Unit 10, page 56-59

<b>E T O R</b>	Java e tretë/ Java 12 e semestrit	<b>Unit 11 – Products</b> Discussing about products and branding strategies. Reading & Listening. Vocabulary. Speaking – Case study: Researching a product concept. Writing: Report.	“English for Business Studies” Intermediate Student’s Book. Unit 11, page 60-63
	Java e katërt/ Java 13 e semestrit	<b>Unit 12 – Marketing</b> Discussing about the product life cycles and pricing and distribution strategies. Reading & Listening. Vocabulary. Speaking – Case study: Promoting a new product. Writing: Description of distribution channels.	“English for Business Studies” Intermediate Student’s Book. Unit 12, page 64-68
<b>J A N A R</b>	Java e parë/ Java 14 e semestrit	<b>Unit 13 – Advertising</b> Discussing about advertising and sales promotion techniques. Reading & Listening. Vocabulary. Speaking – Scripting a radio commercial. Writing: Summaries; radio commercial.	“English for Business Studies” Intermediate Student’s Book. Unit 13, page 69-72
	Java e dytë Java 15 e semestrit	<b>Unit 14 – Banking</b> Discussing about types of banks and financial institutions. Reading & Listening. Vocabulary. Speaking - Role play: Microfinance. Writing: Minutes of a meeting. A review of grammar, economic terms, vocabulary, as a preparation for the exam.	“English for Business Studies” Intermediate Student’s Book. Unit 14, page 73-76

#### **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 qëndrimin akademik;*
- *Respektimi i orarit të ligjëratave (shkyqje e telefonave celular, etj.)*





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

### SYLLABUS OF THE COURSE: ENGLISH II

Basic information about the course (subject)	
<b>Academic unit:</b>	<b>FACULTY OF ECONOMY- PRISHTINA</b>
<b>Title of course:</b>	<b>ENGLISH II</b>
<b>Level:</b>	<b>BACHELOR</b>
<b>Status of course:</b>	<b>Optional</b>
<b>Year of study:</b>	<b>2<sup>nd</sup> year, 4<sup>th</sup> semester, from February 15<sup>th</sup> to May 31<sup>st</sup></b>
<b>Number of hours per week:</b>	<b>2 classes each group (depending on the number of groups)</b>
<b>Value of credits – ECTS:</b>	<b>6</b>
<b>Time / location:</b>	<b>According to the lecture schedule</b>
<b>Professors of course:</b>	<b>Shpresa Hoxha, PhD. full professor Sadete Pllana, PhD. professor assistant</b>
<b>Contact details:</b>	<b>Email: <a href="mailto:shpresa.hoxha@uni-pr.edu">shpresa.hoxha@uni-pr.edu</a>; Mob: 044 377 557; Office no. 68 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>	<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>
<b>Objectives of the course:</b>	<i>The course aims to:</i> <ul style="list-style-type: none"> <li>• <i>present the students with the language and concepts of business and economic founds in books, journals, newspapers and magazines, and on websites;</i></li> <li>• <i>develop their comprehension of business and economics texts;</i></li> <li>• <i>develop their listening skills in the fields of business and economics;</i></li> <li>• <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></li> </ul>
<b>Expected results of learning:</b>	<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
<b>Total</b>			<b>156 hours</b>
<b>Teaching methodology:</b>	<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>		
<b>Evaluation methods:</b>	<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>		
<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, <i>“Oxford Practice Grammar”</i> Oxford University Press 1997</li> <li>2. Regina Hayon Cohen, Gramatikë praktike e anglishtes, <i>“English Grammar”</i>, translated by: Diana Dibra, Tiranë, 2004.</li> <li>3. Pavli Qesku: <i>“Fjalor Anglisht-Shqip”</i> EDFA Tiranë, 2000.</li> <li>4. Ilo Duro, Ramazan Hysa, <i>“Fjalor Shqip-Anglisht”</i> Rilindja Prishtinë, 1988.</li> <li>5. Nexhmi Rexha: <i>“Fjalor i biznesit, ekonomikës dhe financës”</i> ANGLISHT-SHQIP SHQIP-ANGLISHT, ASAU, Prishtinë, 2009.</li> <li>6. Internet: Financial Dictionary <a href="http://www.investopedia.com/dictionary/">http://www.investopedia.com/dictionary/</a></li> <li>7. Internet: <a href="http://www.english4u.com">http://www.english4u.com</a></li> <li>8. Longman Business English Dictionary online</li> <li>9. English synonyms and antonyms: <a href="http://www.thesaurus.com/">http://www.thesaurus.com/</a>; and other websites</li> <li>10. Luan Kaceli, Dictionary of law, economy and business English – Albanian, Tirana 2002.</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.	“English for Business Studies” Intermediate Student’s Book Unit 15, page 77-80
<b>M</b> <b>A</b> <b>R</b> <b>C</b> <b>H</b>	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.	“English for Business Studies” Intermediate Student’s Book Unit 16, page 81-85
	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.	“English for Business Studies” Intermediate Student’s Book Unit 17, page 86-90
	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.	“English for Business Studies” Intermediate Student’s Book Unit 18, page 91-94
	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.	“English for Business Studies” Intermediate Student’s Book Unit 19, page 95-99
	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.	“English for Business Studies” Intermediate Student’s Book. Unit 20, page 100-104
<b>A</b> <b>P</b> <b>R</b> <b>I</b> <b>L</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?	“English for Business Studies” Intermediate Student’s Book. Unit 21, page 105-108
	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.	“English for Business Studies” Intermediate Student’s Book Unit 22, page 109-113
	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	“English for Business Studies” Intermediate Student’s Book Unit 23, page 114-118

	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.	“English for Business Studies” Intermediate Student’s Book Unit 24, page 119-123
<b>M A Y</b>	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.).*



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: <a href="mailto:shpresa.hoxha@uni-pr.edu">shpresa.hoxha@uni-pr.edu</a> ; Mob: E-mail: <a href="mailto:sadete.pllana@uni-pr.edu">sadete.pllana@uni-pr.edu</a> ; Mob: 044-333-252; Kab. nr. 96
Përshkrimi i lëndës	<i>Anglishtja për studime biznesore 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"> <li>• 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;</li> <li>• të zhvilloj të kuptuarit e tyre të biznesit dhe teksteve të ekonomisë;</li> <li>• të zhvilloj aftësitë e tyre në fushën e biznesit dhe të ekonomisë;</li> <li>• 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.</li> </ul>
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>

<b>Kontributi në ngarkesën e studentit (duhet të përputhet me rezultatet e të nxënit të studentit)</b>			
<b>Aktiviteti</b>	<b>Orë</b>	<b>Ditë/javë</b>	<b>Gjithsej</b>
Ligjërata	2 orë	1 / 15	30 orë
Punë praktike			
Kontaktet me mësimdhënësin/konsultimet	2 x 2 orë	2 / 15	60 orë
Ushtrime në teren			
Kollokuiume, 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
<b>Totali</b>			<b>156 orë</b>
<b>Metodologjia e mësimdhënies:</b>	<i>Shpjegimi i mësimive, pyetje dhe përgjigje rreth mësimëve, përkthimi i fjalëve të panjohura në gjuhën shqipe dhe shpjegimi i tyre në gjuhën angleze. Biseda, dhe diskutime rreth mësimëve dhe prezantime. Hartime me shkrim, duke përfshirë ese, përmbledhje, memorandume dhe raporte.</i>		
<b>Metodat e vlerësimit:</b>	<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>		
<b>Literatura</b>			
<b>Literatura bazë:</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>Literatura shtesë:</b>	<ol style="list-style-type: none"> <li>1. John Eastwood, “<i>Oxford Practice Grammar</i>” Oxford University Press 1997</li> <li>2. Regina Hayon Cohen, Gramatikë praktike e anglishtes, “<i>English Grammar</i>”,përktheu: Diana Dibra, Tiranë, 2004.</li> <li>3. Pavli Qesku: “<i>Fjalor Anglisht-Shqip</i>” EDFA Tiranë, 2000.</li> <li>4. IloDuro, Ramazan Hysa, “<i>FjalorShqip-Anglisht</i>” RilindjaPrishtinë,1988.</li> <li>5. Nexhmi Rexha: “<i>Fjalor i biznesit, ekonomikës dhe financës</i>” Anglisht-Shqip Shqip-Anglisht, ASAU, Prishtinë, 2009.</li> <li>6. Internet: Financial Dictionary <a href="http://www.investopedia.com/dictionary/">http://www.investopedia.com/dictionary/</a></li> <li>7. Internet: <a href="http://www.english4u.com">http://www.english4u.com</a></li> <li>8. Longman Business English Dictionary online</li> <li>9. English synonyms and antonyms: <a href="http://www.thesaurus.com/">http://www.thesaurus.com/</a>; and other websites</li> <li>10. Luan Kaceli, Dictionary of law, economy and business English – Albanian, Tirana 2002.</li> </ol>		

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	<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.	“English for Business Studies” Intermediate Student’s Book Unit 15, page 77-80
M A R S	Java e parë/ Java 3 e semestrit	<b>Unit 16 – Bonds</b> 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	<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.	“English for Business Studies” Intermediate Student’s Book Unit 17, page 86-90
	Java e tretë/ Java 5 e semestrit	<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.	“English for Business Studies” Intermediate Student’s Book Unit 18, page 91-94
	Java e katërt/ Java 6 e semestrit	<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.	“English for Business Studies” Intermediate Student’s Book Unit 19, page 95-99
	Java e pestë/ Java 7 e semestrit	<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.	“English for Business Studies” Intermediate Student’s Book Unit 20, page 100-104
P R I L	Java e parë/ Java 8 e semestrit	<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?	“English for Business Studies” Intermediate Student’s Book Unit 21, page 105-108
	Java e dytë/ Java 9 e semestrit	<b>Unit 22 – Government and taxation</b> 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	<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	“English for Business Studies” Intermediate Student’s Book Unit 23, page 114-118

	Java e katërt/ Java 11 e semestrit	<b>Unit 24 – Corporate social responsibility</b> 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
<b>M A J</b>	Java e parë/ Java 12 e semestrit	<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
	Java e dytë/ Java 13 e semestrit	<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
	Java e tretë/ Java 14 e semestrit	<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
	Java e katërt/ Java 15 e semestrit	<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

### 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.)*