Course content and methodology

English for Business

Professor BOURAS Meriem

University of Oum El Bouaghi-Algeria

Academic year 2023-2024

Outline of the course

- Company law
- International accounting standards
- Financial statements
- Describingcharts, diagrams, and tables
- Assets and liabilities
- Depreciation and amortization
- Business ethics

Timing

المكتسبات اللغوية	محتوى المحاضرة	الأسبوع
Jobs and Departments	Sole trader Public Limited company Private Limited Company	الأسبوع الأول
Common verbs for describing structure (contains, consists of, includes, isdividedinto, is made up of, iscomposed of)	Articles of Association	الأسبوع الثاني
Describing positive and negative features	Accounting Principles	الأسبوع الثالث
Evaluations and comparisons with adjectives	Accounting Principles (2)	الأسبوع الرابع
Pronunciation of final –s	1. Incomestatement 2. Cash flow statement	الأسبوع الخامس
Relative clauses	Balance sheet	الأسبوع السادس
Giving successful presentations	Fall and rise	الأسبوع السابع
Giving successful presentations	Verbs and phrases to describe graphs, charts and tables	الأسبوع الثامن
Pronunciation of the final –ed	Assets and liabilities	الأسبوع التاسع
Negotiation (Signaling, checking understanding, summarizing	Depreciation and Amortization	الأسبوع العاشر
Negotiation (2)	Depreciation and Amortization (2)	الأسبوع الحادي عشر
Compound nouns	Social responsibility of business	الأسبوع الثاني عشر
Words to describe illegal activity and unethical behavior	Types of unethical behaviours in Accounting.	الأسبوع الثالث عشر

Objectives of the course

At the end of this course, the student will be able to:

- Explain and illustrate core economic theories and business vocabulary.
- Understand the correct vocabulary and grammar structures for specific tasks.
- Engage in creative thinking and provide insightful and beneficial analytical remarks, as well as simulate real-life situations that they will be facing in the future.
- Collaborate in teams to engage in problem-solving activities, task-sharing, assignment preparation, negotiation simulations, and prospective exercises.

Teaching method

- Contact hours in 2ed semester:

  19H&30Min (BOURAS Meriem)

- Lectures:

- Students are required to engage actively in the course, defend their opinions, and engage in discussions on controversial topics.

 The course aims to stimulate and enhance crucial analytical abilities.

"It is important to have studied the content before."

- Group assignment and presentation:

- Each student, working in groups, is expected to complete an assignment and then present their results in class. The maximum time for presentations is 20 minutes, with an additional 10 minutes for discussion.

- A complete learning folder is supplied throughout the course, including essential course material, detailed outlines, and the slides for each chapter.

Assessment

- Attending: 5 points

- Participation: 3 points

- Assignment and presentation: 8 points

- Final test: 4 points

Assignments and presentations

- To make sure that every student is treated fairly, the group assignment and subject are provided two weeks before the class begins.

- Total duration of the exercise 20 minutes

– *5 minutes presentation for each stakeholder*

– *Followed by a 10 minutes Q&A session*

- It is necessary to present using PowerPoint.

- One day before the presentation, a PowerPoint must be sent to the Professor's email address (bourasmeriem95@gmail.com); changes are not permitted after that.

Course materials

Publishing House and the year	Author Name	Reference
Cambridge university press, third edition, 2010	*Ian Mackenzie*	*English for business studies, a course for business studies and economics. student's Book.*

1. *Evan Frando& Sean Mahoney (2011). English for Accounting, Oxford University Press.*
2. *Simon Sweeney (2019). English for Business Communication. Cambridge University Press, Second Edition.*
3. *Ian Mackenzie (2006). Professional English in Use, Finance. Cambridge University Press.*
4. *Business English pods*
5. *Handouts with texts and exercises to do.*