



Course content and methodology

English for Business

BOURAS Meriem

University of Oum El Bouaghi-Algeria

Academic year 2024-2025

Outline of the course

- Business Correspondence
- Limited Liability Companies (LLC) in Algerian Law
- Joint Stock/ Business Corporations in Algerian law
- Sectoral accounting
- Tax audit
- Accounting in banks and insurance companies
- Sustainability and strategic audit

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

First examination session:

- 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

- Frendo, E., Mahoney, S., & Rosetti, S. (2007). English for accounting (pp. 1-64). Oxford University Press.
- Guffey, M. E., & Seefer, C. M. (2019). Business English. Cengage Learning.
- Ian Mackenzie. (2006). Professional English in Use. Cambridge University Press.
- Ian Mackenzie. (2008). English for the Financial Sector. Cambridge University Press.
- Ian Mackenzie. (2010). English for Business Studies: A Course for Business Studies and Economic Studies. Cambridge University Press, 3rd Edition.
- Online accounting terminology glossary.
- Online resources for academic writing, reading, and speaking in English.
- Simon Sweeney. (2019). English for Business Communication. Cambridge University Press.

debate

short answers

2 min



01

what is the main reason that blocks the Algerian economy from achieving development and prosperity?

02

Is digitalization the best solution to fight bureaucracy in the Algerian administration?

“What is the difference between digitalization and digitization?”

03

what is your opinion about the government's policy to diversify the economy by supporting the creation of start-up companies?