

Department	General Studies	Major	Admin. Technology							
Course Name	English Language 2	Course Code	ENGL 112							
Prerequisites	ENGL 111	Credit Hours CRH	3		CTH			4		
			L	3	P	0	T	1		
Course Description:										
This course is designed to consolidate students’ knowledge of English with business- related skills and vocabulary necessary for an adequate performance in the business work place. It provides students with the language skills and confidence to use English in a wide range of business and social situations. It aims at boosting the students ' communication skills necessary for good performance on the job through large doses of listening, speaking, reading, and writing activities.										
General Objective:										
This course aims to create opportunities for students to practice English in business related settings and situations.										
Detailed Objectives:										
By the end of the course, trainees will demonstrate their abilities to do the following :										
1-	Use a wide range of business related vocabulary									
2-	Carry out a reasonable range of spoken exchanges required in business related settings and situations									
3-	Show reasonable awareness of business trends and etiquette									
4-	Write relatively short pieces of writing required in an administrative job									
5-	Carry out telephone exchanges and write emails on familiar topics									
6-	Read short letters, memos, and messages									
7-	Interpret information in a graph, charts and diagrams									
8-	Present themselves, their jobs and company, to clients / others									
Safety Procedures:										
1-	The interns must follow the instructions of safety.									
2-	The interns must follow the Islamic ethics in maintaining the cleanliness and safety of the place.									

SYLLABUS		
Hours	Contents	Instructional Objectives Students will learn and practice the following Language forms and functions:
4	Unit 11 Small Talk: Part A: Breaking the Ice Part B: Keeping a conversation going	<ul style="list-style-type: none"> • Use greeting phrases in informal social chats when meeting for first time • Identify topics from listening • Learn small talks etiquette • Listen and identify good small talks • Give "answer plus" to questions • Tell the time • Write a reply to letters
6	Unit 12 Getting Personal: Part A: Talking about your career Part B: taking about your experiences	<ul style="list-style-type: none"> • Practice talking about careers • Identify career from listening • Associates dates with career • Use preposition of time talk about career • Practice talking about experience • Listen and identify job interview • Use the present perfect to talk about some time/an exact time in the past • Use the past simple to talk about some time/ an exact time in the past • Use ever/ at any time
6	Unit 13 Entertaining Part A: Recommending Part B: Inviting and responding	<ul style="list-style-type: none"> • Learn different ways of recommending food in a restaurant, and how to respond to recommendations • Take notes from a listening conversation • Listen to a conversation and fill in the gaps • Distinguish between the words describing how things are cooked and words used to describe how things taste

SYLLABUS

Hours	Contents	Instructional Objectives Students will learn and practice the following Language forms and functions:
		<ul style="list-style-type: none"> • Write a description of a dish that visitors like to try • Role play a host/ visitor in a restaurant for a business dinner • Use the passive voice to describe actions when one doesn't know or doesn't want to say who performed them • Brainstorm things one would like to do on a visit to another country • Learn to make invitations, and how to respond to them politely (accepting or refusing) • Practice making invitations and responding to them • Write a short email accepting an invitation and asking questions
2	Review: Trainees will review and practice forms, meaning, and use of the instructional content of unit 11,12, and 13	
6	Unit 14 Getting Help Part A: Giving instructions Part B: Talking about problems Part C: Giving advice	<ul style="list-style-type: none"> • Listen to someone giving instructions, rearrange them, and fill in the missing verbs • Use sequencing adverbs to make the instructions easier to follow • Use the imperative to explain how to do things (positive & negative imperatives) • Practice giving instructions for making a business card • Match problems to advice • Read about employees and correct the mistakes • Practice giving advice to various problems • Listen to a text about problems, and fill in the missing information • Talk in pairs about the problems one might have on the first day of work

SYLLABUS		
Hours	Contents	Instructional Objectives Students will learn and practice the following Language forms and functions:
6	Unit 15 Working Together Part A: Making requests Part B: Making suggestions	<ul style="list-style-type: none">• Learn how to make polite requests• Learn how to respond to requests• Practice making requests and giving responses• Write an email asking for a company brochure and information on health insurance• Read descriptions of different types of meetings• Match verbs to nouns to make different ways of making a product• Listen to a meeting and complete the suggestions and the responses• Learn how to make suggestions• Learn how to respond to suggestions (agreeing & disagreeing politely)• Role play short conversations about suggestions and responses
2	Review: Trainees will review and practice forms, meaning, and use of the instructional content of unit 14 and 15	
2. Gareth Knight, Mark Oneil, Bernie Hayden, (2008) Business Goals 2		
6	Unit 1 Greeting Visitors: Part A: Greeting visitors to your country Part B: Greeting visitors to your office	<ul style="list-style-type: none">• Listen and identify topics in a conversation• Greet visitors with "can I help you"• Identify speakers in a conversation• Practice meeting visitors at the airport• Use etiquette when making "small business talks"• Identify proper responses in business meetings• Form past simple questions

SYLLABUS		
Hours	Contents	Instructional Objectives Students will learn and practice the following Language forms and functions:
		<ul style="list-style-type: none"> Select proper topics in business meetings
6	Unit 2 Companies: Part A: Describing companies Part B: Company profiles	<ul style="list-style-type: none"> Label diagrams from texts Use correct part of speech Vocabulary: business terms, accountancy, law, insurance...etc Identify different types of companies Scan texts for info Answer questions on reading texts Form passive form and use them in sentences Make questions using the passive form Ask questions about topics Write short profiles about specific companies Form compound nouns
6	Unit 3 Occupation: Part A: Describing your job Part B: Talking about your ability	<ul style="list-style-type: none"> Answer questions about jobs Use words to complete tables Identify people after listening to their place of work or responsibility Introduce themselves and their jobs Practice talking about their jobs Listen for true or false info Group words into categories Vocabulary: Personal qualities: be creative, have patience Use for and since with the present perfect Identify best person for job according to histories and abilities.
2	Review	

SYLLABUS		
Hours	Contents	Instructional Objectives Students will learn and practice the following Language forms and functions:
	Trainees will review and practice forms, meaning, and use of the instructional content of unit 1,2, and 3	
4	Unit 4 Products: Part A: Talking about office equipment Part B: Talking about features and benefits	<ul style="list-style-type: none"> Discuss the names and problems of different kinds of equipment Vocabulary: Identify adjectives and their opposites Grammar: too and enough Identify office needs of equipment Recognize the difference between features and benefits Decide among different presentation equipment according to needs
4	Unit 5 Comparing Services: Part A: Business services Part B: Expressing your opinion	<ul style="list-style-type: none"> Vocabulary: come up with the right adjective from a noun: convenience-convenient, etc. Identify the right service(s) for a job Use adverb to add meaning to adjectives Identify the right venue for a presentation, conference, etc. Take notes from a listening conversation about advantages and disadvantages Distinguish the different expressions used for agreement, disagreement or giving opinion Reply to emails, and give opinion Decide on one choice among different alternatives by analyzing advantages and disadvantages
2	Review: Trainees will review and practice forms, meaning, and use of the instructional content of unit 4 and 5	

SYLLABUS		
Hours	Contents	Instructional Objectives Students will learn and practice the following Language forms and functions:
2	Final Exam	
64	Total	

Textbooks	Gareth Knight, Mark Oneil, Bernie Hayden, (2004) Business Goals 1. Gareth Knight, Mark Oneil, Bernie Hayden, (2008) Business Goals 2.
Additional Readings and Teaching Aids.	1. Course Book Audio CD. 2. Workbook with Audio CD
References:	Oxford Word Power Dictionary