



**Public University of Prizren “Ukshin Hoti”**

**Faculty of Economic**

**Program: International Management**

<b>PROGRAMI MËSIMOR – SYLLABUS</b>							
<b>Level of studies</b>	<b>Bachelor</b>	<b>Program</b>	<b>International Management</b>	<b>Academic year</b>	2019/20		
<b>Subject</b>		<b>English Language II</b>					
<b>Year</b>	II	<b>Status of the subject</b>	<b>O</b>	<b>Code</b>		<b>ECTS credit</b>	5
<b>Semester</b>	III						
<b>Lessons</b>	15	<b>Classes</b>			<b>Lectures</b>	<b>Exercises</b>	
					2	2	
<b>Learning Methodology consultations</b>	Lectures, exercises, workshops, consultations, tests.						
<b>The teacher</b>	<b>Prof. Dr. Jusuf Mustafai</b>			<b>e-mail</b>	<a href="mailto:jusufmustafai@yahoo.com">jusufmustafai@yahoo.com</a>		
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<b>Study purpose of the subject</b>	<b>Student Benefits</b>
<p>The purpose of this course is to help students with the necessary knowledge in the field of Economy especial in order to acquire and actively use the basic theoretical and practical knowledge of English in the field of International Menaxhment. Students will also be able to acquire the necessary knowledge of communication in a satisfactory level in English, to be able to understand and express their basic thoughts and to create the necessary basis for advancing their knowledge in the field of computer terminology and to move to higher levels of learning and communication in English.</p>	<p>Upon completion of the semester, students should be able to understand and use common economic and computer terminology and terminology in order to acquire the material foreseen in the curriculum and to meet their specific needs. The inalienable presence of the students in lectures and exercises, performing tasks during classroom exercises, timely completion of homework, realization of two colloquiums (one in the middle and one at the end of the semester), participation in working groups, use of literature compulsory reading and reading of supplementary texts, continuous activity during exercises and oral</p>

	presentation etc.
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<b>Methodology for realization of learning topics:</b>			
Lectures, exercises, colloquia, interactive approaches, consultations, individual work, group work			
<b>Conditions for realization of the subject:</b>			
Adequate literature, use of texts, audio cassettes, CDs and adequate tests.			
<b>Student Assessment Mode (in%)</b>			
	<b>Rating in%</b>	<b>Final note</b>	
Colloquium I	Up to 50 points and these points are estimated in the total score from the colloquium and the final test.	51-60%-note 6 61-70 7 71-80 8 81-90 9 91-100 10	
Colloquium II	50% of the possible points + 1 point of the colloquium is considered successful and the points from this colloquium are added to the points from the final exam		
Final exam test	50% of the possible points +1 test points are rated positive. These points are added to the points from the seminar paper and from the colloquium to draw the final assessment		
<b>Student Obligations:</b>			
<b>Lectures</b>			
The student should be regular in lectures and exercises, make use of all learning opportunities, use compulsory and broader literature, be active and respect the rules on high school ethics in courtesy and co-operation.			
<b>Exercises</b>			
The student should be active in exercises and reflect willingness and knowledge of initiatives, ideas and demonstrations of knowledge acquired in lectures			
<b>Student load for the subject</b>			
<b>Activity</b>	<b>Hours</b>	<b>Days / Week</b>	<b>Total:</b>
Lectures	2	15 weeks	30 hours
Exercises	1	15 weeks	15 hours
Practical work			
Contact with the teacher / consultant	0,5	15 weeks	7.5 hours

Field exercises			
Seminars	0.5	15 weeks	7.5
Homework	0.6	15 weeks	10
Self-study time	1	15 weeks	15
Final Exam Preparation	1	15 weeks	15
Time spent in assessment (tests, quizzes, final exam)			
Projects, presentations etc..			
Remarks: 1 ECTS credits = 25 hours of engagement, if the course has 5 ECTS credits the student should have a commitment during the semester .		Total load:	125 hours

Weeks	Lectures:		Exercises:	
	Topics	Classes	Topics	Classes
1.	Orientation week, Meeting people, describing jobs, Commuters, Personality profile, Prepositions-jobs.	2	Wh-question forms, Present Simple Tense, Countries and nationalities, Word stress.	2
2.	Telephoning: Starting calls, Transferring information, describing what to do, Request.	2	<i>Can/could/may I/ would you, Instant situations, I'll...</i>	2
3.	Telephone language: <i>learn and borrow</i> , spelling the alphabet, telephone numbers: skills Work-Listening: messages.	2	Speaking: Two telephone role-plays. Writing: Business letters.	2
4.	Companies: Company profiles, Facilities, Organizations, Current activities, Company strength, Present Continuous and Present Simple Tenses	2	<i>Has got/It is/There is/There are</i>	2
5.	Company Departments: -s endings, Numbers. Listening: A presentation of BICC, Speaking :	2	Presenting your company, Reading	2
6.	Exchange Information: Descriptions, Explaining what you need, Size and dimension, Sorting words.	2	Language: Adjectives- was and were, Dimensions.	2
7.	Vocabulary/Pronunciation: Sorting and recording new vocabulary, Words with different spelling that sound the same, Skills Work, Speaking: A crossword, Listening: A sales team briefing,	2	Speaking: Executive toys.	2
8.	<b>Colloquium I</b>	2	<b>Consultations</b>	2

9.	Reporting: Company history, Saying when, Reporting on a trip, Complaints, Language: Past Simple tense,	2	Prepositions with time, Question forms	2
10.	Vocabulary/Pronunciation: in/on/at and time phrases, -ed verb endings: /d/,/t/,/id/. Skills Work: Reading: Marketing problems,	2	Speaking: Reporting on a work project.	2
11.	Socializing: Business Lunches, Offers, Interests and routines, Chatting. Language: <i>some and any</i> , Expressions of frequency, Polite replies. Countable and uncountable nouns- food.	2	Reading: Newspaper article on executive life styles. Speaking: Socializing over lunch	2
12.	Meetings: Recommending action, Asking for opinions, Making suggestions, Justifying decisions, Problem solving. Language: <i>Should, Expressing opinions, Going to(future)</i> . Listening: Taking notes of decisions at a meeting.	2	Speaking: Holding a meeting to discuss budget cuts.	2
13.	Making Arrangements: Dates, Timetables, plans and arrangements. Making appointments, Invitations, Fixing a time. Language: Present Simple and Continuous tenses (future), <i>Would</i> .	2	<i>Speaking: Arranging and rearranging a schedule</i>	2
14.	Describing Trends: Rises and falls, Describing changes, graphs, Giving reasons. Language: prepositions- finance, verbs of change, Adjectives and adverbs.	2	Speaking: Presenting graphs. Reading: The story of Coke.	2
15.	<b>Collocuim II</b>	2	Examples and consultations for the exam	2

<b>LITERATURE</b>
BUSINESS OBJECTIVES Student`s Book – Vicki Hollet New Edition- Oxford- Oxford University Press
BUSINESS OBJECTIVES Work Book – Vicki Hollet and Michael Duckworth New Edition- Oxford- Oxford University Press
<b>Additional Literature</b>

A Modern English Dictionary, Bilingual English / Albanian Dictionary of Computing and Computer Terminology, English-Albanian-English Dictionary cassettes, CDs, newspapers etc.

Prizren, 20.10.2017

Prof .Dr. JusufMustafai