

Basic course data			
Academic unit:	Faculty of Architecture, Design and Wood Technology		
Subject title:	English language		
Level:	Master		
Subject status:	Elective		
Year of studies:	I		
Number of classes per week:	4		
Credits - ECTS:	5		
Time / location:			
Lecturer:	Mr.Sc Burbuqe Bucaliu		
Contacts Details:	burbuqe.bucaliu@ushaf.net		
<b>Subject's description</b>			
	During the course of the English Language course, students will be able to communicate fluently, write and read. The course is designed for students who are prepared for career and want to improve their communication skills in the business field in English. During this course, students will be encouraged to use their own ideas, opinions and experiences in order to increase the ability to learn and involve themselves more easily.		
<b>Subject objectives</b>			
	The purpose of this course is to equip students with communication skills, in writing and reading in the business world. Through this course, students will enrich their lexicon.		
<b>Learning subject expected results:</b>			
	After the successful completion of this course students will be able to: <ul style="list-style-type: none"> <li>• Communicate easily and fluently in English in different situations</li> <li>• Evaluate teamwork</li> <li>• Increase your career prospects</li> <li>• Have communication skills in the business field as well</li> <li>• Use the grammar of English language</li> </ul>		
Contribution to the student's workload (which should correspond to the student's learning outcomes)			
Activity	Hours	Days/Week	Total
Lectures	2	12	24
Theoretical / laboratory exercises	2	10	20
Practical work	3	3	9

Contacts to the Lecturer / Consultations	1	5	5
Field exercises	2	3	6
Tests, student seminars	2	3	6
Home work	4	5	20
Time of self-study (in the library or home)	2	10	24
Final preparation for the exam	3	3	9
Time spent in assessment (tests, quiz, final exam)	2	1	2
Projects, presentations, etc.	3	1	3
<b>Total</b>			<b>128</b>
<b>Teaching methodology:</b>			
	Lectures and exercises combined with case studies and classroom discussions		
<b>Evaluations methods:</b>			
	For students who pass the exam Following 10% 40% course assignments, Written exam 50% For students who end up with intermediate tests Following 10% Course Course 40 Intermediate heads 25%, Intermediate Texts II 25%		
<b>Literature</b>			
<b>Basic Literature:</b>	1. Business English course book by David Cotton, David Falvey and Simon Kent		

<b>Desingne plann for lessons:</b>	
<b>Week</b>	<b>The lecture will take place</b>
<b>Weeks</b>	Introduction with subject syllabs.
<b>Week 1:</b>	Brands, Outsourcing production [reading], Two promotions [discussion], Case study, Language review.
<b>Week 2:</b>	Travel. A business travellers priorities, Talking about the future, Making arrangaments on the phone, Case study + Work, rest and play.
<b>Week 3:</b>	Organisation, A successful organization, Bright ideas, Socialising, introduction and networking, Case study "The call center"
<b>Week 4:</b>	Change, Change in retaling, Taking part in meetings "skills" Case study "Acquiring Metrot"

<b>Week 5:</b>	Money, Dealing with figures, Financial terms, Raising business capital, Describing trends, Case study "Investments"
<b>Week 6:</b>	Advertising, advertising media and methods, Planning advertising campaigns, Starting presentation, Case study "Focus advertising"
<b>Week 7:</b>	The first intermediate test
<b>Week 8:</b>	Cultures, Idioms, Cultural advice, Social English, Case study "Visitors"
<b>Week 9:</b>	Employment, The recruitment process, Retaining good staff, Managing meetings,
<b>Week 10:</b>	Trade, Free trade, Fair trade, Negotiating techniques, Case study "Writing essay"
<b>Week 11:</b>	Projects presentation
<b>Week 12:</b>	Quality, Quality control and customer service, Ethics, Case study "Profit and principle."
<b>Week 13:</b>	The second Intermediate Test
<b>Week 14:</b>	Final Examination (1) 283-279

**Academic Policies and Rules of Conduct:**

Regular attendance, keeping calm and active engagement in dialogue during lectures and exercises is mandatory.