



**REPUBLIC OF ALBANIA
UNIVERSITY OF TIRANA
FACULTY OF FOREIGN LANGUAGES
DEPARTMENT OF ENGLISH**



**COURSE SYLLABUS
Business English**

Contact classes: 4 credits, 40 seminars, 0 lectures
Academic year, term: Year II , Sem I
Course type: Elective
Curricular Course: Bachelor in English Language
Code of Ethics: UT Code of Ethics (Articles 4, 6, 7, 9)

SUMMARY AND LEARNING OUTCOMES:

The course aims at stimulating students' interest in the business field and help them acquire some of the fundamental business terminology concepts in English language and motivate a wide range of students in a business setting or employment relationship. At the same time, it aims at strengthening language skills and enrichment of their vocabulary in situations such as negotiations, presentations through the use of case studies based on real scenarios from the business world.

Materials are selected in such a way that they can be used in the classroom and may be used by the students in their homework or even outside. This enables the course instructor to objectively and continuously assess the students' preparation and their level of knowledge acquired during this course.

Learning outcomes:

- help students enrich their business vocabulary;
- help students develop the language needed for boosting important communication skills in the field of business;
- help students acquire some of the concepts of the fundamental business terminology;
- help students strengthen the use of language skills in certain situations

FUNDAMENTAL CONCEPTS:

1. business
2. customer care
3. companies
4. competition
5. specific business language
6. verb tenses