



**Palestine Technical University-Kadoorie
Ramallah Branch
Bachelor Students / Course Syllabus**



Faculty: Faculty of Business and Economics/ Ramallah			
Course Title:	Business Language	Course Number:	14110309
Year:	2023-2024	Semester:	
Instructor:	Dr. Asem Obied		
Instructor's e-mail:	asem.obied@ptuk.edu.ps	Office Hours:	Through LMS
Class Time:		Section:	Room:
Course description:	This course is designed to serve the university students in the faculties of Business. It offers a broad overview of the Business English skills in presentation, negotiation, meeting, resume, CV, covering letter and money that are needed in work. This course also exposes students to a variety of business English vocabularies and terms to help them express opinions about everyday work.		
Textbook(s):	Professional English, Business English, English club, 2018. https://www.englishclub.com/business-english/		
Course objectives:	This course aimed to build the student ability in business English, especially in the following topics: 1. Business Presentations and Public Speaking in English: 2. Negotiations in English. 3. Meetings in English. 4. Resumes (CVs) and Covering Letters in English. 5. Business English Vocabulary. 6. Money.		
Assessment Criteria:	Total Mark (_100_ %)		
	Midterm exam (units one, Two)	30%	
	Assignment (three)	10%	
	Forum, Participation	10%	
	Final exam (units: one, three, four, five, six)	40%	
General Notes: Class Policies	1-University regulation are valid and applied all through the semester and as long as the student's name is on the attendance list. 2- Mobiles must be invisible and totally switched off during class. 3- This class has been intentionally designed to be taught in English. Therefore, students are expected to participate actively to the best of their abilities, to create a supportive learning environment for their classmates, and to respect the teaching method.		

Course schedule		
WEEK	Topics to be discussed	COMMENTS
1 & 2 & 3	Unit One	
4	Unit two	
5	Unit two	WILL BE DECIDED
6 & 7	Unit two	
	Mid exam	WILL BE DECIDED
8	Unit three	
9	Unit three -- Test 2	
10	Unit three	
11 & 12	Unit four	
13	Unit five	
14	Unit six	
15	Revision	
16	FINAL EXAM	In due time