



**Palestine Technical University-Kadoorie
Diploma Students / Course Syllabus**



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| Faculty: Faculty of Technical Sciences / Ramallah | | |
| Course Title: | Business English | Course Number: 05121456 |
| Year: | 2023-2024 | Semester: First Semester |
| Instructor: | Dr. Asem Obied | Room: |
| Instructor's e-mail: | asem.obied@ptuk.edu.ps | Section: 1 |
| 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 basics skills in presentation, 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 basics, especially in the following topics: <ol style="list-style-type: none"> 1. Business Presentations and Public Speaking in English: 2. Meetings in English. 3. Resumes (CVs) and Covering Letters in English. 4. Business English Vocabulary. 5. Money. | |
| Assessment Criteria: | Total Mark (_100_ %) | |
| | Midterm exam (units one, Two) | 35% |
| | Assignment (three) | 10% |
| | Forum, Participation | 10% |
| | Final exam (units: one, three, four, five, six) | 45% |
| General Notes: Class Policies | <p>1-University regulation are valid and applied all through the semester and as long as the student's name is on the attendance list.</p> <p>2- Mobiles must be invisible and totally switched off during class.</p> <p>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.</p> | |
| Course schedule | | |
| WEEK | Topics to be discussed | COMMENTS |
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| 1 & 2 & 3 | Unit One | |
| 4 | Unit two | |
| 5 | Unit two | |
| 6 & 7 | Unit two | |
| | Mid exam | WILL BE DECIDED |
| 8 | Unit three | |
| 9 | Unit three | |
| 10 | Unit three | |
| 11 & 12 | Unit three | |
| 13 | Revision | |
| 16 | FINAL EXAM | In due time |