



Future Academy
Higher Future Institute for Specialized Technological Studies
Course Specification

• Course information:

Course Code:	114
Course Title:	English (1)
Year/level	1 st level - First Term
Academic Programs	Bachelor of Business administration (English)
Contact hours/ week	3 hrs

• Course aims:

- Acquire basic knowledge of business English.
- Identify different forms of technical writing.
- Compare between American & British business terminology.
- Recognize various verb forms & other grammatical components.

• Intended learning outcomes of the course (ILOs):

a- Knowledge and understanding:

On successful completion of this course, the student should be able to:

- a1- Acquire basic knowledge of business English & scientific terms
- a2- Identify different forms of technical writing.
- a3- Compare between American & British business terminology.
- a4- Recognize various verb forms & other grammatical components.
- A5- Write complete fully-structured sentences

b- Intellectual skills:

On completing this course, the student should be able to:

- b1- Develop listening for information & note taking
- b2- Summarizing texts to form professional summaries.
- b3- Re-arrange sentences & business events in a logical order
- b4- Differentiate between different forms such as nouns & verbs.
- B5- Analyze English sentences to detect sentences components.

c- Professional and practical skills:

At the end of this course, the student will be able to:

- c1- Write properly structured sentences using proper terms.
- c2- Create meetings to stimulate real business life.
- c3- Prepare business documents such as business email, fax etc.
- c4- Develop negotiation skills.

d- General and transferable skills:

On successful completion of this course, the student should be able to:

- d1 - Work in teams & co-operation
- d-2- Make oral presentation.
- d3- Master language skills: reading, writing, speaking & listening.
- d4- Develop negotiation skills.

• Course contents

Topics/units	Number of hours		ILO's
	Lecture hours	Practical hours	
Computer applications G. present simple+ Translation	3	-	a1,a2 , b3 , c4
Configuration G present cont. +. Translation	3	-	a5 , b4 , c1
Inside the system –G. Past simple tense + Translation	3	-	A2 , b2 ,c3
Bits and bytes G. –Past cont. + Translation	3	-	a1 , b4 , c2
Capture your favourite image G.Past cont. + Translation	3	-	a4 , 23 , c1
Work and jobs – G. (Present perfect +Translation	3	-	A3 , b2 , c4
Mid-semester exam	3	-	a1&2 , b 1&2 , c3&4
Recruitment and selection – G. Present perfect cont.) & Translation	3	-	a1 , b2 , c4
Skills and qualifications - G. Future simple Tense)& Translation .	3	-	a2 , b1 , c3

The Career Ladder – G. Future Perfect Tense & Translation	3	-	a1 , b1 , c4
Problems at work – G. Future continuous Tense & translation	3	-	a2 , b3, c2
Marketing and market orientation – G. Yes or No Questions & Translation	3	-	a1 , b3 , c4
Ways of Working – G. Wh questions & Translation	3	-	a4 , b3 , c3
Innovation and Invention – G. Tag Questions & Translation	3	-	a4 , b2 , c2
Revision	3	-	

• Teaching and learning methods

Methods	ILO's																			
	a1	a2	a3	a4	a5	b1	b2	b3	b4	b5	c1	c2	c3	c4	c5	d1	d2	d3	d4	d5
Lectures			√					√				√					√			
Practical sections				√				√				√			√				√	
Self-learning	√				√					√							√			√
Assays and reviews	√							√						√			√	√	√	√
Discussion groups		√			√				√				√				√		√	√
Problem-solving																				
E-learning																				
Blended learning																				

• Teaching and learning methods for Low-achieving students

- Extra teaching hours for those who need help
- More quizzes to assess their ability for understanding the course
- Encourage the team work for those students with other advanced ones to increase their participation and understanding

• Student assessment

Assessment method	Time	Grade weight (%)	Week	ILOs
Course Work (Tutorial Exercise and Assignments)		10	Every week	a1, a2,b1, b2, b3, c1,d1, d2
Quiz 1	1	10	Week#4	a1, a2,b1, b2, b3
Mid-term exam	1	20	Week#7	a1, a2,a3, b1, b2, b3, b4
Quiz 2	1	10	Week#11	a1, a2,b1, b2, b3
Final Written exam	2	50	----	a1,a2, a4, a5,b1, b2, b3, b5

• List of references

8.1. Student notebooks:

1- Murphy, R., Viney, B., Craven, M. (2014). English Grammar in Use: a Self-study Reference and Practice Book for Intermediate Learners of English.United Kingdom: Cambridge.

8.2. Essential textbooks:

- 1- Nelson, G., Greenbaum, S. (2013). An Introduction to English Grammar. United Kingdom: Taylor & Francis.
- 2- Emmerson, P. (2007). Business English Handbook: CD.. Germany: Hueber.

And Other Text Books

8.3. Recommended textbooks:

8.4. Journals, Periodical and Reportsetc.

- 1- Intermediate Business English periodicals.

8.5. Websites

- * WWW.market leader by David Colt
- * Infotech – global.co.uk

Course Coordinator: Dr. Zeinab Abdel Rashid

Head of department: Associate professor Dr. Mohamed Elbaz

Date of Approval: 9/7/2024