

NO.	TITLE		
1.	Subject	English for Academic Purposes	
2.	Subject Code	DHRM 105	
3.	Status	Major	
4.	Credit Hours	3	
5.	Semester	Semester 1, Year 1	
6.	Objectives	<ul style="list-style-type: none"> - Equip students with a working knowledge of English that will enable them to understand better concepts and theories of courses in business studies. - Expose students to different aspects of the English language and focus on reading, writing and speaking skills. - Prepare students for the workplace in relation to the preparation of curriculum vitae and interviews, and business writing. 	
7.	Learning Outcome	<p>Upon completion of the unit, students will be able to:</p> <ul style="list-style-type: none"> - Use key words and expressions relating to business studies and marketing; - Read and scan for information from texts and other sources; - Summarise main ideas of texts and articles. - Identify and practise different approaches in presentation; - Discuss critically given texts and articles; - Prepare curriculum vitae and interviews. 	
8.	Synopsis	This unit is designed for students in business and administration studies, the aim being enhancement of English language proficiency. It also enables students to develop reading and writing skills, and to improve on business communications	
9.	Syllabus and Contact Hours	Syllabus	Contact Hours
		1. Language Awareness <ul style="list-style-type: none"> - Tenses - Subject-verb agreement - Prepositions - Conjunctions and connectors 2. Adjectives and Adverbs <ul style="list-style-type: none"> - Sentence structure - Development of paragraphs - Parallelism - Shifts 3. Listening and Speaking <ul style="list-style-type: none"> - Group discussion and exchange of ideas (agreement and disagreement) - Exchange of ideas, persuasion and negotiation - Introduction to public speaking 	<p>3</p> <p>3</p>

		<p>4. Reading and Writing</p> <ul style="list-style-type: none"> - Reading with understanding and correct pronunciation and intonation. - Dictionaries and their usage - Building up of vocabulary in business studies and marketing <p>5. Study Skill</p> <ul style="list-style-type: none"> - Note-taking - Synthesized reading - Questions and answers - Critical thinking - Writing of essays and assignments <p>6. Job Skills</p> <ul style="list-style-type: none"> - Introduction to business correspondence, e-mails, faxes and memos. - Simple presentations <p>7. Language Awareness</p> <ul style="list-style-type: none"> - Coordination and subordination - Gerunds and infinitives - Classes and phrases - Pronouns - Sentence fragments, misplaced modifiers - Dangling modifiers - Effective word choice - Spelling <p>8. Study Skills</p> <ul style="list-style-type: none"> - Synthesized reading - Critical thinking and analysis - Answer of questions such as multiple choices and responses - Essay writing 	<p>6</p> <p>7</p> <p>4</p> <p>5</p> <p>7</p>
		<p>9. Job Skills</p> <ul style="list-style-type: none"> - Preparation of business letter writing - Writing of minutes of meetings - Press releases - Presentations - Curriculum vitae, interviews 	7
		TOTAL	42
10.	Main Reference	<p>Taylor, S. (1999). <i>Communication for Business</i> (3rd ed.). Pearson Education.</p> <p>Murphy, R. (1994). <i>Essential Grammar in Use</i> (7th ed.). Cambridge University Press.</p>	
11.	Additional Reference	<p>Jones, L., & Richard, A. (2000). <i>New International Business English</i> (3rd ed.). Cambridge University Press.</p>	