

## English Courses

Department : English Courses (LTC)  
Grade : 2<sup>nd</sup> semester (Even Semester 2022/2023)  
Credits : 3 (50 minutes / meeting, 16 meetings in 1 semester)  
Instructor : Language Training Center (LTC)

### Description :

The English course (Listening) is a compulsory subject in the Economics study program. The material contained in this course includes audio related to Business English Communication. So this course will be more integrated with speaking skills. Competency-based lectures include active participation, portfolio assignments and competency exams. The aim of the lesson is to introduce students to various audio expressions that are useful in Business English Communication. In each meeting, the focus will be on certain expression materials and in some sections there will be activities in the form of speaking as a follow-up activity from the listening activity.

### The Course Features

#### Students will be able to:

- Understand economic concepts and theories in depth and be able to formulate economic problems based on Technology, Information and Communication. understand the importance of business planning
- Understand economic concepts and theories in depth and be able to formulate economic problems based on Technology, Information and Communication. design a SWOT analysis

### Syllabus

Week	Session	Content
1	1	Audios and Expressions used in Business English Communication (UNIT 1: Socializing Self introduction & introduction to others in office, UNIT 2: Who's Who in the Office? (Describing colleagues), UNIT 3: Company Facts (Describing Company))
2-16	2-16	Audio and Expressions used in conducting meeting (UNIT 4: Telephoning (Making a call & Receiving a call in office), UNIT 5: Morning Briefing (How to conduct short meeting), UNIT 6: Meeting (How to conduct and arrange appointment for a formal meeting in a company), UNIT 7: Changing A Meeting Time (How to reschedule a meeting time)).