

Administrative English 4800172 – 4

Basic Information

Course Title:	Administrative English
Course Number:	4800172 – 4
Course Type:	Required
Number of Credits:	4.00
Number of Contact Hours:	16 hours per week (256 hours per semester)
Course Pre-requisites:	English Language (4800170 – 6)
Course Time:	First Year 2 nd Semester (16 weeks)

Course Catalog Description

Administrative English (4800172 – 4) is an English for Specific Purposes (ESP) course which runs in the second semester of every year beginning in February. The course is offered in 16 weeks with a 16-hour-per-week intensive teaching plan. We use a professional careers curriculum provided by Oxford University Press consisting of two textbooks: Oxford English for Careers: Commerce 1 and Commerce 2. In order to be enrolled in this course, students have to complete the pre-required EGP course (**English Language, 4800170 – 6**).

The course **Administrative English (4800172-4)** is offered to students enrolled in the second semester of the Common First Year. This course is directed to students who are going to pursue their studies in the various administrative colleges (e.g., Business Administration and Tourism... etc.). The course prepares students for their core courses some of which are taught in the English medium providing them with the necessary jargon and with opportunities to practice all the four language skills in a meaningful, subject-specific, context.

Performance Objectives

By the end of the course, the students are expected to be able to:

1. express themselves in administrative situations.
2. communicate in administrative contexts via listening, speaking, writing, emailing, reporting information, expressing opinions, etc.
3. use the administrative terminology and structures acquired through communicative activities in administrative/business settings.
4. comprehend main ideas and details in administrative texts.
5. differentiate between the correct usage and incorrect usage of English in grammar, vocabulary, collocation, and speech situations all within the administrative context.
6. compare and contrast textual information in different contexts, cultures, and settings.
7. write a correspondence, a paragraph, an essay, a short administrative/ business report, a/n formal/informal letter/email coherently and cohesively
8. have confidence in sitting for assessment and evaluation.

Course Materials

Hobbs, M., & Keddl, J. S. (2007). *Commerce 1 – Student’s Book*. Oxford: Oxford University Press.

Hobbs, M., & Keddl, J. S. (2007). *Commerce 2 – Student’s Book*. Oxford: Oxford University Press.

Grading Standards

Linguistic progress of the students registered in **Administrative English (4800172-4)** is evaluated according to the following assessment measurements (Measurement may vary due to unforeseen circumstances)

Assessment Measurement	Score Weight
Coursework (including quizzes, written and spoken assignments, presentations, projects and classroom and online participation)	20
Midterm Test	30
Writing and speaking continuous assessment	10
Final Exam	40
Total	100