

SYLLABUS منهاج المادة التعليمية

Specialized foreign language

Domain: Economics, management and financial sciences (D06)

Filed : Commercial sciences

Specialization: Commerce (2nd year of license)

Semester : 04

University year : 2024-2025

Presentation of the learning subject

Title: Specialized foreign language

Learning unit: horizontal

Number of credits: 01

Coefficient: 01

Weekly hourly volume: 1h30

Course (number of hours per week): /

Directed work (number of hours per week): 1h30

Practical work (number of hours per week): /

Responsible of the learning subject

First name, last name: Meriem Gouri, lecturer (Maître de conference) - B-

Email: meriem.gouri@univ-annaba.dz @gmail.com

Phone number: 06 74 99 29 01

Lesson time and location: Thursday at 2:00 pm online

Description of the learning subject

Prerequisites:

All the lessons of 1st and 2nd year are introductory lessons that acquaint students with Business English vocabulary. It is important that students develop understanding of the basic concepts related to their fields of expertise, namely, Economics, Trade, Accounting, Management, and Finance. For further achievements, extensive readings will be given as assignments at the end of each unit.

Objectives:

General objective:

The student will be able to use their language skills (Speaking, Reading, Listening, and Writing), to communicate effectively and efficiently facing professional situations.

Specific objectives:

Student will be able to **define** the most important concepts in Commerce

He will be able to **differentiate** between the terms relating to the topics.

He will be able to **apply** its language skills in different learning and real situations.

Content of learning subject

- Company structure
- Leadership and group dynamics
- Business Ethics
- Describing charts, diagrams, and tables
- Decision making
- SWOT Analysis

Evaluation method

Nature of evaluation	Score	The evaluation percentage
Exam	00	00%
Personal works	10	50%
Groupe works	02	10%
Online Presence + Participation	04+ 02	30%
Physical Presence	02	10%
Total	20	100%

References

Essential reference :

Title	Author	Publishing house/year
English for Business Communication	Simon Sweeney	Cambridge University Press, Second Edition /2019

Support references

Title	Author	Publishing house/year
English for Business: Speaking	J. Schofield and A. Osborn	Harper Collins Publishers./2011
English for Business Studies: A Course for Business Studies and Economic Studies	Ian Mackenzie	Cambridge University Press, 3rd Edition/2010
Professional English Company to Company: A Task-based Approach to business emails, letters, and faxes	A. Littlejohn	Cambridge University Press, 4th Edition/2008

Planning

Week	Lesson content	Date
Week 01	Presentation of the program and the evaluation method	13/02/2025
Week 02	Company structure	20/02/2025
Week 03	Leadership and group dynamics	27/02/2025
Week 04	Leadership and group dynamics	06/03/2025
Week 05	Business Ethics	13/03/2025
Week 06	Describing charts, diagrams, and tables	20/03/2025
Week 07	Decision making	10/04/2025
Week 08	SWOT Analysis	17/04/2025
Week 09	SWOT Analysis	24/04/2025
Week 10	Submit evaluation marks	27/04/2025

أستاذة الأعمال الموجهة :

GOURI MERIEM قوري مريم

