

Content

Course Code	Course Name	Semester	Theory	Practice	Lab	Credit	ECTS
G491	Business English II	7	3	0	0	3	5

Prerequisites	G392
Admission Requirements	G392

Language of Instruction	English
Course Type	Elective
Course Level	Bachelor Degree
Objective	This course is the continuation of Business English I and aims to improve students's English vocabulary proficiency on different functions of business.
Content	<p>Week 1.Introduction</p> <p>Week 2.HR,reward systems</p> <p>Week 3.Recruitment process</p> <p>Week 4.HR, word associations, verbs, abbreviations and acronyms</p> <p>Week 5.HR word associations, verbs, abbreviations and acronyms</p> <p>Week 6.Business Law terms</p> <p>Week 7.Finance terms,</p> <p>Week 8.Midterm. Management terms</p> <p>Week 9.Management terms contd.</p> <p>Week 10.Marketing terms</p> <p>Week 11.Marketing terms contd.</p> <p>Week 12.Production terms</p> <p>Week 13.Production terms contd.</p> <p>Week 14.Business Law terms, course wrap-up</p>
References	<p>Wyatt R, Vocabulary for Business and Administration,</p> <p>Wyatt R, Vocabulary for Business Law,</p> <p>Wyatt R, Vocabulary for Human Resources</p> <p>Wyatt R, Vocabulary for Banking and Finance</p>

Theory Topics

Week	Weekly Contents
1	Introduction
2	HR,reward systems
3	Recruitment process
4	HR, word associations, verbs, abbreviations and acronyms
5	HR word associations, verbs, abbreviations and acronyms
6	Business Law
7	Finance
8	Management
9	MArketing
10	Management
11	Marketing
12	Production
13	Production
14	Course Review