## 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 Week 1.Introduction		
	Week 2.HR,reward systems	
	Week 3.Recruitment process terminology	
	Week 4.HR, word associations, verbs, abbreviations and acronyms	
Week 5.HR word associations, verbs, abbreviations and acronyms  Week 6.Business Law terms		
	Week 9.Management terms contd.	
	Week 10.Marketing terms	
	Week 11.Marketing terms contd.	
	Week 12.Production terms	
	Week 13.Production terms contd.	
	Week 14.Business Law terms, course wrap-up	
References	Wyatt R, Vocabulary for Business and Administration, Wyatt R, Vocabulary for Business Law, Wyatt R, Vocabulary for Human Resources	
	Wyatt R, Vocabulary for Banking and Finance	

## **Theory Topics**

Week	Weekly Contents
1	Introduction
2	HR,reward systems
3	Recruitment process

Week	Weekly Contents
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