

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 7.Finance terms, Week 8.Midterm. Management 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
4	HR, word associations, verbs, abbreviations and acronyms
5	HR word associations, verbs, abbreviations and acronyms
6	Business Law
7	Finance
8	Management

Week	Weekly Contents
9	MArketing
10	Management
11	Marketing
12	Production
13	Production
14	Course Review