

Annex No. 3		First Cycle Studies Course Programme			
1.	Course Title	Business English			
2.	Code	INT 120			
3.	Study programme	International Trade			
4.	Organizer of the study programme (university unit i.e. institute, chair, department)	Ss. Cyril and Methodius University in Skopje Faculty of Economics - Skopje Chair of International Trade			
5.	Level (first, second, third cycle)	First cycle			
6.	Academic year / semester	First year/ first semester	7.	Number of ECTS credits	7.5
8.	Professor	Prof. Biljana Naumoska-Sarakinska, PhD			
9.	Preconditions for enrolment	None			
10.	Course Objectives (Competencies): Students will gain knowledge in the area of business English, as well as business English communication and correspondence, which will have further application irrespective of their prospective professional vocation. The vocabulary and grammar taught, are applied and practiced in a business English setting.				
11.	Course content: During the classes, various topics and vocabulary are covered, in a business English context – marketing, public relations, (international) financial institutions, international trade, banking, accounting and auditing, etc.; business etiquette, techniques and strategies for business presentations; business correspondence – business letters, e-mail and memoranda. During the semester, apart from the regular assignments and discussions, students will have to prepare, and publicly present PowerPoint presentations related to the aforementioned topics.				
12.	Learning methods: Presentations, interactive exercises, teamwork, preparation and presentation of project assignments, and individual homework.				
13.	Total hours	7.5 ECTS x 30 classes = 225 classes			
14.	Allocation of hours per activity	60+30+60+15+60= 225 classes			
15.	Types of teaching activities	15.1.	Lectures	60 classes	
		15.2.	Exercises, Seminars, Teamwork	30 classes	
16.	Other types of activities	16.1.	Seminar paper/ project/ research (written and oral presentation)	60 classes	
		16.2.	Writing Assignments	15 classes	
		16.3	Homework	60 classes	
17.	Grading method: 80+10+10=100 points				
	17.1.	Tests	80%		
	17.2.	Seminar paper/ project (written and oral presentation)	10%		
	17.3.	Attendance and class participations	10%		
	17.4.	Attendance and class participations	%		
18.	Grading scale	less than 50 points	5 (five) (F)		
		from 51 to 60 points	6 (six) (E)		
		from 61 to 70 points	7 (seven) (D)		
		from 71 to 80 points	8 (eight) (C)		
		from 81 to 90 points	9 (nine) (B)		

		from 91 to 100 points	10 (ten) (A)			
19.	Preconditions for taking the final exam	Realized activities from points 15 and 16				
20.	Language	English				
21.	Evaluation method	Internal evaluation and survey				
22.	Literature					
	22.1.	Compulsory literature				
		No.	Author	Title	Publisher	Year
		1.	Naumoska-Sarakinska, B. & Naumoska, A.	<i>Business English 1</i>	Skopje	2018
		2.	Naumoska, A. & Naumoska-Sarakinska, B.	<i>Business English 2</i>	Skopje	2019
	3.	Naumoska-Sarakinska, B.	<i>Business English Communication and Correspondence</i>	Skopje	2020	
	22.2.	Additional literature				
		No.	Author	Title	Publisher	Year
		1.	Lannon, M., Tullis, G., Trappe, T.	<i>Insights Into Business</i>	Longman	1999
		2.	McLean, S.	<i>Business Communication for Success</i>	Flat World Knowledge	2010