Foundation Year Course Syllabus: 2024/25

COURSE DETAILS

Please complete the form as accurately as possible. Please refer to the Head of Department and/or Academic Coordinator of the programme for any clarifications or support.

Foundation year in	**Records Management and Archival Science**		
Course Code and Title	**ENGL 001 - Advanced Business English**		
Degree Level and Semester	FY – S2		
Course Credit Hours	20	Lectures	
		Tutorials and laboratory	20
		Other (indicate)	
Prerequisites and Co-requisites (if any)			

FACULTY DETAILS

Name and Status (Professor, Associate Professor, Assistant Professor, Lecturer, Professional etc.)	Kimberly N. Carey Lecturer
Institution (SUAD, Sorbonne Université, Université de Paris Cité, Other)	SUAD
Office Hours (Students are kindly asked to observe these office hours or to make an appointment for a different time)	Not applicable
Office Phone (if in UAE otherwise provide email)	Not applicable
Email	kimberly.carey@sorbonne.ae

COURSE DELIVERY

Please indicate the mode of delivery to be used for this course in this academic year.

Face to Face Delivery	**Blended Learning Delivery**	
	Face to Face (%)	**Online (%)**
	100%	

COURSE DESCRIPTION (as per Course Catalogue)

Please indicate the objective of this course, the key concepts and theories that will be covered.

This course covers the specific rules and structures of English grammar and their application in various business contexts. The overall aim of the course is twofold: to improve grammatical accuracy across a range of simple and complex constructions; and, to adapt these structures to the demands of various related oral and written tasks using contemporary business English. The course includes a focus on integrating acquired grammatical skills into written and oral production.

This course develops reading, writing, and vocabulary skills in the business context and is intended for high intermediate level students with an interest in using their language skills in business. It is designed to prepare students to use English in a future work environment. Students will develop English-language skills with a focus on business contexts, and they will learn vocabulary that is used regularly in the business world. This course will provide ongoing oral and written practice and enrich their communication skills by using English in specific business settings and situations.

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COURSE LEARNING OUTCOMES (CLO)
Please indicate a minimum of 4 and maximum of 6.

Upon completion of this course, students will demonstrate their ability to:	
CLO 1	Produce a written text that shows a very good level of clarity, structure, and sophistication.
CLO 2	Apply a writing method in order to express oneself in an effective and complex way.
CLO 3	Locate factual information in all types of informative documents.
CLO 4	Analyse, evaluate, synthesise, and criticise documents and texts from the press or the business world.

REQUIRED MATERIALS

Course Textbooks and Other Recommended Reading Materials
Please indicate here the books and materials each student should have read upon completion of the course and/or books and materials that will be used during the class. Specify the relevant chapter(s) if relevant.

David Cotton, David Falvey, Simon Kent, *Intermediate Market Leader: Business English Course Book,* Pearson Education Limited, Third Edition Extra, 2016

Additional handouts, readings and audio/visual files will be provided by the lecturer.

Supplemental Resources Recommended
Please indicate here the bibliography that students should refer to in order to deepen their knowledge of the course and provide complete citation and/or URL.

Books	Raymond Murphy, *English Grammar in Use*, Cambridge University Press, 5th Edition, 2019
	Any advanced learner's English dictionary

Websites	**Resources for English as a Second Language**
	BBC English: https://www.bbc.co.uk/learningenglish/
	English Language Learners *The New York Times:* https://www.nytimes.com/spotlight/learning-lessons-ell
	Resources for English Writing and Grammar Skills
	Purdue University Owl Writing Lab: https://owl.purdue.edu/owl/purdue_owl.html
	The Writing Center – University of North Carolina at Chapel Hill: https://writingcenter.unc.edu/tips-and-tools/
	Writing Advice – Yale University: https://poorvucenter.yale.edu/undergraduates/writing-advice

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	Resources for General Academic Skills
	University of Nottingham: https://www.nottingham.ac.uk/studyingeffectively/reading/index.aspx
Journal Articles	Not applicable

Equipment Students May Require during the Course

Notebook and pen

Laptop or tablet (for some class activities and assignments)

TEACHING METHODOLOGIES

The method of delivery of this course will be as follows. Please indicate the number of hours per category.

	Lectures	Tutorials	Labs	Discussion and Debate Forums	Non-lecture Sessions			
					Project work	Presentations	Field Trips	Other*
Select with X		X						
Indicate No. of Hours		20						

*Indicate	

COURSE ASSESSMENT

Student Evaluation Plan

Each student's final grade will be calculated based on the following components and weights. (Indicate the type and weightage as % of the total).

Assessment Modalities	Option 1 CA + FA		Option 2	Option 3
	CA %	**FA %**	**CA only %**	**FA only %**
	50	**50**	**NA**	**NA**

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CA Table

Types of assignment*	CLO being Measured	Assessment description	Due Date	Weightage of each CC assessment as % of the total CC grade
Quiz / In-class test	1, 2, 3, 4	The quiz will cover content from the first 3 classes and include multiple choice questions, short answer formats, writing, and/or reading/listening comprehension.	5 February 2025	25%
Mid-term exam / In-class test	1, 2, 3, 4	The exam will cover content from the first 6 classes and include multiple choice questions, short answer formats, writing, and/or reading/listening comprehension.	14 May 2025	50%
Case study / In class assessment	1, 2, 3, 4	The instructor will share a business case study with students to read and analyse. Then students will answer specific questions about the case.	28 May 2025	25%

FA Table

Types of assignment*	CLO being measured	Assessment description	Due Date	Weightage
Final exam	1, 2, 3, 4	Summative written assessment of the course content	June 2025 final exam week	50%

*Type of Assessment: please indicate the format of the assessment. This may include quiz, in-class test, MCQ test, short-questions test, oral presentation, essay, project, assignment, lab report, mid-term or final exam etc.

TEACHING SCHEDULE

In the table below list the session date, topic (content of the course being delivered in each session) and any respective assessment (where applicable).

Please adapt the table to the number of sessions dedicated to your class.

Session	Date	Topic	Assessment	
			Description (as above)	**Date**
1	22 January 2025	Introduction to the course Unit 1: *Brands* **Discussion:** Talk about your favourite brands **Reading:** COCA-COLA Brand Loyalty **Language work:** Words that go with *brand, product,* and *market*; present simple and present continuous		

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		Case study: TBA **Writing:** Journal Reflection		
2	29 January 2025	Unit 1: *Brands (continued)*		
3	5 February 2025	Unit 1: *Brands (continued)*	*Quiz #1 p1*	
4	12 February 2025	Project #1- Presentations	*Quiz #1 p2*	12 February 2025

5	19 February 2025	Unit 2: *Travel* **Discussion:** Talk about your travel experiences **Reading:** TBA **Language work:** British and American travel words; talking about the future **Case study:** Business Travel Services **Writing:** TBA		
6	26 February 2025	Unit 2: *Travel (continued)*		
7-11	***Mar 5-Apr 6***	***RAMADAN & SPRING BREAK***	***NO CLASSES***	
12	9 April 2025	Unit 2: *Travel (continued)*		
13	16 April 2025	Unit 2: *Travel (continued)*		
14	23 April 2025	*Unit 2: Travel (continued)*		
15	30 April 2025	*Unit 2: Travel: Quiz*	*Quiz #2*	
16	7 May 2025	*Unit 2: Travel- Project #2*		
17	14 May 2025	*Mid-term Exam: Units 1 & 2*	*Mid-term*	
18	21 May 2025	Unit 3: *Change* **Language work:** Words for describing change; past simple and present perfect		
19	28 May 2025	*Unit 3: Change (continued)*	*Case Study*	
20	4 June 2025	Unit 3: Change and Prep for Finals		
21	11 June 2025	Revision for Finals		
22	19-29 June 2025	FINAL EXAMS	FINAL EXAMS	

CRITERIA FOR BACHELOR LEVEL ASSESSMENT

Element	Measures of levels of achievement	Criteria	Value
Ideas and content	Demonstrates a clear understanding of the approach chosen for the project/ paper. Articulates the strengths and limitations of this approach. Provides evidence of the review of the works of theorists who use this evaluative approach. Shows this theorist's thinking about how assessment should be done and its purposes.	Little evidence	0-9 Failure
		Basic level	10-11 Fair
		Achieved	12-15 Quite Good-Good
		Very Good/Excellent	16-20

			Very Good/Excellent"
Creativity	Develops an improvement plan for SUAD that applies the new knowledge. Combines concepts and research with newly created data to make observations, discuss implications, develop generalizations and draw conclusions.	Little evidence	0-9 Failure
		Basic level	10-11 Fair
		Achieved	12-15 Quite Good-Good
		Very Good/Excellent	16-20 Very Good/Excellent
Sources	Demonstrates that source information collected for all media (graphics, facts and quotes). Documents all media sources using required documentation protocols.	Little evidence	0-9 Failure
		Basic level	10-11 Fair
		Achieved	12-15 Quite good - Good
		Very Good/Excellent	16-20 Very Good/Excellent

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Presentation	Produces an error-free, well-organised document with a clear narrative structure. Uses a writing style that enhances content and ideas providing insight and provoking discussion.	Little evidence	0-9 Failure
		Basic level	10-11 Fair
		Achieved	12-15 Quite good - Good
		Very Good/Excellent	16-20 "Very Good/Excellent

POLICY ON ATTENDANCE AND PARTICIPATION

University policy is that students are to attend all classes and to arrive on time. Students are expected to actively participate in class discussions, in-group activities. There is an expectation that students will support each other and demonstrate teamwork in this learning community.

In case of absence, students are requested to justify each absence within three days following the student's return to classes.

Students who have been excessively absent (more than 20% of a course) may not be permitted to sit the final exam. In that event, all continuous assessment grades will be cancelled, and the student will have to sit the catch-up session (if any) unless the student compensates without taking the catch-up session examination. In

the eventuality a course is evaluated through continuous assessment only, the student will have to repeat the course the next year, unless the compensation occurs, as per the rules of the program.

In the case that the student misses an assessment because of an absence, the student may be allowed to make up the assessment. The instructor in charge of the class will then decide if and how the assessment can be retaken. This applies only to continuous assessments. In the event a student misses an exam, no make-up will be organized beside the normal catch-up session, even if the absence is justified.

It is the responsibility of the student to make suitable arrangements with instructors with regards to missed course work. An exceptional scheme can be applied for undergraduate students who cannot attend classes due to employment or for medical reasons, subject to the acceptance of their request by the Head of the Academic department and the Deputy Vice Chancellor for Academic Affairs.

SUAD GRADING SYSTEM

University course work is measured in terms of quantity and quality. The number of credits is a measure of quantity while the grade is the measure of quality.

French system		American system				British system	
Mentions	Notes	Letter Grade	Numerical	GPA	Mentions	Numerical	Classification
Tres Bien *	20	A+		4	Excellent	70-100	First Class Honours
	19	A+		4	Excellent		
	18	A+		4	Excellent		
	17	A+	95-100	3.9	Excellent		
	16	A+		3.8	Excellent		
Bien *	15	A		3.7	Excellent		
	14	A	90-94	3.6	Excellent	60-69	First Division Second Class
Assez Bien *	13	B+	85-89	3.5	Good		

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							12 B+ 3.4 Good Honours (2.1)
Passable	11	B		3	Satisfactory	55-59	Second Division Second Class Honours (2.2)
			80-84				
	10.5	B-		2.8			
	10.01	C+	75-79	2.5	Pass	40-49.9	Third Class
	10			2			
		C					
Ajourné	9	C-	69-74	1.9	Poor	36-39.9	Pass/Fail

	8	D		1.7	Poor		
	7	D	64-68	1.4	Poor		
	6	D		1.2	Poor		
	5	D	60-63	1	Very poor	0-35.9	Fail
	4	D			Very poor		
	3	D			Very poor		
	2	D			Very poor		
	1	D			Very poor		
	0	F	0-59	0	Very poor		

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POLICY OF ASSIGNMENTS

University policy is that assignments are due on the date assigned. Instructors may refuse to accept late assignments or lower the grade that would be otherwise given.

ACADEMIC MISCONDUCT

Academic misconduct includes:
a) cheating (using unauthorized materials, information, or study aids in any academic exercise, plagiarism, falsification of records, unauthorized possession of examinations, intimidation, any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement) b) assisting others in any such act; or
c) attempts to engage in such act.

Academic misconduct will not be tolerated and will be severely penalized (see the Student Code of Conduct).

Course Instructor Name	Kimberly N. Carey
HoD Name	Dr. Yann Rodier
HoD Approval Date	