

# Syllabus

<b>Course name : English</b> <b>Instructors: Mrs. Afef Sghaier</b> <b>Mrs.Feten Maaref</b> <b>Mrs.Hela Ferjeni</b> <b>Mr.Med Nejib Hizi</b> <b>Mrs.Fadhila Kefi</b> <b>Department: Language department</b>		<b>Level: Grade 1</b> <b>Term : 2</b> <b>Course duration : 21h</b>  <b>Credit: 2</b> <b>Coefficient: 1</b>
<b>Course description :</b> <p>This course aims at helping students improve their understanding of the different key concepts and terms related to the topics of Money, Sales and Costs. In addition, the students are involved in the process of making accurate calculations related to the mark up, net margin. As far as the third chapter in the syllabus is concerned, students have to acquire the ability to make a full description of products in terms of profitability and unprofitability. They are also invited to make an accurate translation of the key terms and concepts covered in the different chapters. The target language is French. It goes without saying that in Tunisia French is still going hand in hand with English so it's a good idea to get students familiar with the key terms in business and their equivalents in French.</p>		
<b>Learning Objectives:</b> <p>On completion of this course, students will be able to:</p> <ul style="list-style-type: none"> <li>- Distinguish the Verbs and the prepositions used with the term Money</li> <li>- Learn the different idioms related to Money</li> <li>- differentiate the word combinations with the word Sale as well as its uses in different contexts</li> <li>- Know about the different types of costs</li> <li>- Calculate the gross margin, the net margin, the mark_up and the net as a percentage</li> <li>- Describe a table or a graph</li> <li>- Describe products in terms of profitability and unprofitability</li> <li>- Know about the pay and the benefits</li> </ul>		
<b>Course weekly plan :</b>		
<b>Week</b>	<b>Topics/Chapters</b>	
1	MONEY	
2	Grammar: Verbs and prepositions used with the word money: to spend, waste money on /to invest money in/to pay for/to save money/to be careful with money/to charge money	
3	MONEY IDIOMS	
4	Reading/Writing: the advantages and disadvantages of using a hard currency in the international market place	

5	SALES AND COSTS
6	Word combinations with the term Sales/ Uses of the term Sale in different contexts The different types of costs
7	Making calculations: the gross margin/the net margin/ the mark-up/ the net as a percentage
8	PROFITABILITY AND UNPROFITABILITY
9	Writing: Describing tables and graphs: The budget Vs the expenditure
10	Describing products in terms of profitability and unprofitability
11	Grammar: Tenses review :the past /the present perfect
12	GETTING PAID: Wages, salaries, remunerations and compensations
13	General Review
14	Assessment

**Keywords :** currencies/coins/banknotes/ to afford/ to save up/worth/the cost of living/ the standard of living/sales forecast/sales growth/sales volume/sales target/sales revenues/the gross margin/ the net margin/the mark-up/the net as a percentage/COGS/ the overheads/profitable/ loss-making/loss leader/ break-even point/cash flow/money -spinner/remunerations/pay/compensation

#### Prerequisites

Intermediate English level

#### Instructional methodology

Participatory

#### Assessment methods, Schedule and Grade Distribution:

Assessment type	Grading
In-class participation and activities	10%
Mid-term exam	20%
Final exam	70%

#### References :

- Business Vocabulary in Use by Bill Mascull
- English Vocabulary in Use pre-intermediate & intermediate by Stuart Redman
- English Vocabulary in Use upper-intermediate & advanced by Michael McCarthy and Felicity O'Dell
- Test your Business Vocabulary in Use by George Bethell and Tricia Aspinall