



Course Weekly Outline

Course Lecturer	Liqaa Nabeel Sabeeh			
e-mail				
Title	English Language			
Course Coordinator	Third stage - second course			
The general objective of the course	<p>Develop the ability to understand and read administrative and business texts in English.</p> <p>2. Develop the skill of writing reports, official letters, and business correspondence.</p> <p>3. Improve listening and comprehension skills for administrative conversations and presentations.</p> <p>4. Enhance the student's speaking and oral presentation skills using precise professional language.</p>			
Course Description				
Textbooks				
References				
Course Assessment	Term Exam	Project	Quizzes and Attendance	Final Exam
	30		10	60
General Notes				

Republic of Iraq
The Ministry of Higher Education and
Scientific Research
Supervision and Scientific Evaluation
Body

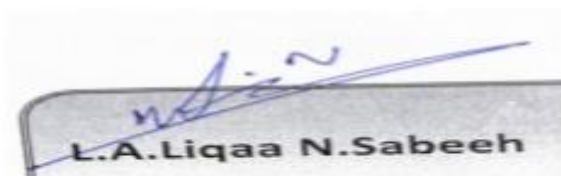


University: Shatt Al Arab
Department : Business Administration
Stage: TheThird
Lecturer Name : Liqaa Nabeel Sabeeh
Status :
Academic Qualification

weekly lesson schedule

Week	Date	Theoretical material	Scientific material	Notes
1	28/1/2025	Course briefing, student needs analysis, placement test		
2	4/2/2025	Reading tasks, vocabulary list building, dictionary use		
3	11/2/2025	Writing descriptive paragraph, peer review		
4	18/2/2025	Audio tasks, identifying key points, practice questions		
5	25/2/2025	Role-plays, email rewriting, vocabulary discussion		
6	3/3/2025	Planning and writing a basic academic essay		

7	10/3/2025	Skimming, scanning, answering comprehension questions		
8	17/3/2025	Midterm written & oral exam		
9	24/3/2025	Group presentations, individual feedback		
10	31/3/2025	Essay drafting, linking words, structure checking		
11	7/4/2025	Sentence combining, error correction, grammar quiz		
12	14/4/2025	Practice with short academic texts, plagiarism awareness		
13	21/4/2025	Debate listening, identifying claims and evidence		
14	28/4/2025	Submit essay, oral presentation of written work		
15	5/5/2025	Final exam, course feedback, reflection		



L.A. Liqaa N. Sabeeh



Head of Deptment

D.r Zain AlAbidean J. Mohammed