BURGAS FREE UNIVERSITY

SYLLABUS

I approve:
Dean:

LN 120

COMMUNICATION SKILLS IN ENGLISH

Updated.: Min. No 25/25.09.2025
Lecturer: Gergana Kirova

ANNOTATION

The practical course in "Communicative Skills in English" is offered in the second academic year and includes modular seminars in communicative English - practical grammar, vocabulary, written exercises, listening exercises, role plays, translation and conversation. With its focused approach, the course is practically suitable for students preparing for the General English exam at level A2/B1. The training in AE is based on traditional for the Bulgarian context and the latest teaching methods, and are widely used in various forms of individual and group work, discussions, demonstrations, talks, role plays, expert discussions.

MAIN OBJECTIVES AND LEARNING OUTCOMES

The objectives of the course "Communication Skills in English" are to help the development and practical use of new language knowledge, as well as the essential recycling and consolidation of already acquired knowledge through a careful selection of interesting, globally focused topics and a practical focus on mastering well-chosen new vocabulary, pronunciation and grammar. The four basic language skills, reading, writing, listening and speaking, are introduced, trained and applied in appropriate language situations at the same time, and not isolated from each other in order to comprehensively master and form them through their mutual support. The texts are authentic, based on real sources and from different genres – newspapers, magazines, literature and journalism. The course also offers a wide variety of texts to listen to – conversations, talks, interviews, lectures, etc. The course provides a number of opportunities to improve speaking skills, by commenting on certain topics, discussing issues that have arisen, as well as talking about personal experiences and knowledge, through a variety of exercises, debates, personalized questions, role plays, etc. The course also emphasizes the development of learning skills not only in the educational institution, but also with practical benefit in various contexts, including students' future careers and their personal lives

PREREQUISITES

General English.

The course in 'Communicative Skills in English' assumes that the basic grammatical and lexical structures of 'Elementary' and 'Pre-Intermediate' level have been mastered. The course is aimed at the different specialties at CIUN and the needs for specialized communicative competencies for the use of a foreign language in a professional environment. The course is an upgrade and requires a minimum knowledge of English at level A 1.2 / A 2.1 according to the European Framework of Reference for

Languages.

STATUS AND STRUCTURE

Specialty	Status	Credits	full-time and distance learning		Part-time education	
			L with	A mutual	L With	A mutual
International Business and Management	Optional	6	60	60	30	30

COURSE CONTENT

- Pronunciation **training**, which aims to give students knowledge about the phonetic system of the English language and its communicative meaning, as well as to help build communication abilities in students.
- Grammar education, aimed at imparting knowledge about language as a structure, and assisting students in learning and using certain grammatical units.
- Learning English **vocabulary**. During the course of study, students must master a certain lexical minimum of the general vocabulary of the English language.
- Developing **language skills** and **habits** for listening, reading, writing and speaking on the basis of well-mastered grammar and vocabulary and a certain level of communicative competence. Training in basic language skills and habits should contribute to building students' confidence in the use of the English language and it is necessary to be consistent with the level of language proficiency. and also with the needs of students.

MAIN GRAMMAR TOPICS

1. The verb "I am" – present and past tense.
2. Verb tenses :
   2.1 Present Simple Time
   2.2 Current Extended Time
   2.3 A Simple Time Has Passed
   2.4 A Long Time Has Passed
   2.5 The Present Perfect Simple Time
   2.6 .Current perfect continuous time
   2.7 Future tense – ways and forms of expressing future actions
3. Modal verbs: can, could, should, have to, will, might, may, must
4. Countable and uncountable nouns. Number and quantity expressions
5. Grading Adjectives
6. Noun Formation – Definite and Indefinite Article
7. Conditional sentences of type I and II
8. Passive voice – present and past tense
9. Phraseological verbs
10. Complex sentences. Connecting words

Topic 1. Communication. What makes a good communication? /Communication. How to achieve good communication?

Forms of communication.
Everyday Conversations. Greetings, introductions, asking for information.
Greetings, introductions, search for information.
Role-play: meeting new people, ordering food.
of food.
Vocabulary focus: polite phrases, question words.
Intonation, stress, rhythm.
Writing: a formal email.

Topic 2. Personality.Relationships. Personality. Relationships in the work environment
Individual nationalities, minorities. Stereotypes, treating foreign visitors.
Personality adjectives/ Adjectives related to character and personality.
Different accents and dialects in English.
Listening with understanding
Giving opinions, agreeing, disagreeing. Making suggestions/ How to express an opinion, agree and make suggestions.

Topic 3. Making a Presentation
Topical vocabulary/Typical expressions (The language of presentations)
Comparison.
Preparing a presentation.
Key vocabulary/Vocabulary related to the language of presentations.
Presenting.

Topic 4. Telephone Skills
Topical vocabulary/Typical expressions (telephone conversations).
Listening with understanding.
Role-playing.

Topic 5. Negotiating skills
Topical vocabulary/Typical expressions (Negotiation, dealmaking).
Complaints and replies to complaints.
Writing an email/Thank you email.
Business letter writing/Business correspondence.
Listening with understanding
Role play

.
Topic 6. Job Interviews.
Topical vocabulary/Typical expressions (Job interview)
Killer questions/Job interview questions.
Dependent prepositions.
Cover letter and CV.

DEVELOPING SKILLS AND LANGUAGE COMPETENCES

1. Developing reading skills. Language tasks to develop reading skills and strategies for developing reading skills.
2. Developing listening skills. Language Tasks to Develop Listening Skills and Strategies for Developing Listening Skills
3. Developing speaking skills. Language tasks to develop speaking skills and strategies for developing speaking skills.
4. Developing writing skills. Language tasks to develop writing skills and strategies for developing writing skills.

PLANNED LEARNING ACTIVITIES AND TEACHING METHODS

For the purposes of training, a variety of forms and methods of training are used to acquire knowledge and skills such as independent work, teamwork, discussions, problem-oriented learning.

ASSESSMENT METHODS

Credits are obtained after students successfully pass the English language exam.

The minimum required for successful passing of the exam is 60%. The assessment of all current tests, as well as the final written exam, is according to the scheme:

- 60% - 70% - Medium 3
- 71% - 80% - Good 4
- 81% - 90% - Mn. Good 5

- 91% - 100% - Excellent 6

The English exam takes the form of:

1. Final Test and 2. Writing task, through which the following are checked:
   - reading comprehension skills;
   - the skills of correct writing;
   - the degree of mastery of grammatical constructions covered by the educational content;
   - the language functions acquired during the learning process.

LITERATURE & WEBSITES

1. *Market Leader Business English,* A Robin Widdowson, 2010, Pearson- Longman
2. *The Business, Pre-Intermediate, Intermediate,* K. Richardson,M. Kavanagh,J. Sydes,P. Emmerson, P. Sharma, P. Emmerson, K., 2013, MACMILLAN
3. Effective International Business Communication (Collins Business Skills and Communication), Bob Dignen, Ian McMaster 2013, Collins
4. Communicating across Cultures, Bob Dignen 2011, Cambridge University Press
5. *It's Grammar Time 1*, Virginia Evans, Jenny Dooley, 2015, Express Publishing
6. *It's Grammar Time 2*, Virginia Evans, Jenny Dooley, 2015, Express Publishing
7. *It's Grammar Time 3*, Virginia Evans, Jenny Dooley, 2015, Express Publishing
8. *It's Grammar Time 4*, Virginia Evans, Jenny Dooley, 2015, Express Publishing
9. Hashemi, L., Murphy, R. 1997, English Grammar in Use. Supplementary Exercises. SIR.
10. its_grammar_time_0.pdf (expresspublishingbg.com)
11. GRAMMARWAY INT LEAFLET_GRAMMARWAY INT LEAFLET (expresspublishingbg.com)
12. http://www.agendaweb.org/
13. http://www.englishpage.com/verbpage/verbtenseintro.html,

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EXAM TOPIC LIST

LN 120

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18. *It's Grammar Time 1*, Virginia Evans, Jenny Dooley, 2015, Express Publishing
19. *It's Grammar Time 2*, Virginia Evans, Jenny Dooley, 2015, Express Publishing
20. *It's Grammar Time 3*, Virginia Evans, Jenny Dooley, 2015, Express Publishing
21. *It's Grammar Time 4*, Virginia Evans, Jenny Dooley, 2015, Express Publishing
22. Hashemi, L., Murphy, R. 1997, English Grammar in Use. Supplementary Exercises. SIR.
23. its_grammar_time_0.pdf (expresspublishingbg.com)
24. GRAMMARWAY INT LEAFLET_GRAMMARWAY INT LEAFLET (expresspublishingbg.com)
25. http://www.agendaweb.org/
26. http://www.englishpage.com/verbpage/verbtenseintro.html,