**Ministry of Education "Approve"**

**Azerbaijan Republic Head department**

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**Azerbaijan Medical "\_\_\_\_\_" September 2021-2022**

**University**

**DISCIPLINE PROGRAM (SILLABUS)**

**Department of the Azerbaijani language**

The name of the discipline: **"Business and Academic Communication at Azerbaijani language "**

1. Information about the discipline

Code\_\_HF-BO3\_\_\_\_\_\_\_\_

Academic year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ semester \_\_\_\_\_\_\_\_\_\_\_\_

Faculty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Study load: \_\_\_\_50\_\_\_\_\_ hours

Credit \_\_\_4

2. Information about the teacher:

Name, surname, patronymic and academic degree \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department address: S.Vurghun 167

Consultation hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: department\_al@amu.edu.az

Work phone: (012) 595-39-68

**PREREQUISITES:**

To teach a subject, there is no need to study another subject prior to this one.

**CORRECTIVES:**

When teaching a given subject, there is no need to study another subject at the same time.

**DESCRIPTION OF THE COURSE:**

The subject "Business and Academic Communication" includes general concepts of means, functions, basic principles of business communication, language and speech, norms and styles of the literary language, speech etiquette, samples of business writing, etc.

**Purpose of the subject**

The theoretical and practical significance of studying the subject "Business and academic communication in the Azerbaijani language" is due to the fact that this subject contributes to the development of general knowledge of students, the development of their oral and written culture. As students master the rules of the language, they will be able to use it more effectively, academically and more purposefully. Communication culture is both a set and a system of communicative qualities of speech, and a branch of linguistics that studies this system. Language is the first condition for communication. However, the success and effectiveness of intercultural interaction is determined by the knowledge of the culture, traditions, values ​​and worldview of the peoples. Regardless of their specialty, every specialist will work with people in the future. There are areas of life "with high speech responsibility." One of them is medicine. Medicine is a "linguoactive" profession that requires language skills. The doctor is always in touch with people and uses his speech as a means of influencing them. Therefore, the main focus of the training is to form communicative skills in future professionals, to improve their general speech culture, to master the norms of the modern Azerbaijani language, to use various forms of communication more skillfully. Great practical material is used when teaching Azerbaijani as a foreign language. Practical classes to develop students' oral skills are mainly conducted in the following areas: expressive reading of texts, memorization of poems, expansion of short sentences, dialogues on various topics, situational games, writing in the development of written speech, the use of text assignments and examples of speech etiquette. During the classes, students are taught the rules of compiling applications, biographies, annotations and other practical writing samples.

**COURSE RESULTS:**

A modern specialist must have communicative competence. The formation of each person's communication is developed in the process of teaching the subject "Business and academic communication in the Azerbaijani language." The formation of academic literacy is not only the development of reading and writing skills, but also the development of thinking in accordance with a particular culture. The skills developed have a direct impact on students' academic progress and enable them to socialize successfully. Teaching the subject **"Business and academic communication in the Azerbaijani language"** opens ways and prospects for the development of both written and oral speech of students, instills in students the skills of both correct speaking and writing.

**TOPICS OF PRACTICAL LESSONS ON THE DISCIPLINE:**

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| **TOPIC 1.** | The topic, purpose and tasks of the subject "Business and academic communication in the Azerbaijani language". Repetition of what was passed in the preparatory course (test tasks). Dialogue: "Let's talk a little."  Repetition of speech tags.  Source: R. Gabibi. Azerbaijani language . Textbook. Baku - 2010; Azerbaijani - English phrasebook.  Assignment: Read the specified sources. Compose dialogues using speech etiquette formulas. |
| **TOPIC 2.** | Noun. Common and proper nouns. Quantitative category of the name. Belonging category of the name.  State symbols of the Republic of Azerbaijan: flag, coat of arms, anthem. Work on the dictionary.  Source: R. Gabibi. Azerbaijani language. Textbook. Baku - 2010; Khudazarov Telman "Azerbaijani language for English students", Baku, "Nargiz" 2009, 359 pp.  Tasks: Read literature about State attributes, be able to retell the text. Learn new words and make sentences with them. |
| **TOPIC 3.** | Case category of the noun.  Reading text as a process and unit of speech activity: "Azerbaijan (Baku)". Work on text and exercises  Source: M. Gurbanova, M. Abdullayeva. Azerbaijani language. Tutorial. Baku, 2008, 328 p.  Tasks: Learn a given text, make sentences with new words |
| **TOPIC 4.** | Noun predicate category. Use of nouns in speech.  Reading text: "AMU". Dialog: “Lecture”. Work on text and exercises  **Source:** Geraizade M.A. English. Tutorial. Baku, "Polygraphy" 2017.  **Assignment:** Learn the text, complete the assigned exercises |
| **TOPIC 5.** | Num. Types of meaning. The use of numbers in speech. Teaching time. Food, food. Fruits and vegetables. Establishing a dialogue related to the topic "In the market", "In the shop". Vocabulary work.  Source: R. Gabibi. Azerbaijani language. Textbook. Baku - 2010; M. Gurbanova, M. Abdullayeva. Azerbaijani language. Tutorial. Baku, 2008, 328 p.  Assignment: Make up dialogues by topic. |
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| **TOPIC 6.** | Adjective. Grades of the adjective. The use of adjectives in speech. Weather forecast. Days of the week. Seasons of the year. Names of months. Colors. Reading text: "Year". Translation of the text (-"Year") Work on the text and studies.  Source: M. Gurbanova, M. Abdullayeva.  Azerbaijani language. Tutorial. Baku, 2008, 328 pages; Geraizade M.A. English. Tutorial. Baku, "Polygraphy" 2017.  Assignment: Make up dialogues on the topic "In the store". Learn new words |
| **TOPIC 7.** | Pronouns. Use of pronouns in speech. Family. Related words. Synonyms. Reading text: "My family". Work on texts and studies  Source: R. Gabibi. Azerbaijani language. Textbook. Baku - 2010; M. Gurbanova, M. Abdullayeva. Azerbaijani language. Tutorial. Baku, 2008, 328 p.  Assignment: Learn the text. Compose a short text on the topic. Perform the assigned exercises |
| **TOPIC 8.** | Reading text: "Historical monuments, sights of Azerbaijan". "Inner City". Command form of the verb. Affirmation and denial forms. The infinitive form of the verb  (-mag, -mak). Affirmation and denial. Work on the text "John in Azerbaijan".  Source: M. Gurbanova, M. Abdullayeva.  Azerbaijani language. Tutorial. Baku, 2008, 328 p.  Assignment: Compose a story about the sights of the city. To learn new words. |
| **TOPIC 9.** | The present tense of the verb. Affirmation and denial forms. Reading text: "At the lesson".  Dialogue: "We are learning the Azerbaijani language".  Source: Gerayzade M.A. English. Tutorial. Baku, "Polygraphy" 2017 .; Azerbaijani - English phrasebook.  Assignment: Make up dialogues with new words. |
| **TOPIC 10.** | Past tense of the verb. Affirmation and denial forms.  Building a dialogue on the topic "Doctor - dentist", (cardiologist, therapist, otolaryngologist, traumatologist). "A visit of a doctor". Vocabulary work.  Source: Gerayzade M.A. English. Tutorial. Baku, "Polygraphy" 2017 .; Azerbaijani - English phrasebook.  Assignment: Make up dialogues with new words. |
| **TOPIC 11.** | The future tense of the verb. Affirmation and denial forms. The use of verbs in speech according to time. Body parts. Qualified text. "Skeleton" Work on the text and works.  Source: M. Gurbanova, M. Abdullayeva.  Azerbaijani language. Tutorial. Baku, 2008, 328 pages. Geraizade M.A. English. Tutorial. Baku, "Polygraphy" 2017.  Assignment: Create a dialogue on this topic. |
| **TOPIC 12.** | Verb adjective. (-an,-en). Verb-adjective, speech processing and connection with other words.  Reading text: "My one day". ("My day"). Work on texts and studies.  Source: M. Gurbanova, M. Abdullayeva.  Azerbaijani language. Tutorial. Baku, 2008, 328 pages. Geraizade M.A. English. Tutorial. Baku, "Polygraphy" 2017.  Assignment: Create a dialogue on this topic. |
| **TOPIC 13.** | Forms of the verb: Imperative, Conditional forms. Verb Conjugation (-anda, -enda)  Construction of dialogue and polylogue related to "Atek", "Polyclinic". "Hygiene" text. Vocabulary work  Source: R. Gabibi. Azerbaijani language. Textbook. Baku - 2010; Khudazarov Telman "Azerbaijani language for English students, Baku," Nargiz "2009, 359 pp.  Assignment: Learn the text, compose sentences with new sentences, compose a text on the topic. |
| **TOPIC 14.** | Meaning types of the verb: known, unknown, reciprocity-jointness. Leisure time. Sports. Creating a dialogue on the topic "My free time", "Taxi booking". Vocabulary work.  Source: M. Gurbanova, M. Abdullayeva.  Azerbaijani language. Tutorial. Baku, 2008, 328 pages. Geraizade M.A. English language Study guide. Baku, "Polygraphy" 2017 .;  Assignment: Learn new words. Compose a story about some outstanding personality of Azerbaijan. |
| **TOPIC 15.** | Adverb. Meaning types of adverbs. Use of adverbs in speech. "Prominent personalities of Azerbaijan". Work on texts. Synonyms, antonyms.  Source: R. Gabibi. Azerbaijani language. Textbook. Baku - 2010; M. Gurbanova, M. Abdullayeva. Azerbaijani language. Tutorial. Baku, 2008, 328 p.  Assignment: Learn the text. To be able to talk about any season. |
| **TOPIC 16.** | Modal words. (maybe that is). The use of modal words in speech. Victory history. Karabakh is Azerbaijan. "Flag Day". Vocabulary work.  Source: Material from the Internet.  Assignment: Based on the facts, write an essay about the Second Patriotic War, its reasons, the courage of our people in this war, about the sons and daughters who died for their land, about the veterans and participants in the war. Prepare slides, hold an event. |
| **TOPIC 17.** | Don't connect. (for, with, -la, -la). The use of conjunctions in speech.  Reading text: "My apartment". Placement. Words and expressions indicating the position and location of household items. Work on the text.  Source: Mahbuba Gurbanova, Matanat Abdullayeva. Azerbaijani language. Textbook. Baku, 2008, 328 p.; R. Habibi. Azerbaijani language. Textbook. Baku-2010.  English. (materials for those preparing for entrance exams, high school students and teachers). Baku, 2011.  Task: Study the text, use new words in sentences. |
| **TOPIC 18.** | Connector. (and, but, if). Adverb (most) The use of conjunctions and adverbs in speech. What's on the menu. Proper nutrition. Construction of dialogues called "Restaurant", "Cafe", "Canteen". Vocabulary work  Source: R. Gabibi. Azerbaijani language. Textbook. Baku - 2010; M. Gurbanova, M. Abdullayeva. Azerbaijani language. Tutorial. Baku, 2008, 328 p.  Assignment: Learn the text. Make sentences with new words. |
| **TOPIC 19.** | The order of words in a sentence. Types of sentences according to intonation: narration, interrogative sentences. Spelling.  Check yourself. Vocabulary work. Translation of the text into Azerbaijani: "At the library".  Source: R. Gabibi. Azerbaijani language. Textbook. Baku - 2010; M. Gurbanova, M. Abdullayeva. Azerbaijani language. Tutorial. Baku, 2008, 328 p.  Assignment: Make up dialogues on the given topics. |
| **TOPIC 20.** | Basic forms of speech.  Types of speech activity: speaking, listening, writing, reading. Differences between oral and written speech  Features of academic writing and oral speech.  Reading text: "Holidays". Vocabulary work.  Work on incomplete, incomplete text. Conversion of written texts into oral speech. Expression of information given in writing.  Source: Bonk N.A., Kotiy G.A., Lukyanova N.A. English textbook. Part 1 - M. "Dekont", 1998.637 p.  Assignment: Make sentences with new words |
| **TOPIC 21.** | Dialogue culture. Polylogist. Characteristics of "doctor-patient" communication system. Use of non-verbal means of communication in medicine. Medical phrases. Establishing a dialogue and a polylogue on the topic of "Medical assistance". Vocabulary work.  Source: M. Gurbanova, M. Abdullayeva. Azerbaijani language. Tutorial. Baku, 2008, 328 pages. Geraizade M.A. English. Tutorial. Baku, "Polygraphy" 2017 .;  Assignment: Learn the given text. |
| **TOPIC 22.** | Monologue speech. Types and forms of monologic speech in medical communication. Reading text: "Tragedy of Khojaly". Work on texts and studies.  Source: M. Gurbanova, M. Abdullayeva.  Azerbaijani language. Tutorial. Baku, 2008, 328 pages. Geraizade M.A. English. Tutorial. Baku, "Polygraphy" 2017.  Assignment: Prepare and distribute dialogues among students on topics |
| **TOPIC 23.** | Features of the official-business style. Examples of practical writing.  Writing an application, explanation, biography. Formal dating.  Source: M. Gurbanova, M. Abdullaeva.  Azerbaijani language. Tutorial. Baku, 2008, 328 pages. Geraizade M.A. English. Tutorial. Baku, "Polygraphy" 2017.  Assignment: Learn the text. Make assignments by type of monologue. |
| **TOPIC 24.** | Business conversation over the phone.  Check yourself. Vocabulary work. Translation of the text into Azerbaijani "A telephone conversation" |
| **TOPIC 25.** | Final lesson. Repetition of the passed material. |

**EVALUATION:**

The set of 100 points according to the credit for the subject will be distributed as follows:

50 points - before the exam

Including: 10 points - attendance

10 points - independent work

30 points - points earned for answering seminars.

During the semester, 2 colloquia will be held. Students who did not participate in the colloquium will receive a 0 point in the journal.

50 points - earned on the exam, which will be conducted through testing. The tests consist of 50 questions. Each question is worth 1 point. Wrong answers take away points for correct answers.

**NOTE:**

The exam must have a minimum of 17 points. Otherwise, the student's answer will be assessed as “unsatisfactory”. The points scored during the semester on the exam are summarized and evaluated in the following form:

A - "excellent" - 91-100

B - "very good" - 81 - 90

С - "good" - 71 - 80

B - "satisfactory" - 61-70

E - "satisfactory" - 51-60

F - "unsatisfactory" - below 51 points.

**INDEPENDENT WORK**

During the semester, 2 independent works are assigned. Each work is worth 5 points. Independent work should be in writing, word program, volume 1, 2, 3 (font 12) p.

Each independent work should express the thoughts and opinions of the student, therefore plagiarism is unacceptable.

**METHODOLOGICAL SUPPLY:**

1.Məhbubə Qurbanova, Mətanət Abdullayeva. Azərbaycan dili. Dərs vəsaiti. Bakı,

2008ç 328 s.

2.Gərayzadə M.Ə. English (ATU-nun hazırlıq şöbəsinin xarici dinləyiciləri üçün

dərs vəsaiti). Bakı, “Poliqrafiya, 2017

3.Bonk N.A., Q.A.Kotiy, N.A.Lukyanova. Engilis dili dərsliyi, 1 hissə.-M.,

Dekont, 1998, 637 səh.

4. R.Həbibi. Azərbaycan dili. Dərslik. Bakı-2010

5. Khudazarov Telman Mirzoyevich, "Teach yourself Azeri" for English students. Baku, "Nargiz" publishing house, 2009, p. 354.

6. English. (materials for those preparing for entrance exams, high school students and teachers). Baku, 2011.

7. Azerbaijani-English phrasebook (various editions)

8. Azerbaijani language. Publication of TDK, Baku 2014, 486 pages.

**COURSE WORK**

There is no coursework for this subject.

**PRACTICE**

No work practice is provided for this subject.

**Department of Azerbaijani language**

**manager: ph: N.H.Hadjıeva**