Course description

Department/Unit /	UJP / 9AC6B		Academic Year	2023/2024
Title	Business English Intermediate 2		Type of completion	Exam
Accredited/Credits	No, 4 Cred.		Type of completion	Oral
Number of hours	Tutorial 4 [Hours/Week]			
Occ/max	Status A Status B Status C		Course credit prior to	YES
Summer semester	0 / - 0 / - 0 / -		Counted into average	YES
Winter semester	0 / - 0 / - 0 / -		Min. (B+C) students	10
Timetable	Yes		Repeated registration	NO
Language of instruction	English		Semester taught	Winter, Summer
Optional course	Yes		Internship duration	0
Evaluation scale	1|2|3|4		Ev. sc. – cred.	S|N
No. of hours of on-premise				
Auto acc. of credit	Yes in the case of a previous evaluation 4 nebo nic.			
Periodicity	K			
Substituted course	UJP/AC6B			
Preclusive courses	N/A			
Prerequisite courses	N/A			
Informally recommended courses	N/A			
Courses depending on this Course	N/A			

Course objectives:

The goal is to teach students how to communicate effectively in the business and work contexts. The course is intended for students at CEFR A2 level. The students taking the course will acquire language competencies at the CEFR B1 level.

Requirements on student

Credit requirements:

- completion of all assignments as written on courseware
- credit test 75% to pass, can be retaken twice

Students take the oral exam after earning the credit.

Content

1. Course information
   taking a new job
   present perfect
2. Career change
   using the present perfect and the past tense
   corporate gift-giving
   a thank you letter
   countable and uncountable nouns
3. Cultural differences
   using articles
   team work
   kaizen
   making words using suffixes
4. Working as part of an international team

global HR
travelling for business
words to express quantity
emails asking for information
5. Statistical data
describing graphs and charts
corporate finance
6. Investment
vocabulary for shares and stock exchange
7. Start-up and ways of financing it
relative clauses
letter of enquiry
revision
mid-term test
8. Application for a job
Writing a CV
correspondence related to a job interview
hiring staff, vocabulary
forms of /and using zero and 1st conditional clauses
9. Preparation for a job interview
forms of/and using 2nd conditional clauses
revision of conditional clauses
10. Staff growth
staff appraisal
filling in application forms for training
booking a place on a course by email
11. Sports vocabulary in Business English
employee productivity
written report on staff opinions
12. Verb patterns with infinitive or -ing
revision
13. Credit test
analysis of credit test mistakes

Additional information for distant study students can be found on Courseware.

Fields of study

Studentům je k dispozici kurz v Google Classroom se všemi podstatnými informacemi a materiály.

Guarantors and lecturers

- **Guarantors:** Mgr. Jitka Ramadanová, Ph.D. (100%)
- **Tutorial lecturer:** Mgr. Václav Fišer (100%)

Literature

- **Basic:** Whitby, Norman. *Business benchmark : pre-intermediate to intermediate business preliminary : student's book*. 2nd ed. Cambridge : Cambridge University Press, 2013. ISBN 978-1-107-69399-9.
- **Recommended:** Hollett, Vicki. *Business objectives : new edition*. 1st ed., 5th impr. Oxford : Oxford University Press, 1998. ISBN 0-19-451391-2.
- **Recommended:** Mascull, Bill. *Business vocabulary in use : intermediate*. 1st pub. Cambridge : Cambridge University Press, 2002. ISBN 0-521-77529-9.
- **Recommended:** Murphy, Raymond. *English grammar in use : a self-study reference and practice book for intermediate students of English : with answers*. Cambridge : Cambridge University Press, 2004. ISBN 0-521-53762-2.
- **Recommended:** Tullis, Graham; Trappe, Tonya. *New insights into business : student`s book*. London : Longman, 2000. ISBN 0-582-33553-1.
- **Recommended:** Naunton, Jon. *ProFile 2 : intermediate : workbook*. Oxford : Oxford University Press, 2005. ISBN 0-19-457585-3.

Time requirements

All forms of study

Activities	Time requirements for activity [h]
Contact hours	52
Preparation for an examination (30-60)	20
Presentation preparation (report in a foreign language) (10-15)	10
Preparation for formative assessments (2-20)	40
Total:	**122**

assessment methods

Knowledge - knowledge achieved by taking this course are verified by the following means:

Oral exam

Test

Self-evaluation

Skills - skills achieved by taking this course are verified by the following means:

Oral exam

Test

Portfolio

Self-evaluation

Competences - competence achieved by taking this course are verified by the following means:

Oral exam

Test

Portfolio

Self-evaluation

prerequisite

Knowledge - students are expected to possess the following knowledge before the course commences to finish it successfully:

-distinguish countable and uncountable nouns

-distinguish forms of possessive and demonstrative pronouns

-identify forms of cardinal and ordinal numbers

-distinguish positive, comparative and superlative forms of adjectives

-name forms of irregular verbs for A1 and A2 levels

-identify basic verb tenses, i.e. present, past, future, present perfect, both in their simple and continuous forms

-identify various meanings and forms of modal verbs

-identify basic prepositions of place and time

-distinguish the forms of gerund and infinitive

Skills - students are expected to possess the following skills before the course commences to finish it successfully:

-adequately use basic grammar structures

-use language competencies at CEFR A2 level

-analyze and summarize a short article on a general topic

-find particular predictable information in the text

-explain one's behaviour also in writing

-write a simple personal letter or email

-write a simple coherent text on the topic the student is familiar with

-express the course of an event, emotions, wishes and career plans both in the oral and written form

-lead conversation about topics concerning the student

Competences - students are expected to possess the following competences before the course commences to finish it successfully:

N/A

N/A

N/A

N/A

teaching methods

Knowledge - the following training methods are used to achieve the required knowledge:

Skills demonstration

Individual study

Self-study of literature

Skills - the following training methods are used to achieve the required skills:

Skills demonstration

Individual study

Self-study of literature

Competences - the following training methods are used to achieve the required competences:

Skills demonstration

Individual study

Self-study of literature

learning outcomes

Knowledge - knowledge resulting from the course:

-identify forms of the present perfect and the past tense

-distinguish adverbials of time

-identify countable and uncountable nouns that were taught

-analyze the function of articles used with nouns

-distinguish meanings and forms of words expressing quantity

-distinguish types of relative clauses and pronouns

-name adverbs and adjectives used to describe trends and changes

-distinguish verb patterns with infinitive and -ing form

-make correct forms of 1st and 2nd conditional

-name terms used in corporate financing

-name terms used in corporate financing

-identify collocations used for employing staff

Skills - skills resulting from the course:

-find and apply important info drawn on a written text dealing with a specific professional topic

-analyze info gained by listening to specific professional texts

-describe statistical data, graphs and trends

-talk about and discuss the topics related to career change and taking a job

-talk about and discuss team work, professional growth and work on the global market

-talk about and discuss corporate finance and investments

-use 1st and 2nd conditional clauses

-use relative pronouns in the context

-use in the correct context present perfect with since and for

-select the correct verb pattern with-ing or infinitive

-select the correct form of countable and uncountable nouns

-write a structured CV

-write a thank you letter

-write an invitation to a job interview and give the result

-ask for info by email or letter

-write a letter of enquiry

-structure a business report correctly

Competences - competences resulting from the course:

N/A

N/A

Course is included in study programmes: