

Course description

Course abbreviation:	UJP/9AC8B	Page:	1 / 5
Course name:	Business English 4		
Academic Year:	2023/2024	Printed:	03.06.2024 07:36

Department/Unit /	UJP / 9AC8B			Academic Year	2023/2024
Title	Business English 4			Type of completion	Exam
Accredited/Credits	No, 4 Cred.			Type of completion	Combined
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/AC8B				
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 B1 level. The students taking the course will acquire language competencies at the CEFR B2 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. information about the course
 - revision of verb tenses
 - arranging business travel
 - email communication
2. impact of modern communication technologies on business travel
 - perfect forms of modal verbs
 - business conferences
3. networking at conferences
 - company meetings
 - vocabulary to talk about conducting and organising meetings

4. pros and cons of various types of meetings
 - financial aspects of sales
 - passive voice used to express opinion
 - making recommendations, expressing opinion
5. revision of grammar
 - social media and customers
 - verb-noun collocations in the business context
 - an email arranging a meeting
 - an email with info about a company
 - using the definite article
6. Business and the environment
 - the green office
 - expressing causes
 - an email giving suggestions for improvement
 - report on staff survey on working conditions
7. verbs and rules used for reported speech
 - phrases for expressing quantity and number
 - revision
 - written report on the results of a survey
 - the concept of offshoring and outsourcing, pros and cons
8. 3rd conditional
 - a proposal for outsourcing
 - customer satisfaction and loyalty
 - vocabulary related to business results
 - relative clauses
9. communication with customers
 - adjective-noun collocations
 - pronouns it, this, that
10. Communication with customers
 - expressions last and latest
 - a letter of complaint
 - phrases to express results
11. A letter or email of apology
 - business across cultures
 - an email announcing a job opportunity
12. phrases with -ing or infinitive
 - revision
13. credit test
 - credit test results
 - course evaluation

Fields of study

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

Guarantors and lecturers

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

Literature

- **Basic:** Brook-Hart, Guy. *Business Benchmark: Upper Intermediate*. CUP Cambridge, 2013. ISBN 978-1-107-68098-2.
- **Extending:** TULLIS, G.; TRAPPE, T. *New Insights into Business, Student's Book*. London: Longman, 2004. ISBN 978-0-582848870.
- **Recommended:** ECONOMIA. *Business Spotlight: Angličtina pro mezinárodní komunikaci*. Praha: Economia.
- **Recommended:** MASCULL, B. *Business Vocabulary in Use, Intermediate*. Cambridge: Cambridge University Press,

2012. ISBN 978-0-521-74862-9.
- **Recommended:** McCarthy, Michael. *Grammar for business*. Cambridge : Cambridge University Press, 2009. ISBN 978-0-521-72720-4.
 - **Recommended:** kolektiv autorů. *Oxford Business English Dictionary*. Oxford: Oxford University Press, 2005. ISBN 9780194315845.
 - **Recommended:** ASHLEY, A. *Oxford Handbook of Commercial Correspondence (new edition)*. Oxford: Oxford University Press, 2003. ISBN 978-0-19-457213-2.
 - **Recommended:** ALLISON, J. *The Business 2.0 Intermediate, Student's Book*. Oxford: Macmillan, 2013. ISBN 978-0-230-43788-3.

Time requirements

All forms of study

Activities	Time requirements for activity [h]
Presentation preparation (report in a foreign language) (10-15)	8
Preparation for comprehensive test (10-40)	10
Contact hours	52
E-learning [dáno e-learningovým kurzem]	15
Preparation for an examination (30-60)	22
Total:	107

assessment methods

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

Test
Oral exam
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:

- identifikovat situace pro užití přítomného času prostého a průběhového
- distinguish between subject and object questions
- understand the situations for using past simple and past continuous
 - identify state and action verbs
- name forms of irregular verbs at CEFR B1 level
 - distinguish the form of used to
 - identify situations for using present perfect and the past tense

- name expressions indicating the use of present perfect and past simple
 - distinguish the difference between going to and will
- list ways to express the future
- distinguish 1st and 2nd conditional
 - identify modal verbs for the present, future and past
 - identify forms of the passive voice in different tenses
- distinguish gerund and infinitive patterns for CEFR B1 level
- distinguish forms of the past perfect tense

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

- use language competencies at CEFR B1 level
- analyze and summarize the content of texts dealing with work, school or free time
- analyze audio texts dealing with current events or things of personal or professional interest, if articulated clearly
- join without previous preparation conversations dealing with familiar topics, topics of interest, or those related to everyday life
- explain one's opinions, plans or wishes
 - write intelligible coherent texts on well-known topics
- write a personal letter describing experiences, emotions
 - express requests using simple sentences
 - write a simple business letter or email
- communicate during a business meeting without having to use specific terminology
 - make a phone call

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
N/A

teaching methods

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

Individual study
Self-study of literature
Skills demonstration

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:

- distinguish between past forms of modal verbs

- distinguish passive voice in the formal style
 - identify words and phrases to express cause
 - identify verbs used in reported speech
 - list the rules for reported speech
 - distinguish forms of the 3rd conditional
 - distinguish relative pronouns in non-defining and defining relative clauses
- list phrases for expressing effect
 - identify adverbial and noun collocations requiring -ing
 - distinguish between words travel, trip, journey
- identify collocations related to a business meeting
- distinguish collocations of adjectives with nouns in the business context
- identify vocabulary related to business results
 - distinguish between words way and method
 - distinguish between words last and latest
 - identify phrases denoting quantity or number

Skills - skills resulting from the course:

- join in the discussion about business trips and business meetings
- characterize problems related to organising conferences
- summarize survey results in writing
- analyze the text the student listened to dealing with taught topics
- explain the role of social media in a company
 - analyze environmental behaviour of the company
- explain pros and cons of outsourcing and offshoring
- characterize company culture and problems related to working abroad
- write an email asking for and giving info about a business trip or conference
 - write an email informing about a meeting
 - write an email with information about the company
- write an email or letter of apology
 - write suggestions for improving work conditions
 - write a letter of complaint
 - write an email announcing a job opportunity

Competences - competences resulting from the course:

N/A

N/A

Course is included in study programmes: