

## Course description

<b>Course abbreviation:</b>	UJP/9AC8B	<b>Page:</b>	1 / 5
<b>Course name:</b>	Business English 4		
<b>Academic Year:</b>	2023/2024	<b>Printed:</b>	13.07.2025 09:22

<b>Department/Unit /</b>	UJP / 9AC8B			<b>Academic Year</b>	2023/2024
<b>Title</b>	Business English 4			<b>Type of completion</b>	Exam
<b>Accredited/Credits</b>	No, 4 Cred.			<b>Type of completion</b>	Combined
<b>Number of hours</b>	Tutorial 4 [Hours/Week]				
<b>Occ/max</b>	Status A	Status B	Status C	<b>Course credit prior to</b>	Yes
<b>Summer semester</b>	0 / -	0 / -	0 / -	<b>Counted into average</b>	YES
<b>Winter semester</b>	0 / -	0 / -	0 / -	<b>Min. (B+C) students</b>	10
<b>Timetable</b>	Yes			<b>Repeated registration</b>	NO
<b>Language of instruction</b>	English			<b>Semester taught</b>	Winter, Summer
<b>Optional course</b>	Yes			<b>Internship duration</b>	0
<b>Evaluation scale</b>	1 2 3 4			<b>Ev. sc. – cred.</b>	S N
<b>No. of hours of on-premise</b>					
<b>Auto acc. of credit</b>	Yes in the case of a previous evaluation 4 nebo nic.				
<b>Periodicity</b>	every year				
<b>Specification periodicity</b>					
<b>Substituted course</b>	UJP/AC8B				
<b>Preclusive courses</b>	N/A				
<b>Prerequisite courses</b>	N/A				
<b>Informally recommended courses</b>	N/A				
<b>Courses depending on this Course</b>	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 Havráňková, 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
<b>Total:</b>	<b>107</b>

## 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:**