

Course description

Course abbreviation:	UJP/9RBK	Page:	1 / 3
Course name:	Business Meetings in Russian		
Academic Year:	2023/2024	Printed:	03.06.2024 08:38

Department/Unit /	UJP / 9RBK			Academic Year	2023/2024
Title	Business Meetings in Russian			Type of completion	Pre-Exam Credit
Accredited/Credits	No, 3 Cred.			Type of completion	
Number of hours	Tutorial 2 [Hours/Week]				
Occ/max	Status A	Status B	Status C	Course credit prior to	NO
Summer semester	0 / -	0 / -	0 / -	Counted into average	NO
Winter semester	0 / -	0 / -	0 / -	Min. (B+C) students	10
Timetable	Yes			Repeated registration	NO
Language of instruction	Russian			Semester taught	Winter, Summer
Optional course	Yes			Internship duration	0
Evaluation scale	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/RBK				
Preclusive courses	N/A				
Prerequisite courses	N/A				
Informally recommended courses	N/A				
Courses depending on this Course	N/A				

Course objectives:

Students learn the lexical, grammatical and stylistic language means important for conducting business meetings and preparing commercial contracts. The objective is also to make students familiar with documents used in foreign trade.

Requirements on student

- 1) Translation of economic papers relating to themes of graduation theses.
- 2) 1 credit test (70% to pass).
- 3) Completion of all assignments mentioned in COURSEWARE, active participation at seminars.

Specification of requirements for distant study programme students can be found in COURSEWARE.

Content

- Commercial negotiations and types
- Rules and business ethics
- Stages of commercial negotiations
- Presentation of a company and its goals
- Types, structure and programme of presentations
- Forms of presentations
- A letter of invitation for an exhibition and its format

Further information for distant study programme students can be found in COURSEWARE.

Fields of study

Guarantors and lecturers

- **Guarantors:** Mgr. Varvara Golovatina, CSc. (100%)
- **Tutorial lecturer:** Mgr. Varvara Golovatina, CSc. (100%), Mgr. Václav Trejbal, CSc. (100%)

Literature

- **Basic:** Mrovčcová, Ljuba. *Obchodní ruština*. Brno, 2007. ISBN 978-80-251-1598-5.
- **Extending:** Žukovskaja, E E. a kol. *Kurs dlja biznesmenov. Peregovory, kontrakty, vstreči..* Moskva, 1993.
- **Recommended:** Kozlova, Tatiana, Vavrečka, Mojmír, Lepilova, Libuše, kurlova, Irina, Kulgavčuk, Marina. *Dogovorilis! Obchdujeme, podnikáme a komunikujeme v ruštině..* Plzeň, 2004. ISBN 80-7238-155-5.

Time requirements

All forms of study

Activities	Time requirements for activity [h]
Preparation for comprehensive test (10-40)	20
Contact hours	26
Individual project (40)	40
Total:	86

assessment methods

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

- Test
- Skills demonstration during practicum
- Continuous assessment

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

- Test
- Skills demonstration during practicum
- Continuous assessment

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

- Test
- Skills demonstration during practicum
- Continuous assessment

prerequisite

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

- demonstrate knowledge of basic communication means used in the economics sphere
- identify and use more complex grammatical structures
- identify basic vocabulary used in economics

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

- read and comprehend scientific economics texts
- find information in a text and use it in a discussion
- use more complex grammatical structures

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

N/A

N/A

teaching methods

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

Practicum

Skills demonstration

Self-study of literature

Textual studies

Collaborative instruction

One-to-One tutorial

Multimedia supported teaching

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

Practicum

Multimedia supported teaching

Textual studies

Collaborative instruction

One-to-One tutorial

Self-study of literature

Skills demonstration

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

Practicum

Multimedia supported teaching

Collaborative instruction

Textual studies

Skills demonstration

Individual study

One-to-One tutorial

learning outcomes

Knowledge - knowledge resulting from the course:

- identify grammatical means for a successful business meeting
- identify the vocabulary of business correspondence and business meetings

Skills - skills resulting from the course:

- use appropriate language means in different stages of a business meeting
- write the minutes of a business meeting
- lead and actively participate in a business meeting in the Russian language
- manage business documentation in the Russian language
- express agreement, disagreement, suggestions

Competences - competences resulting from the course:

N/A

N/A

Course is included in study programmes: