

## Course description

<b>Course abbreviation:</b>	UJP/9RBK	<b>Page:</b>	1 / 3
<b>Course name:</b>	Business Meetings in Russian		
<b>Academic Year:</b>	2023/2024	<b>Printed:</b>	15.07.2025 23:07

<b>Department/Unit /</b>	UJP / 9RBK			<b>Academic Year</b>	2023/2024
<b>Title</b>	Business Meetings in Russian			<b>Type of completion</b>	Pre-Exam Credit
<b>Accredited/Credits</b>	No, 3 Cred.			<b>Type of completion</b>	
<b>Number of hours</b>	Tutorial 2 [Hours/Week]				
<b>Occ/max</b>	Status A	Status B	Status C	<b>Course credit prior to</b>	No
<b>Summer semester</b>	0 / -	0 / -	0 / -	<b>Counted into average</b>	NO
<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>	Russian			<b>Semester taught</b>	Winter, Summer
<b>Optional course</b>	Yes			<b>Internship duration</b>	0
<b>Evaluation scale</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/RBK				
<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:

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
<b>Total:</b>	<b>86</b>

## 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:**