

Course Description

University: <i>School of Economics and Management in Public Administration in Bratislava</i>	
Faculty: <i>Institute of Economics and Management</i>	
Code:	Course name: <i>Foreign Language I./ English</i>
Type, extent and method of instruction: <i>full-time studies – seminars, 2 lessons per week, full-time method</i>	
Number of credits: <i>4</i>	
Recommended semester/trimester: <i>1st semester</i>	
Study degree: <i>Bachelor</i>	
Prerequisites: <i>None</i>	
Course completion conditions: <ol style="list-style-type: none"> <i>1. Active and regular class attendance and preparation – 10 points</i> <i>2. Mid-term progress test – 15 points</i> <i>3. Writing task – 10 points</i> <i>4. Oral performance – 10 points</i> <i>5. End-of-course test – 55 points</i> <p>End-of-course evaluation is the total of all evaluations. <i>To be evaluated by an A, it is necessary to have a total of 100 – 90 points, to be evaluated by a B 89 – 80 points, to be evaluated by a C at least 79 – 70 points, for D at least 69 – 60 points and for E 59 – 50 points.</i></p>	
Course aims: <i>This is a skills-based course for students of management and business. The course follows the communicative and functional approach, with an emphasis on both fluency and accuracy. It focuses on developing and improving language skills needed for future managers and businessmen. Students practise and extend language skills such as speaking, writing, reading and listening by means of activities in their English classes where the latest articles on business and management issues are presented and discussed. Communication skills are extended with emphasis on speaking and on clarity of written work as extra-class activity. Introducing, studying and learning new vocabulary is developed in detail, particularly new words and phrases associated with Managerial English. Students acquire new expressions, learn to define business terms adequately and use them appropriately. This is the way how this course can contribute to getting a general overview of management and help students to perform better and more effectively in the demanding world of business.</i>	
Brief outline of the course: <ol style="list-style-type: none"> <i>1. The importance of English in the world of international business</i> <i>2. The fundamental principles of management</i> <i>3. Company structure</i> <i>4. Work and daily routine</i> <i>5. Human Resources management</i> <i>6. In an office – business meetings</i> <i>7. Travel and business trips</i> <i>8. Making hotel bookings and checking arrangements</i> <i>9. Telephoning</i> <i>10. Companies – describing companies, their products and services</i> <i>11. Management styles</i> 	
Recommended literature: <i>Baade, K. - Holloway, Ch. - Scrivener, J. - Turner, R – Naunton, J. et al.: Business Result Intermediate Student's Book with Interactive Workbook + DVD-ROM 2012</i> <i>Rogers, L.: Business Result Intermediate Skills for Business Studies Oxford University Press</i>	

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Murphy, R.: English Grammar in Use. Cambridge University Press 2003

New Longman Business English Dictionary, Longman 2000

Mascull, B.: Business Vocabulary in Use, Cambridge University Press 2002

McCarthy, M. et al: Grammar for Business – Cambridge University Press 2009

Extra Materials tailored to the particular needs of individual groups

Language of instruction: *English*

Notes:

Course evaluation:

A	B	C	D	E	FX
a	b	c	d	e	f