

## SYLLABUS

**1. Course title:**

BUSINESS ENGLISH

**2. Code:**

**3. Cycle of study:**

I

**4. ECTS credits:**

2

**5. Type of course:**

Mandatory

**6. Prerequisites:**

none

**7. Class restrictions:**

none

**8. Duration / semester(s):**

I

VII

**9. Weekly contact hours and student workload:**

	Semester (1)	Semester (2)	(for two-semester courses)	Workload: (hours)
9.1. Lectures	2			Classes: 22.50
9.2. Seminars	0			Individual work: 36.33
9.3. Laboratory / Practice classes	0			In total: 58.83

**10. Faculty:**

Faculty of Mechanical Engineering

**11. Department/study program:**

Power Mechanical Engineering, Production Mechanical Engineering, Mechatronics

**12. Lecturer:**

**13. Course aims:**

- Expanding vocabulary in the field of written and oral business communication
- Developing speaking skills and the ability to understand texts in business communication
- Improving writing and reading skills for texts in business communication

- Enabling students to establish business contacts, host business partners, arrange business meetings, organize business lunches at restaurants, and book hotel rooms for themselves and/or their business partners.

#### 14. Learning outcomes:

By the end of the semester, the learning outcomes for successful students who have consistently fulfilled their obligations throughout the entire course period will be reflected in their ability to:

- Read and understand longer texts in business English
- Conduct business conversations fluently in English
- Write short reports and engage in business correspondence in English
- Comprehend extended speech in English with complex structures containing terminology from business language

#### 15. Course content:

1. Making introductions
2. Salary information
3. Business etiquette
4. Conducting business with different cultures
5. Quality standards
6. Business strategy
7. Negotiation techniques
8. Writing business emails
9. Preparing presentations
10. Managing meetings
11. Customer service communication
12. Marketing strategies
13. Financial terminology
14. Project management
15. Workplace safety

#### 16. Learning methods:

Lectures are held using various multimedia teaching aids, active study and active participation of students in the teaching process. Various types of in-class activities. The language of instruction is English.

#### 17. Assessment methods:

After the first half of the semester students take a test which includes the topics covered. For this assignment, students can earn a maximum of 40 points. All students take the test at the same time to ensure that everyone has an equal chance. For continued active in-class participation over the semester students can earn a maximum of 10 points. The final exam is in the written form. The maximum number of points that each student can earn is 50. In order to pass the final exam, students are required to earn at least 25 points.

#### 18. Assessment components:

Pre-exam points amount to a maximum of 50 points and the maximum number of points that can be earned on the final exam is 50. Pre-exam points include one mid-term test, earning a maximum of 40 points, and attendance and in-class active participation for which students can earn a maximum of 10 point. This amounts to a total of 100 points (50+40+10). The minimum number of points required to pass an exam is 54. The final grades are

Grading scale is as follows:

Grade	Description	Letter/Points
5 (five)	Does not meet minimum criteria	F <54
6 (six)	Meets minimum criteria	E 54-64
7 (seven)	Generally good, but with significant shortcomings	D 65-74
8 (eight)	Average, with noticeable errors	C 75-84
9 (nine)	Above average, with some errors	B 85-94
10 (ten)	Exceptional with no or minor errors	A 95-100

#### 19. Mandatory reading list:

1. John Taylor and Jeff Zeter (2011). Career Paths: Business English. Express Publishing, Newbury, UK
2. Bill Mascull (2002). Business Vocabulary in Use. Cambridge University Press, Cambridge, UK

#### 20. Additional reading list:

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**21. Web sources:**

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**22. Applicable from the academic year:**

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**23. Adopted in the Faculty/Academy session:**