

Angličtina – Jazyk I/2

PJI2A/4 Tu 8:30--10:05 S15 (J. Hrbáčková), **Th 8:30--10:05 S15 (M. Boháček)**

PJI2A/9 **Tu 10:15--11:50 MT1 (M. Boháček)**, Th 10:15--11:50 S9 (E. Trumpešová – Rudolfová)

PJI2A/12 **Tu 12:00--13:35 S9 (M. Boháček)**, Th 12:00--13:35 S9 (E. Trumpešová – Rudolfová)

PJI2A/19 **Tu 13:45--15:20 S9, Th 13:45--15:20 S15 (M. Boháček)**

Mgr. Milan Boháček, M.A.

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phone # 3544

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office hours: **We 9.15 – 10.00**

Th 10.15 – 11.00

➤ **Course requirements:**

- ✓ minimum **80%** attendance (maximum **4** absences unexcused per semester)
- ✓ handing in a set of **3 business letters** (in a logical sequence)
- ✓ active participation in seminars (systematic preparation for seminars and fulfillment of assignments)
- ✓ passing the credit test (minimum **60%** of the total number of points)

➤ **IS MU:**

course: PJI2A Jazyk I/2 - Angličtina

link: Studijní materiály → Seminar groups – Milan Boháček

➤ **Business letters:**

- ✓ the assignment is available on-line in the **IS** under *Studijní materiály* → *Seminar groups* – *Milan Boháček*
- ✓ model letters are available under the same link
- ✓ the deadline is **Thursday 29.3.** for all the letters

➤ **Primary sources:**

Jones, L., Alexander, R.: ***New International Business English***. CUP 1989, 2000. (**Student's Book**, ISBN 0-521-77472-1; **Workbook**, ISBN 0-521-77470-5)

➤ **Recommended sources:**

Straková, M., Vorálková, M.: ***Glosář k učebnici New International Business English***, Vydavatelství MU 1997, 2002. ISBN 80-210-1890-0

Dynda, A., Dyndová, E.: ***Česko-anglická obchodní korespondence***. Pragoeduca Praha 1995, 1997. ISBN 80-85856-50-6

The Economist, Financial Times

broadcasting ***BBC World Service***

internet materials