

## COURSE REQUIREMENTS for seminar groups 5, 16

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1) General information related to the course is available at:

[https://is.muni.cz/auth/elearning/warp.pl?fakulta=1456;obdobi=5003;kod=BPJ\\_JI4A;qurl=%2Fel%2F1456%2Fjaro2011%2FBPJ\\_JI4A%2Findex.qwarp;zpet=%2Fauth%2Fdok%2Frfmgr.pl%3Ffakulta%3D1456%3Bobdobi%3D5003%3Bkod%3DBPJ\\_JI4A%3Bfurl%3D%252Fel%252F1456%252Fjaro2011%252FBPJ\\_JI4A%252F%3Binfo%3D1;zpet\\_text=Zp%C4%9Bt%20do%20Spr%C3%A1vce%20soubor%C5%AF](https://is.muni.cz/auth/elearning/warp.pl?fakulta=1456;obdobi=5003;kod=BPJ_JI4A;qurl=%2Fel%2F1456%2Fjaro2011%2FBPJ_JI4A%2Findex.qwarp;zpet=%2Fauth%2Fdok%2Frfmgr.pl%3Ffakulta%3D1456%3Bobdobi%3D5003%3Bkod%3DBPJ_JI4A%3Bfurl%3D%252Fel%252F1456%252Fjaro2011%252FBPJ_JI4A%252F%3Binfo%3D1;zpet_text=Zp%C4%9Bt%20do%20Spr%C3%A1vce%20soubor%C5%AF)

2) Students are required to meet the following **requirements**:

- 1) Minimum **attendance**: 80% (= 2 courses) without a formal excuse submitted to the Dept. of Studies
- 2) **Active participation** /homework/ - if students fails to be prepared for the course repetitively, they may not be allowed to access final exam
- 3) **Powerpoint presentation** in pairs /you will sign up via the IS – *Přihlašování se k tématům/variantám z balíků témat*. 1 topic = 2 students. There we generally be 3 pairs per 1 course. You will be given details in the first course of the spring semester./
- 4) **Advanced level interactive diagnostic test completion** (the score has no impact on the final evaluation). *There will be no credit test this semester.*

3) Repeat students' requirements:

Students who attended the course in spring 2010 are not required to attend the course and deliver a presentation, if they had performed last year and if this fact is traceable for the teacher through "Poznámkový blok". If repeat students decide to attend the course, they have to be well prepared (homework preparation).

They are obliged, however, to fulfill course assignment another requirement, i.e. to complete a diagnostic interactive test at the end of the semester (the score achieved has no impact on your final evaluation). Further information will be provided during the spring semester via email.

Repeat students may select the final written exam content to suit their needs: *option 1* = Intelligent Business Coursebook + Market Leader Coursebook, *option 2* = Intelligent Business Coursebook + English for Business Studies Coursebook (a new source of study).

### SPRING 2011 – COURSE UNITS (source: English for Business Studies):

- Unit 14 – BANKING
- Unit 15 – VENTURE CAPITAL
- Unit 16 – BONDS
- Unit 17 – STOCKS AND SHARES
- Unit 18 – DERIVATIVES
- Unit 19 – ACCOUNTING AND FINANCIAL STATEMENTS
- Unit 21 – TAKEOVERS
- Unit 22 – GOVERNMENT AND TAXATION
- Unit 26 – EXCHANGE RATES
- Unit 27 – INTERNATIONAL TRADE

## ORAL EXAM TOPICS – UPDATED 7 March

### TEMATICKÉ OKRUHY PRO ÚSTNÍ ČÁST ZKOUŠKY

1. **Alliances & Takeovers** (učebnice *Intelligent Business* + *English for Business Studies*)
2. **Advertising & Marketing** (*Intelligent Business* + *English for Business Studies*)
3. **Energy, Ecology & Economics** (*Intelligent Business* + *English for Business Studies*)
4. **Competition** (*Intelligent Business*)
5. **Finance & Banking** (*Intelligent Business* + *English for Business Studies*)
6. **Training & Teamworking** (*Intelligent Business* + *English for Business Studies*)
7. **Law** (*Intelligent Business*)
8. **Investment** (*Intelligent Business*)
9. **Employment & Recruitment process** (*Intelligent Business* + *English for Business Studies*)
10. **Logistics & Quality** (*English for Business Studies*)
11. **Consulting & Consultants** (*Intelligent Business*)
12. **Securities: stocks, shares, derivatives, bonds** (*English for Business Studies*)
13. **Government & Taxation** (*English for Business Studies*)
14. **Exchange rates** (*English for Business Studies*)
15. **International trade** (*English for Business Studies*)
16. **Business cycle** (*English for Business Studies*)
17. **Accounting & Financial statements** (*English for Business Studies*)
18. **Managing across cultures** (*English for Business Studies*)

### I/4 – GRAMMAR FOCUS – SPRING 2011 (self-study)

The following grammar relates to spring semester only. Remember that final exam will include the entire grammar /= grammar from all semesters/.

1. Passive in various tenses, have/get st done
2. Conditionals – real, unreal, mixed, wishes about the present and the past (*I wish, If only*)
3. Reported speech, questions, indirect questions
4. Relative, adverbial clauses (time, manner, reason, purpose, result, contrast clauses)
5. Modals + past modals
6. Verb patterns + tenses + passive

**PRESENTATIONS** - useful tips available at STUDIJNÍ MATERIÁLY "Seminar groups Lucie Fialová" - section "Semestral assignment"

## EXAM

### WRITTEN EXAM

Sample test available at: STUDIJNÍ MATERIÁLY "Seminar groups Lucie Fialová"  
section: "SELF-STUDY"

### WRITING A SUMMARY – tips, rules, exercises

**Summary of a text is an integral part of the written exam. More information:**

[https://is.muni.cz/auth/elearning/warp.pl?fakulta=1456;obdobi=5003;kod=BPJ\\_JI4A;furl=%2Fauth%2Fel%2F1456%2Fjaro2011%2FBPJ\\_JI4A%2FWriting\\_summaries.qwarp;curl=%2Fel%2F1456%2Fjaro2011%2FBPJ\\_JI4A%2FWriting\\_summaries.qwarp;prejit=](https://is.muni.cz/auth/elearning/warp.pl?fakulta=1456;obdobi=5003;kod=BPJ_JI4A;furl=%2Fauth%2Fel%2F1456%2Fjaro2011%2FBPJ_JI4A%2FWriting_summaries.qwarp;curl=%2Fel%2F1456%2Fjaro2011%2FBPJ_JI4A%2FWriting_summaries.qwarp;prejit=)

**FINAL EXAM - VOCABULARY SOURCES:** Intelligent Business Coursebook (all units) + English for Business Studies Coursebook (units specified below):

1. Managing across cultures (4)
2. Recruitment (5)
3. Women in Business (6)
4. Logistics (9)
5. Quality (10)
6. Marketing (12)
7. Advertising (13)
8. Banking (14)
9. Venture capital (15)
10. Bonds (16)
11. Stocks and shares (17)
12. Derivatives (18)
13. Accounting and financial statements (19)
14. Takeovers (21)
15. Government and taxation (22)
16. The business cycle (23)
17. Efficiency and Employment (25)
18. Exchange rates (26)
19. International trade (27)
20. Economics and ecology (28)