

Literature:

- Robbins, S.: *First Insights into Business. Students' Book*. Pearson Education Ltd / Longman 2000. ISBN 0582 334543.
- Bendová, A., Bilková, S., Pojslová, B.: *Slovníček k učebnici First Insights into Business*. Brno: Masarykova univerzita 2004. ISBN 80-210-3353-3.
- Tullis, G., Trappe, T.: *New Insights into Business. Student's Book*. Pearson Education Ltd / Longman 2000. ISBN 0582 335531.
- Vogel, R., Fialová, L.: *Slovníček k učebnici New Insights into Business* (Graham Tullis, Tonya Trappe, Susan Power). Brno: Masarykova univerzita 2003. ISBN 80-210-3262-6.

Supplementary materials:

- Manton, K.: *First Insights into Business. Workbook*. Pearson Education Ltd / Longman 2000. ISBN 0 582 33439X.
- Murphy, R.: *Essential Grammar in Use. 2nd edition*. Cambridge University Press 1997, 2000. ISBN 0 521 55928 6.
- Dynda, A., Dyndová E.: *Česko-anglická obchodní korespondence*. Praha: Pragoeduca 1997. ISBN 80-85856-50-6.
- On-line *Interactive English Grammar for Business Students*; Bližší informace a hlavní osnovu kurzu naleznete na následujícím odkazu v IS:
<https://is.muni.cz/auth/el/1456/jaro2006/PJI2A/index.qwarp>

CREDIT REQUIREMENTS:*SEMINARS, NO LECTURES*

- **Minimum 80% seminar attendance** (2x without a letter of excuse)
- **Active participation in seminars** (i.e. systematic preparation for seminars, home assignments handed in due time)
- **60% score** in the final credit test (minimum 60 points out of 100 pts.)
- **A translation from English into Czech** (1/2 of a standard page) submitted by **November 20** (you'll be provided with detailed instructions as how to do it)

FOR MORE INFO SEE <http://www.econ.muni.cz/centra-a-strediska/centrum-jazykoveho-vzdelavani/>