

# ENGLISH I/1

autumn 2009

## Introductory information

teacher: **Milan Boháček**  
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office hours: **Tuesday 13.40 – 14.25**  
**Wednesday 11.15 – 12**

### ➤ **Course requirements:**

- ✓ minimum **80% attendance** (maximum of **4** unexcused absences per semester);
- ✓ handing in a **summary of a business article** (for details, see below);
- ✓ **active participation** in seminars (systematic preparation for seminars and fulfillment of assignments);
- ✓ passing the **credit test** (minimum **60%** of the total number of points) in the last class of the semester, i.e., **Thursday, December 17, 2009**)

### ➤ **Electronic sources:**

**IS MU:** BPJ\_J11A Jazyk I/1 – Angličtina (interactive syllabus + interactive syllabi for groups number **4**, **11** and **18**).

**web:** <http://www.econ.muni.cz/katedry/oddeleni-jazyku-na-esf/> or *ESF homepage* → *Rychlé odkazy* → *Centrum jazykového vzdělávání*

### ➤ **Primary sources:**

- Trappe, T., Tullis, G.: ***Intelligent Business: Coursebook. Upper Intermediate***. Longman, Pearson Education Limited 2006. ISBN-10: 0-582-84809-1
- Pile, L.: ***Intelligent Business: Workbook. Upper Intermediate***. Longman, Pearson Education Limited 2006. ISBN-10: 0-582-84685-4
- Boháček, M., Brandejská, Z., Trumpešová – Rudolfová, E.: ***Intelligent Vocabulary. Glosář k učebnici Intelligent Business: Upper Intermediate***. Brno, MU, 2007. ISBN 978-80-210-4389-3

### ➤ **Article summary:**

Your seminar work for this semester involves writing up and handing in a summary of an English-written business article. The deadline for handing in the letters is **Thursday, October 29, 2009**. To meet the requirements, you have to follow these guidelines:

- first, you have to go to the interactive syllabus of your seminar group where you will find four articles, adopted from *The Economist* magazine; look at the articles and choose **only one of them** (the one you like most) that you will summarize;
- your summary will be written **in English, typed and double-spaced**; you will submit it to the teacher in a **printed (paper) version**, but you will also **upload it to the Information system** (*Odevzdávárny* → *Seminar groups – Milan Boháček*);
- you **may not use the same sentences that can be found in the article**; you may not quote passages from the text either; you will **summarize the main points of the text in your own words**;
- each student will **work individually**, i.e. without help of other students;
- you will submit the summary **in time** and within the required length, i.e. **200-250 words**;
- at the top of your summary, put your **name, university number** (UČO) and the **number of the article** you are summarizing.

Your summaries will be read by the teacher and returned with comments. If your summary is not satisfactory, you will be asked to rewrite it. **Please not that you may not sit for the final credit test unless your summary has been accepted as satisfactory.**

The interactive syllabus also contains **useful tips and advice** on how to write a good summary. In order to avoid possible problems, please go through these materials and use them when summarizing the article.