

BPJ_JI1A Jazyk I/1 - Angličtina, podzim 2010

Groups 1, 2 and 3

- **Teacher:** Jiřina Hrbáčková
- **Contact:** jirina@mail.muni.cz office phone number 549 493 931, room number 711
- **Office hours:** Tuesday: 13:45 – 14:30, Wednesday 13:45 – 14:30

CREDIT REQUIREMENTS

- at least **80% attendance** in lessons; this means that you can miss up to 4 lessons without a formal excuse, all other absences must be excused through Studijní oddělení.
- **active participation** in lessons; this involves systematic preparation for each lesson, doing homework and review tests and cooperation in lessons.
- Submission of **seminar assignment**; i.e. a set of **two business letters** by **15th November 2010** (for detail see seminar work assignment)
- At least **60% score** in the credit test on **16th December 2010**

COMPULSORY LITERATURE:

- 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 to be found in studijní materiály in electronic form

SUPPLEMENTARY LITERATURE:

- Johnson, C., Barrall, I.: **Intelligent Business: Skills Book**. Upper Intermediate. Longman, Pearson Education Limited 2006. ISBN-10: 0-582-84806-7
- 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>
- Emmerson, P.: **Business Grammar Builder**. Macmillan, 2002. ISBN 0-333-75492-1
- Brieger, N., Sweeney, S.: **The Language of Business English**. Prentice Hall 1994. ISBN 0-13-042516-8
- Dynda, A., Dyndová, E.: **Česko-anglická obchodní korespondence**. Pragoeduca Praha 1995, 1997. ISBN 80-858556-50-6
- Murphy, R.: **English Grammar in Use**. 2nd edition. Cambridge University Press, 1994, 2003. ISBN 0-521-43680-X
- 85927-13-6
- Straková, M., Bürger, J., Hrdý, M.: **Česko-anglický hospodářský slovník**. Plzeň, Fraus, 2000. ISBN 80-7238-047-8
- Straková, M., Bürger, J., Hrdý, M.: **Anglicko-český hospodářský slovník**. Plzeň, Fraus, 2000. ISBN 80-7238-046-X

AUTHENTIC MATERIALS:

- www.economist.com
- www.bbc.co.uk

