

Course title	Business English	
Component code	02-03	
Lecturer	Determined later	
Lecturer's email address		
Hours	30	
ECTS	5	
Semester	Winter X	Summer X
Content	<p>Topics:</p> <p>Work and jobs – a job interview; Recruitment, applying for a job; Ways of working, nature of work; Small talk; formal – informal communication; Skills and qualifications; Employees and management; Workplace and career; Company structure; Problems at work; Marketing; Leaders and leadership; Business across cultures; Writing emails – formal, informal; letter of complaints and report;</p>	
Learning outcomes	<p>After completing the course, the student will be aware of how to:</p> <ul style="list-style-type: none"> — communicate effectively during phone calls and business meetings with clients, — engage in business small talk and informal conversations with colleagues, — write professional emails, formal letters, and business reports, — adapt their language to formal and informal situations appropriately, — participate in team communication and project management, — prepare for and conduct a job interview in English, — describe their job position, duties, and team structure, — present their strengths and professional experience with confidence, — handle intercultural differences in business communication, — build and maintain professional relationships through effective communication. 	
Selected literature	<p>Iwonna Dubicka, Margaret O’Keeffe BUSINESS PARTNER B1+ Pearson 2021</p> <p>Bill Mascull BUSINESS VOCABULARY IN USE Cambridge 2017</p>	
Teaching tools/methods	<p>listening to conversations; role plays; reading in class; short dialogues; using teaching aids: audio recordings, videos, etc dialogues; speaking; pair work;</p>	

Form of examination	Discussions; conducting business communication; projects; expressing opinions;
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