

Angličtina (PJI1A)

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office hours: **Tue 13 – 13.45**

Wed 14.45 – 15.30

➤ *Course requirements:*

- ✓ minimum **80% attendance** (maximum 4 absences unexcused per semester)
- ✓ handing in a set of **5 business letters** on an given topic from the textbook (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 13**)

➤ *Electronic sources:*

IS MU: PJI1A Jazyk I/1 - Angličtina

Studijní materiály → *Seminar groups* – *Milan Boháček* → **General Course Information**

web: <http://www.econ.muni.cz/centra-a-strediska/centrum-jazykoveho-vzdelavani/>
or *ESF homepage* → *Rychlé odkazy* → **Centrum jazykového vzdělávání**

➤ *Business letters:*

- ✓ the assignment will be available as soon as an appropriate topic has been covered in class
- ✓ you will be asked to write up and hand in each letter within a week from its assigning
- ✓ the form and essentials of each letter will be discussed in class
- ✓ the deadline for handing in the last letter is **Tuesday, November 20**

➤ *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

➤ *Recommended sources:*

Murphy, R.: ***English Grammar In Use.*** 2nd edition. CUP 1994, 2003. ISBN 0-521-43680-X

Financial Times

broadcasting *BBC World Service*
internet materials