**Syllabus:**

1. [Introduction to Business](https://elearning.fpf.slu.cz/mod/resource/view.php?id=60090)

2. [Business Organizations and Company Structures](https://elearning.fpf.slu.cz/mod/resource/view.php?id=60092)

3. [Business Etiquette](https://elearning.fpf.slu.cz/mod/url/view.php?id=60093)

4. [Recruitment](https://elearning.fpf.slu.cz/mod/resource/view.php?id=60098)

5. Writing [CV](https://elearning.fpf.slu.cz/mod/resource/view.php?id=60100) and Letter of Application

6. [Job Interviews](https://elearning.fpf.slu.cz/mod/resource/view.php?id=60103)

7. [Money Matters](https://elearning.fpf.slu.cz/mod/resource/view.php?id=60106)

8. Correspondence

9. [Telephoning](https://elearning.fpf.slu.cz/mod/resource/view.php?id=60112)

10. Giving a Successful Presentation

11. [Meetings](https://elearning.fpf.slu.cz/mod/resource/view.php?id=60118)

12. [Negotiations](https://elearning.fpf.slu.cz/mod/resource/view.php?id=60120)

13. [Production and Advertising](https://elearning.fpf.slu.cz/mod/resource/view.php?id=60121)

**Literature:**

ALLISON, John, Paul EMMERSON a Antoinette MEEHAN. *The Business 2.0: B1+ Intermediate*. Oxford: Macmillan, 2013. ISBN 9780230437883.

BADGER, Ian. *Everyday Business English*. Harlow: Longman, 2003. English for Work. ISBN 0582539579.

MASCULL, Bill. *Business Vocabulary in Use: Intermediate*. Cambridge: Cambridge University Press, 2005. Cambridge Professional English. ISBN 0521775299.

ASHLEY, A. *Oxford Handbook of Commercial Correspondence.* Oxford: Oxford University Press, 2003. ISBN 0194572137

**PRESENTATION ASSIGNMENT:**

Invent your own imaginary company/e-shop/business project and describe its organizational structure. If you do not happen to be business-minded, you can also present an existing company.

1.      What is your company called?

2.      What does it do?

3.      What kind of public image do you have?

4.      How many people do you employ?

5.      Where are your headquarters?

6.      Do you have offices in other countries? If so, where?

7.     What are your most promising products?

8.     Are there any foreseen problems and how can you deal with them?

9.    Who is your target group? What sort of potential customers do you aim at?

The **presentation** in *pairs* will take the form of a colloquium and will take place in the exam period (supposedly in January). It should not be longer than 8-9 min including the discussion and it shall be peer-assessed.