

# Business English

pro školní rok 2021/2022

Zkratka: **VBE**  
Vyučující: **Steve Chalk**  
Ročník: **předmaturitní**  
Délka: **jednoletý**

## Vztah k maturitní zkoušce, prerekvizity

Absolvování semináře není nutnou podmínkou pro skládání maturitní zkoušky z angličtiny.  
However, it will help develop some of the skills necessary in the school English Maturita exam.

## Pro koho je seminář určen a doporučen

This is for students who would like to:

- Learn the language of business (products and services)
- Learn the basic functions of working in an office (e.g. arranging/telephoning)
- Be able to get a job (manage an interview, write own CV and cover letter)
- Write business correspondence (e.g. reports and letters of complaint/apology)
- Negotiate agreements and handle themselves in meetings

## Obsah (tematické celky)

- speaking + telephoning (the importance of clarity/intonation)
- presentations (selling a product/describing graphs)
- meetings/negotiations
- writing letters/emails/reports
- listening (processes, telephoning)
- relevant grammar (e.g. modals/conditionals)

## Pro které vysokoškolské obory je předmět vhodný

- English
- Economics
- Business, Marketing and Management
- ....but most importantly, it's for getting a job