

Course title: Business English
Course code: 11049
ECTS credits: 4
Requirements: None
Basic information
Level of studies: Undergraduate applied studies
Year of study: 1, 3
Trimester: 3, 9
Goal: Acquiring and improving the ability to communicate in English in a wide range of business situations.
Outcome: Upon completion of the course, students should become more fluent and confident in using the acquired knowledge and language skills of business English.
Contents of the course
Theoretical instruction
1. Talk about your favourite brands; Taking part in meetings;
2. Talk about your travel experience; Telephoning: making arrangements;
3. Discuss attitudes to change in general and at work; Managing meetings;
4. Talk about status within an organisation; Socialising: introductions and networking;
5. Discuss authentic advertisements; Starting and structuring a presentation;
6. Do a quiz and discuss attitudes to money; Dealing with figures;
7. Discuss the importance of cultural awareness in business; Social English;
8. Talk about job interviews; Getting information on the telephone;
9. Discuss the development of international markets; Negotiating;
10. Discuss questions of ethics at work; Considering options;
Practical instruction (Problem solving sessions/Lab work/Practical training)
1. Oral and written translation, vocabulary activities, reading, writing and speaking tasks
2. Homework, self-study, pair work, role plays, case studies, seminar papers, online workbook, interactive internet research tasks
3. Practice File - lesson by lesson revision and practice
4. DVD-ROM - authentic listening texts, video Case Study solutions, i-Glossary
5. Progress tests
Textbooks and References

D. Cotton, D. Falvey and S. Kent, Market Leader, Intermediate, Third Edition, Student's Book, Pearson Longman, 2010.
Business English Dictionary, Pearson Longman
R. Murphy et al.: English Grammar in Use with Answers and CD-ROM: A Self-Study Reference and Practice Book for Intermediate Students of English, Cambridge University Press, 2004.
Number of active classes (weekly)
Lectures: 2
Practical classes: 2
Other types of classes:
Grading (maximum number of points: 100)
Pre-exam obligations: Points
Activities during lectures: 10
Activities on practical exercises:
Seminary work: 20
Colloquium: 20
Final exam: Points
Written exam: 50
Oral exam:
Lecturer
Gordana Jelić, PhD
Associate