

Course description

Course abbreviation:	KAA/KORA	Page:	1 / 2
Course name:	Correspondence in English - CEFR B2+		
Academic Year:	2018/2019	Printed:	24.05.2024 20:49

Department/Unit /	KAA / KORA			Academic Year	2018/2019
Title	Correspondence in English - CEFR B2+			Type of completion	Course-credit
Accredited/Credits	Yes, 3 Cred.			Type of completion	
Number of hours	Tutorial 2 [HRS/WEEK]				
Occ/max	Status A	Status B	Status C	Course credit prior to	NO
Summer semester	0 / 0	39 / 40	0 / 0	Counted into average	NO
Winter semester	0 / -	0 / -	0 / -	Min. (B+C) students	not determined
Timetable	Yes			Repeated registration	NO
Language of instruction	English			Semester taught	Summer semester
Optional course	Yes			Internship duration	0
Evaluation scale	S N				
No. of hours of on-premise					
Auto acc. of credit	No				
Periodicity	K				
Substituted course	None				
Preclusive courses	N/A				
Prerequisite courses	KAA/JAC2				
Meet all prerequisites before registering					YES
Informally recommended courses	N/A				
Courses depending on this Course	N/A				

Course objectives:

This course is aimed at the language skills necessary for efficient communication, both oral and written, in socialising and in business and administrative affairs. Emphasis is especially given to formal, written, commercial correspondence between companies and individuals, to introducing various forms of commercial correspondence, and to reflecting on cultural differences. The aim of the course is the mastery of different registers and language means in commercial correspondence. The core of the course is General Business English, which enables students to be flexible and to adapt to various business situations.

Requirements on student

Work in practice companies - portfolio.
Credit test (60%).
Attendance in given weeks (100%).

Content

General requirements for writing business letters (letters, faxes, and emails; content and style).
Writing enquiries.
Personnel appointments.
Writing replies and quotations.
Making orders.
Payment.
Complaints and adjustments.
In-company communications: memos and reports.

Prerequisites - other information about course preconditions

Competences acquired

Students will develop communicative competence, especially in the field of commercial correspondence writing and ability to read and write commercial correspondence in the English and Czech languages.

Fields of study**Guarantors and lecturers**

- **Guarantors:** Mgr. Lukáš Hambálek (100%)
- **Tutorial lecturer:** Mgr. Lukáš Hambálek (100%)

Literature

- **Basic:** ASHLEY, A. *Oxford Handbook of Commercial Correspondence, New Edition*. Oxford University Press - updated version, handbook, workbook., 2003.
- **Further literature:** www.esl.about.com - <http://www.esl.about.com> >
- **Further literature:** www.writing-business-letters.com (www.writing-business-letters.com) - <http://www.writing-business-letters.com> >
- **Recommended:** DVORÁKOVÁ, D. *Anglicko-český obchodní slovník s přílohou Anglicko-české obchodní korespondence*. Scientia Praha, 1991.
- **Recommended:** DYNDÁ, A., DYNDOVÁ, E. *Česko-anglická obchodní korespondence*. Nakladatelství Pragoeduca, Praha, 2001.

Teaching methods

Dialogic (discussion, interview, brainstorming)
 Work with text (with textbook, with book)
 Methods of individual activities
 Skills training
 Stimulating activities (simulation, games, drama)

Assessment methods

Didactic test
 Student portfolio analysis

Course is included in study programmes:

Study Programme	Type of	Form of	Branch	Stage	St. plan v.	Year	Block	Status	R.year	R.
Philology	Bachelor	Full-time	English for Business	1	2013	2018	Compulsory Courses	A	2	LS
Philology	Bachelor	Full-time	English for Business	1	2015	2018	Compulsory Options	B	2	LS
Philology	Bachelor	Full-time	English for Business	1	2016	2018	Compulsory Options	B	2	LS