

## Information sheet for the course English language I

<b>University:</b> <i>Alexander Dubček University of Trenčín</i>	
<b>Faculty:</b> <i>Faculty of Social and Economic Relations</i>	
<b>Course unit code:</b> <i>LZP7</i>	<b>Course unit title:</b> <i>English language I</i>
<b>Type of course unit:</b> <i>compulsory</i>	
<b>Planned types, learning activities and teaching methods:</b> <i>2 hours per week. Full-time.</i>	
<b>Number of credits:</b> <b>3</b>	
<b>Recommended semester:</b> <i>1<sup>st</sup> semester in the 1<sup>st</sup> year of study (full-time)</i> <i>1st semester in the 1<sup>st</sup> year of study (part-time)</i>	
<b>Degree of study:</b> <i>I. (Bachelor)</i>	
<b>Course prerequisites:</b>	
<b>Assessment methods:</b> <i>At the end of semester, the course is completed by taking a written test (maximum 100 points). Assessment: A - 91-100 points, B – 82 - 90 points, C – 73-81 points, D – 64-72 points, E – 55-63 points. The final grading: total score of points. Students who fail to collect the minimum of 55 points will not be allowed to take the the test.</i>	
<b>Learning outcomes of the course unit:</b> <i>After passing the course, students will gain the skills and abilities to read and understand the texts of general and academic focus, discuss general and academic topics including both monological and dialogical forms of communication. Students will be able to work with general and academic texts (selective and detailed reading of authentic texts, identifying and summarizing main ideas). Students will be able to provide basic information about A. Dubcek University of Trenčín, the system of higher education in Slovakia and the EU, Erasmus study program, and recruitment and selection of staff. In a written form, the student will be able to compile structured Curriculum Vitae, Covering letter or letter of application, and participate in the job interview. After successfully completing the learning process, the student should be ready to proceed to the course EL II.</i>	
<b>Course contents:</b> <i>1. University study. Academic vocabulary.</i> <i>2. Comparison of higher education system in the Slovak Republic and some European Union countries.</i> <i>3. Alexander Dubček University of Trenčín. History, structure, departments, science and research, international cooperation.</i> <i>4. Studying abroad. Erasmus study programme. How to apply for Erasmus studies. The importance of studying abroad.</i> <i>5. Job vacancies, the content of job advertisements, discussion, how to draw a job advert.</i> <i>6. Recruitment - the various ways of hiring employees, discussion, internal and external ways of recruitment. Reading authentic materials.</i> <i>7. Recruitment and adaptation of employees. Recruiting employees from internal and external, labour market.</i> <i>8. Revising through communication activities – various tasks and exercises.</i> <i>9. CV – processing personal data, formal writing.</i> <i>10. Covering letter– discussion, preparation and presentation of Covering letter, analysis of commonly used phrases.</i> <i>11. Job interview, types of job interview, preparation for the job interview, how to pass the job interview.</i> <i>12. Practising job interview, analysing and discussing of individual interviews.</i> <i>13. Final test and assessment, analysis of the most common mistakes.</i>	

**Recommended / required reading:**

*Delgadová, E. – Fischerová, Z. – Gullerová, M. – Prekopová, E.: English for Social and Economic Studies I. TnUAD, FSEV, Trenčín 2013*

*Armstrong, M.: A Handbook of Human Resource Management Practice, 10th edition. Kogan Page 2006*

*Mascull, B.: Business Vocabulary in Use. Cambridge University Press*

*McCarthy – M. O'Dell, F.: Academic Vocabulary in Use. CUP, Cambridge 2008*

*Pledger, P.: English for Human Resources. 2007. OUP 2007*

*Sweeney, S.: English for Business Communication. Cambridge University Press 1997*

*Tullis, G. – Trappe, T.: New Insights into Business. Longman 2000*

*Vince M.: MacMillan English Grammar in Context: Advanced. MacMillan 2008*

*Wyatt, R.: Check your English Vocabulary for Business and Administration. Bloomsbury Publishing 2007*

*Current sources, Internet, specialized dictionaries.*

**Language:** *English*

**Remarks:**

**Evaluation history:** *110*

A	B	C	D	E	FX
10.91	21.82	16.36	21.82	20.0	9.09

**Lectures:** *Mgr. Monika Gullerová, PhD., PhDr. Zuzana Fischerová, PhD., PhDr. Miroslav Fašanok, PhD.*

**Last modification:** *16.04.2014*

**Supervisor:** *doc. Mgr. Sergej Vojtovič, DrSc.*