

Information sheet for the course English I.

University: <i>Alexander Dubček University of Trenčín</i>	
Faculty: <i>Faculty of Social and Economic Relations</i>	
Course unit code: <i>REP8</i>	Course unit title: <i>English I.</i>
Type of course unit: <i>compulsory</i>	
Planned types, learning activities and teaching methods: <i>2 lessons per week. in-class format, per semester 28</i>	
Number of credits: <i>2</i>	
Recommended semester: <i>1. semester in the 1st year (full-time)</i> <i>1. semester in the 1st year (part-time)</i>	
Degree of study: <i>I. (bachelor)</i>	
Course prerequisites: <i>none</i>	
Assesment methods: <i>Throughout the semester, active participation, preparation of required tasks (preparing CV and Covering letter in English language) will be assessed. There will be two written tests 30 points each. Assessment: A -55 points minimum, B - 50 points min., C - 45 points min., D - 40 points min. E - 35 points min. Students who fail to collect the minimum of 15 points will not be awarded the credits. At the end of the semester, during the exam period: credit test. Final assessment: average result of all grades achieved.</i>	
Learning outcomes of the course unit: <i>The course will enable students to master specialized terminology in the area of higher education studies, EU exchange programs, and basic issues related to human resources management through developing the skills of reading, writing, listening and communicating. Students will be able to discuss the main issues related to the higher education and personnel management. Students will understand vocabulary and grammatical structures used in the area of higher education and personnel management. After having successfully completed the learning process, the students will be able to use specialized foreign language skills when discussing the given topics and ready to continue in the follow-up university study.</i>	
Course contents: <i>1. Life at University. Higher education, Freedom at Universities. Comparison of systems. 2. A. Dubcek University of Trenčín. Types of educational programs. How to prepare for an exam. History, structure, university bodies, science and research, international cooperation. 3. Possibilities of studying abroad. Erasmus program. How to apply for Erasmus. Benefits and meaning of studying abroad. 4. How to apply for a job. Evaluating a job offer. Recruitment -internal and external labour market sources. Reading authentic texts. 5. Recruitment .. Various forms of recruitment. Discussion, internal and external forms of recruitment. 6. Advertising job vacancies. The content of job advertisements. 7. Covering letter. How to prepare a covering letter. Analysing the most often used structures. 8. Curriculum Vitae -processing personal data, structured CV, specifics of lexis. 9. Job Interview, types of a job interview,preparing for a job interview, tips how to pass a job interview. 10. Managers -competencies. 11. Human Resources management -- personality, skills, and a profile of a manager. 12. Problems at a workplace. 13. Final test and assessment, analysis of the most common mistakes.</i>	
Recommended of required reading:	

Delgadová, E. – Fischerová, Z. – Gullerová, M. – Prekopová, E.: *Anglický jazyk pre sociálne a ekonomické štúdijné odbory*. TnUAD, Trenčín 2012

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

Alexander, G. L.: *Longman English Grammar Practice: Self-study Edition with Key*. Longman. London 1995

Amstrong, M.: *Personnel Management Practice*. Kogan Page Lt., London 1996

Collin, P.H. – Ivanovic, A.: *Check Your English Vocabulary for Human Resources*. Bloomsbury Publishing Plc. London 2005

Longman Dictionary of Contemporary English. Pearson Education Limited. London 2003

McCarthy, M. – O'Dell, F.: *English Vocabulary in Use – Upper-intermediate*. CUP, Cambridge 1996

Mackenzie, I.: *English for Business Studies*. CUP, Cambridge 1997

Mascull, B.: *Business Vocabulary in Use*, Cambridge University Press, Cambridge 2002

Powell, M.: *In Company – Intermediate*. MacMillan Publishers, Oxford 2009

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

Odborné slovníky.

Vlastné materiály, články z časopisov a internetu podľa požiadaviek UNiCert.

Audio nahrávky z internetu.

Language: *English*

Remarks:

Evaluation history: 52

A	B	C	D	E	FX
7.69	9.62	11.54	17.31	34.62	19.23

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

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Supervisor: *doc. Ing. Jozef Habánik, PhD.*