

Information sheet for the course English III.

University: <i>Alexander Dubček University of Trenčín</i>	
Faculty: <i>Faculty of Social and Economic Relations</i>	
Course unit code: <i>VSPV14</i>	Course unit title: <i>English III.</i>
Type of course unit: <i>compulsory optional</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>3. semester in the 2nd year (full-time)</i> <i>3. semester in the 2nd 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 (the presentation of the latest news related to the area of economy, business, politics in English) will be assessed. There will be two written tests – 30 points each. The 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 gain specialized language knowledge in the area of public administration based on development of writing, reading, listening and communicating skills. Students will be able to communicate and present in the English language basic issues related to public administration, state administration, and self-government. Students will understand the vocabulary and grammatical structures used in the area associated with public administration within the European Union context. After successfully completing the learning process, students will be able to communicate in English and ready to proceed in the follow-up university study.</i>	
Course contents: <i>1. Labour market. Basic terms associated with employment and labour market. 2. Unemployment. Types of unemployment. 3. Role of Labour Office. Trade Unions. 4. Public Administration in the Slovak Republic. System and organization. The basic conceptual system. 5. History of Public administration in the Slovak Republic. Reforms. 6. The bodies representing legislative, judicial and executive power in the state. 7. State administration. Basic terminology. 8. Self-government. Structure. Basic terminology. Competencies. 9. Self-governing regions. Basic terminology, competencies. 10. Towns and municipalities. Structure. Basic terminology, competencies. 11. PA in selected European countries. 12. Elections. Electoral system. Terminology. 13. Final test, evaluation, analysis of the most frequently occurring errors.</i>	
Recommended of required reading: <i>Delgadová, E. – Fischerová, Z. – Gullerová, M. – Prekopová, E.: Anglický jazyk pre sociálne a ekonomické študijné odbory. TnUAD, Trenčín 2012 Alexander, G. L.: Longman English Grammar Practice: Self-study Edition with Key. Longman, London 1995 Collin, P.H. – Ivanovic, A.: Check Your English Vocabulary for Human Resources. Bloomsbury</i>	

Publishing Plc., London 2005

Heller, H. Hindle T. 1999. Communicate Clearly. DK Essential Managers. Dorling Kindersley 1999

Hindle, T. 1998. Negotiating skills. DK Essential Managers. Dorling Kindersley 1998

Krugman, P., Wells, R. Economics. Third ed. 2013. Worth Publishers 2013

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

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

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

Current sources, specialized dictionaries

Internet

http://www.zmos.sk/europska-charta-miestnej-samospravy-rada-europy.phtml?id3=41842&module_action__976

Public Administration – the magazine.

THE SLOVAK SPECTATOR, <http://www.spectator.sk/>.

Language: *English*

Remarks:

Evaluation history: *94*

A	B	C	D	E	FX
13.83	14.89	25.53	15.96	20.21	9.57

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

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Supervisor: *prof. PhDr. Peter Barták, DrSc., doc. Ing. Ján Kútik, CSc.*