

“BOGDAN VODĂ” UNIVERSITY OF CLUJ-NAPOCA
FACULTY OF ECONOMICS
SPECIALIZATION: MANAGEMENT, MANAGEMENT BAIA MARE,
FINANCING AND BANKING, ACCOUNTING AND MANAGEMENT, IT
ACADEMIC YEAR 2010-2011

COURSE OUTLINE

Course name	BUSINESS ENGLISH				
Course code	EC1106	Year	I	Number of credits	3
		Semester	I		

Faculty	ECONOMICS	Nr. of hours semester/activities		
Profile	ECONOMIC	Total	C	S
Specialization	MC	28	0	28

Course type DF – fundamental, DG – specialized, DC – complementary	DC
Optional category of the course: DI – imposed, DO – optional, DF – facultative	DI

Previous courses	Compulsory courses (conditioned)
	Recommended
Objectives	To transmit knowledge of English, to build skills of understanding and using the business vocabulary
Content (description)	
	1. Sentence constructions
	2. Correct use of punctuation and punctuation styles
	3. Common errors in using verb tenses
	4. Principal parts of irregular verbs
	5. Verb-preposition combinations
	6. Errors to avoid with prepositions
	7. Effective sentence structures
	8. Spelling and word division
	9. Correct use of capitalization, abbreviations and numbers
	10. Salutation and titles
	11. Using words that are specific and concrete for clarity
	12. Achieving accuracy

Evaluation form (E – exam, C – colloquy/final test, CP -control paper) CP
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Final grade (percentage)	50% -practical work 50%-class attendance				
Selective bibliography	<ol style="list-style-type: none"> 1. Vince, Michael: <i>Intermediate Language Practice</i>, Macmillan Publishers Limited, London, 2004 2. Heinemann: <i>English Language Teaching</i>, Oxford, 1998 3. Murphy, Robert : <i>English Grammar and Style</i>, University of Cambridge, 2003 4. Emmerson, Paul: <i>E-mail English</i>, Macmillan Publishers Limited, London, 2005 5. Clarke, Simon: <i>English Grammar</i>, Macmillan Publishers Limited, London, 2004 6. Thurman, Susan: <i>Grammar and Style Book</i>, F+W Publications, Massachusetts, 2008 				
List of necessary teaching aids	Grammar books, dictionaries, recorder				
Coordinator of the course	Didactic title	Title	First name	Last name	Signature
	LECTURER		Corina	Pacurar	