

## COURSE DESCRIPTION

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| <b>Academic year:</b> 2025/2026                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                |
| <b>University:</b> Comenius University Bratislava                                                                                                                                                                                                                                                                                                                                                                                                              |                                                |
| <b>Faculty:</b> Faculty of Management                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                |
| <b>Course ID:</b><br>FM.KEF/006AB/16                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Course title:</b><br>English for Managers I |
| <b>Educational activities:</b><br><b>Type of activities:</b> seminar<br><b>Number of hours:</b><br><b>per week: 2 per level/semester: 28</b><br><b>Form of the course:</b> on-site learning                                                                                                                                                                                                                                                                    |                                                |
| <b>Number of credits:</b> 2                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                |
| <b>Recommended semester:</b> 1.                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                |
| <b>Educational level:</b> I., II.                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                |
| <b>Prerequisites:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                |
| <b>Course requirements:</b><br>12% for active participation in class, 12% for mid-term test, 16% for two writing tasks, 10% for grammar test and 50% for oral part of continuous assessment at the end of semester<br>Scale of assessment (preliminary/final): 50/50                                                                                                                                                                                           |                                                |
| <b>Learning outcomes:</b><br>By completing the course the student extends his/her vocabulary related to management, human resources and strategic management. The telephoning skill is practiced. He/she will be able to create a structured professional CV, as well as to write a letter of application.                                                                                                                                                     |                                                |
| <b>Class syllabus:</b><br>Topics:<br>Numbers in managerial work<br>Fundamental principles of management<br>Company structure<br>Human resource management<br>Types of companies: ltd, plc, family businesses, self-proprietorship<br>Setting up a business<br>Styles of Management<br>Travelling<br>Managerial skills: Telephoning<br>Writing: CV and a Letter of Application<br>Grammar: Tense review, prepositions with verbs, nouns and adjectives, modals. |                                                |
| <b>Recommended literature:</b><br>Internal material distributed by the lecturers at the beginning of semester.<br>Ian MacKenzie: English for Business Studies. Third Edition. CUP 2010.<br>Emmerson, P.: Business Builder. Modules 1, 2, and 3. MacMillan 2009.<br>Emmerson, P.: Business Builder. Modules 4, 5, and 6. MacMillan 2009.<br>Emmerson, P.: Business Grammar Builder. MacMillan, 2009.<br>Mascull, B.: Business Vocabulary in Use. CUP 2002.      |                                                |

| <p>Lowe, S.: Telephoning. Klett 2017.<br/> Murphy, R.: English Grammar in Use for intermediate learners, fourth edition. CUP 2012.<br/> Oxford Business English Dictionary. OUP 2008.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |       |       |       |       |       |     |   |     |   |   |   |   |    |   |       |     |       |       |       |       |       |     |
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| <p><b>Languages necessary to complete the course:</b><br/> English on level B2</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |     |       |       |       |       |       |     |   |     |   |   |   |   |    |   |       |     |       |       |       |       |       |     |
| <p><b>Ethics:</b><br/> The syllabus lists knowledge, skills, competences and transferable skills that the students will acquire by successfully completing the course. These will impact on their personal development and can be used both in their future careers and in their lives as active citizens in democratic societies.<br/> Following the provisions of Internal Regulation of the Comenius University Bratislava - Internal system of ensuring the quality of higher education of the Comenius University Bratislava, <i>each student consistently achieves his/her study results honestly during his/her studies; does not cheat or use dishonest procedures during any form of verification of his study knowledge and knowledge.</i> Cases of violation of this provision can be assessed as a violation of obligations arising from legal regulations (...). Such an assessment may be associated with applying relevant legal consequences on an academic, (...) or disciplinary level.<br/> Following the provisions of Internal Regulation of the Comenius University Bratislava - Disciplinary regulations of the Comenius University Bratislava for students, <i>a student's disciplinary offence is any form of writing off or illegal cooperation or hinting during the written or oral evaluation of study results (knowledge verification) or during preparation for it within the course, or the use of technical devices or any information carriers in a way other than permitted during the written or oral evaluation of study results (knowledge verification) or during preparation for it within the subject.</i> Some of the disciplinary measures may be imposed on the student for a committed disciplinary offence: reprimand, conditional expulsion from studies or expulsion from studies.</p> |     |       |       |       |       |       |     |   |     |   |   |   |   |    |   |       |     |       |       |       |       |       |     |
| <p><b>Notes:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     |       |       |       |       |       |     |   |     |   |   |   |   |    |   |       |     |       |       |       |       |       |     |
| <p><b>Past grade distribution</b><br/> Total number of evaluated students: 455</p> <table border="1"> <tr> <th>A</th><th>ABS</th><th>B</th><th>C</th><th>D</th><th>E</th><th>FX</th><th>M</th></tr> <tr> <td>15,16</td><td>0,0</td><td>26,37</td><td>18,24</td><td>13,41</td><td>12,97</td><td>13,85</td><td>0,0</td></tr> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |     |       |       |       |       |       |     | A | ABS | B | C | D | E | FX | M | 15,16 | 0,0 | 26,37 | 18,24 | 13,41 | 12,97 | 13,85 | 0,0 |
| A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ABS | B     | C     | D     | E     | FX    | M   |   |     |   |   |   |   |    |   |       |     |       |       |       |       |       |     |
| 15,16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 0,0 | 26,37 | 18,24 | 13,41 | 12,97 | 13,85 | 0,0 |   |     |   |   |   |   |    |   |       |     |       |       |       |       |       |     |
| <p><b>Lecturers:</b> Mgr. Lenka Procházková, PhD., Mgr. Alexandra Mittelman, PhD., MBA, PaedDr. Jarmila Brtková, PhD., Mgr. Ľudmila Žalkovičová, PhDr. Roman Kečka, PhD.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |       |       |       |       |       |     |   |     |   |   |   |   |    |   |       |     |       |       |       |       |       |     |
| <p><b>Last change:</b> 13.09.2024</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |     |       |       |       |       |       |     |   |     |   |   |   |   |    |   |       |     |       |       |       |       |       |     |
| <p><b>Approved by:</b> prof. Mgr. Anna Lašáková, PhD.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |       |       |       |       |       |     |   |     |   |   |   |   |    |   |       |     |       |       |       |       |       |     |