

SYLLABUS

1. Information regarding the program

1.1 Higher education institution	University of Oradea
1.2 Faculty	Faculty of Economic Sciences
1.3 Department	Department of International Business
1.4 Field of study	Economics and International Business
1.5 Cycle of study	Cycle I - Bachelor
1.6 Program of study /Degree	International Business / Bachelor Degree

2. Information regarding the discipline

2.1 Name of discipline	Business English I.1						
2.2 Course titleholder	Assoc. Prof. Ioana-Claudia HOREA PhD						
2.3 Seminar titleholder / Practical works titleholder	Assoc. Prof. Ioana-Claudia HOREA PhD						
2.4 Year of study	1 st	2.5 Semester	I	2.6 Type of assessment	Cv.	2.7 Type of discipline	I

(I) Compulsory; (O) Elective; (F) Facultative

3. Estimated total time (hours/semester of activities)

3.1 Number of hours/week	4	out of which: 3.2 course	1	3.3 seminar, laboratory	2, 1
3.4 Total of hours in Curriculum	56	out of which: 3.5 course	14	3.6 seminar, laboratory	28, 14
Distribution of hours:					19
Studying the workbook, course book, bibliography and notes					7
Supplementary documentation in the library, on electronic specialty sites and in the field					3
Preparing seminars/laboratories, themes, projects, portfolios and essays					7
Tutorship					-
Assessment activities					2
Other activities.....					-
3.7 Total hours of individual study	19				
3.9 Total hours/semester	75				
3.10 Number of credits	3				

4. Pre-requisites (if applicable)

4.1 curriculum
4.2 skills

5. Conditions (if applicable)

5.1. concerning course activities	Computer, internet, video-audio devices, access to the e-learning platforms
5.2. concerning seminar/practical work activities	Computer, internet, video-audio devices, access to the e-learning platforms

6. Specific skills acquired

Professional skills	C1. Designing studies regarding the domestic and international business environment for business enterprises, private and public institutions, with activity in the field of international businesses C1.2 Explaining the key concepts and methodologies of interpretation of phenomena and processes faced by public and private organizations in international business C1.4 Analysing some typical empirical situations and critical assessment of the methodologies used in the study of international business of public communities and private organizations
Transversal Skills	CT1. Applying the principles, norms and professional ethics values in the personal strategy of rigorous, efficient and responsible work. CT3. Identifying the opportunities of continuous formation and values – the efficient implementation of the resources and educational techniques for the personal development.

7. Objectives of discipline (resulting from the grid of specific skills acquired)

7.1 General objective of discipline	<ul style="list-style-type: none"> ▪ gaining communication skills appropriate to potentially real circumstances in the economic field; ▪ knowledge and appropriate usage of specialized terminology and grammatical structures; ▪ acquiring documentation skills, in English, in the field of specialty.
7.2 Specific objectives	<ul style="list-style-type: none"> ▪ explanation and interpretation of various specialized terms in English; ▪ acquiring linguistic skills involved in the interpretation and translation of texts from the field of economics; ▪ learning techniques of editing and completing specialized documents in English; ▪ making best and most creative use of own potential in professional activities

8. Contents

8.1 Course (C)	Teaching methods	Observations
8.1.1. Holiday making	conversation, guided discovery	1 hour
8.1.2. Travelling	demonstrative example	1 hour
8.1.3. Applying for a job	conversation, demonstrative example	1 hour
8.1.4. Being in business	conversation, guided discovery	1 hour
8.1.5. Receiving people	guided discovery, demonstrative example	1 hour
8.1.6. Phone conversations	exposition, guided discovery	1 hour
8.1.7. Making presentations	exposition, demonstrative example	1 hour
8.1.8. Tips for a good presentation	guided discovery	1 hour
8.1.9. Negotiations	exposition, demonstrative example	1 hour
8.1.10. Business meetings	exposition, guided discovery	1 hour
8.1.11. Globalisation	guided discovery, conversation	1 hour
8.1.12. Cultural differences in business	exposition, guided discovery	1 hour
8.1.13. World economy	demonstrative example, guided discovery	1 hour
8.1.14. Revision	conversation	1 hour
Bibliography Horea Ioana, <i>English for International Affairs</i> , University of Oradea Publishing House, ISBN 978-973-759-346-7, 108 pg., 2007 Horea Ioana, <i>English and Communication</i> , University of Oradea Publishing House, ISBN 978-973-759-571-3, 114 pg., 2008 Horea Ioana, <i>Business English I.1</i> , support material for the lectures and seminars of Business English I.1, Oradea, 2013. - will be posted as a resource on the e-learning platform used at the University of Oradea for online classes		
8.2 Seminar (S)	Teaching methods	Observations
8.2.1. Sightseeing and accommodation	guided discovery, conversation	2 hours
8.2.2. Travel agency, Language of tourism	group activities, problematization	2 hours
8.2.3. The CV, The letter of application	conversation, conceptual clarifications	2 hours
8.2.4. Conducting a business, In work	guided discovery	2 hours
8.2.5. Introducing , Suggesting, Inviting, Accepting, Refusing	synthesis of knowledge, dialogues	2 hours
8.2.6. Actions involved, Transmitting proper nouns	pair work, problematization	2 hours
8.2.7. Stages and vocabulary	guided discovery, clarifications	2 hours
8.2.8. Preparing a presentation	group activities, synthesis of knowledge	2 hours
8.2.9. Types of negotiations, Stages and strategies in negotiations	conceptual clarifications, guided discovery	2 hours
8.2.10. Participants and actions, Standard phrases in meetings	problematization, guided discovery	2 hours
8.2.11. Expanding markets	conversation, conceptual clarification	2 hours
8.2.12. Communication barriers	problematization, conversation	2 hours
8.2.13. International commerce, Production and trade	conceptual clarification, guided discovery	2 hours
8.2.14. Revision	conversation, group work	2 hours
8.3 Laboratory (L)		
8.3.1. -		
8.4 Project (P)		
8.4.1. -		
8.5 Practical works (P)		
8.5.1. Sightseeing and accommodation dialogues	dialogue, conversation	1 hour
8.5.2. At the travel agency	group activities	1 hour
8.5.3. Job application interview	role play	1 hour
8.5.4. Being in wok	conversation	1 hour
8.5.5. Making acquaintance	role play	1 hour
8.5.6. Proper nouns – on the phone	dialogue	1 hour
8.5.7. Presentations' vocabulary	graph/ diagram analysis	1 hour
8.5.8. Preparing a presentation	group activities, synthesis of knowledge	1 hour
8.5.9. Phrases in negotiations	conceptual clarifications, language analysis	1 hour
8.5.10. Standard phrases in meetings	conceptual clarifications, language analysis	1 hour
8.5.11. Expanding markets	group activities	1 hour
8.5.12. Communication barriers	problematization, conversation	1 hour
8.5.13. International commerce	group activities	1 hour
8.5.14. Revision	conversation, group work	1 hour
Bibliography 1. Horea Ioana, <i>English for Economics</i> - vocabulary and conversational drills – seminar notebook, University of		

Oradea, 24 pg., 2004.

2. Horea Ioana, *English for Economics* – lexical and grammar drills - seminar notebook, 20 pg., 2004.
3. Marcheteau, Michel; Berman, Jean-Pierre; Savio, Michel; *Engleza comercială – în 40 de lecții* (Commercial English – in 40 lessons), translated by Ileana Constantinescu, Angela Crocus and Anca Nicoleta Chiriacescu, Bucharest, Niculescu Publishing House, 2001.

9. Corroboration of the contents of the discipline with the expectations of the epistemic community, professional associations and employers representing the field of study of the program

- The topics covered are bound to build communication skills and provide students with specific terminology, useful language elements and structures of communication, to establish business relations with foreign partners.

10. Assessment

Type of activity	10.1 Assessment criteria	10.2 Assessment methods	10.3 Percentage of the final grade
10.4 Course (C)	- correctness and completeness of knowledge; - logical consistency and ability to work with acquired knowledge; - the degree of assimilation of the language of specialty;	Online exam: matching, fill in drills, t/f -y/n questions, multiple choice test	70%
10.5 Seminar (S)	- active participation in seminars - ability to use correctly and recognize the specialized terminology and grammatical structures from English for Specific Purposes;	Online oral contributions and posted assignments, tests, daily observation during online classes	20%
10.6 Laboratory (L)			
10.7 Project (P)			
10.8 Practical works (P)	- active participation in discussions, practical activities, group works - ability to use the specialized terminology	Online oral contributions and posted assignments, practical tests, daily observation during online classes	10%
10.9 Minimum performance standard			
<ul style="list-style-type: none">• Designing a work/project, in International Business• Designing a work/project, assuming the responsibility of tasks specific to the role of multi-specialized team.			

Date

24.09.2020

Course titleholder:

Assoc. Prof. HOREA Ioana Claudia PhD

Seminar/ Practical works titleholder:

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Date of approval in the Department:

28.09.2020

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Date of approval in The Council of the Faculty of Economic Sciences:

30.09.2020

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