

UNIVERSITY OF ECONOMICS – VARNA
FOREIGN LANGUAGES DEPARTMENT

APPROVED BY

Rector:

(Prof. Dr. Plamen Iliev,)

SYLLABUS

COURSE: “ PROFESSIONAL LANGUAGE COMPETENCE”;

PROGRAMME: International students of all majors; Bachelor’s Degree

YEAR OF STUDY: Preparatory course ; SEMESTER: 2nd;

TOTAL STUDENT WORKLOAD: 375 h.; incl. Curricular: 170 h.

ECTS: 13

DISTRIBUTION OF WORKLOAD ACCORDING TO THE CURRICULUM

<i>TYPE OF STUDY HOURS</i>	<i>WORKLOAD, h.</i>	<i>CLASSES PER WEEK.</i>
LECTURES	0	0
SEMINARS	170	14
EXTRACURRICULAR	205	

PREPARED BY:

1.
(senior lecturer I. Asparuhova)
2.
(senior lecturer S.Iliev)

HEAD OF DEPARTMENT:

West European Languages (senior lecturer S. Shtereva)

I. ANNOTATION

The Professional English Competence course for international students in their preparatory course aims to introduce basic economic vocabulary on a wide range of topics and improve students overall fluency in English. Through a variety of practical tasks students are expected to master understanding, interpreting and summarizing economic data and information and be prepared to function in a professional business environment. The ultimate course objective is the formation of the communicative skills involved in understanding and producing economic texts in English.

II. THEMATIC CONTENT

No.	TITLE OF UNITS AND SUBTOPICS	NUMBER OF HOURS		
		L	S	LS
1	What is Economics?		10	
1.1	Micro- and Macro- economics.		5	
1.2	Economic systems		5	
2.	Economic Categories		10	
2.1	Needs		5	
2.2	Goods and Resources		5	
3	Markets		20	
3.1	Types of market.		5	
3.2	Free and regulated markets. Demand, Supply and Market Equilibrium.		15	
4	Employment and Unemployment		20	
4.1	Labor Market.		10	
4.2	Recruitment and work practices.		10	
5	Inflation		10	
5.1	Inflation, Hyperinflation, Deflation		5	
5.2	Causes for inflation		5	
6	Economic growth and GDP		20	
6.1	Factors for economic growth		10	
6.2	GDP		10	
7	Companies		20	
7.1	Sole proprietorships, partnerships, corporations		10	
7.2	Types of businesses		10	
8	Money matters		20	
8.1	Finance and Accounting		10	
8.2	Investments and Funding		10	
9	Banks		20	
9.1	Types of banks		10	
9.2	Bank services		10	
10	Management		20	
10.1	Leadership styles.		10	
10.2	Authoritarian ,Democratic, Laissez-faire managers		10	
Total:			170	

III. FORMS OF CONTROL:

No. by row	TYPE AND FORM OF CONTROL	No/week	Extracurricular hours
1.	Midterm control		
1.1.	Tests	5	100
1.2.	Written assignments on a given topic	3	30
	Total mid-term control:	8	130
2.	Final term control		
2.1.	Examination (oral and written)	1	75
	Total final term control:	1	75
	Total for all types of control:	9	205

IV. LITERATURE

REQUIRED (BASIC) LITERATURE:

1. "Intelligent Business" - Christine Johnson, 2005 Pearson/Longman
2. "Business Highlights"- Sonia Shtereva, Margarita Genova
3. "The language of micro and macroeconomics" – Sonia Shtereva, Iveta Asparuhova, Sylvia Yohanova

RECOMMENDED (ADDITIONAL) LITERATURE:

1. "Market Leader – Accounting and Finance" Sara Helm, Longman
2. "Build your business vocabulary" John Fowler LTP Business
3. "Financial English" Ian Mackenzie, Thomson&Heinle
4. "English for Business Studies" Ian Mackenzie; CUP 2001
5. "Business Benchmark" Norman Whitby; CUP 2006
6. "Communicating in Business" Simon Sweeney; CUP
7. Essential Business Vocabulary Builder (A2 – B1) – Paul Emmerson, MacMillan
8. "Meetings in English", Bryan Stephens
9. Business Grammar Builder- Level B1/B2, Paul Emmerson