

Syllabus

1. Programme information

1.1. Institution	THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
1.2. Faculty	International Business and Economics
1.3. Departments	Department of Modern Languages and Business Communication
1.4. Field of study	Applied modern languages
1.5. Cycle of studies	Licence
1.6. Education type	Full-time
1.7. Study programme	Applied Modern Languages
1.8. Language of study	Romanian, English, French
1.9. Academic year	2023-2024

2. Information on the discipline

2.1. Name	Practical Course of English 3								
2.2. Code	23.0223IF2.1-0003								
2.3. Year of study	2	2.4. Semester	1	2.5. Type of assessment	Test	2.6. Status of the discipline	O	2.7. Number of ECTS credits	2
2.8. Leaders	S(S)	conf.univ.dr. TĂLMĂCIAN Elena					elena.talmacian@rei.ase.ro		

3. Estimated Total Time

3.1. Number of weeks	14.00		
3.2. Number of hours per week	2.00	of which	
		S(S)	2.00
3.3. Total hours from curriculum	28.00	of which	
		S(S)	28.00
3.4. Total hours of study per semester (ECTS*25)	50.00		
3.5. Total hours of individual study	22.00		
<i>Distribution of time for individual study</i>			
Study by the textbook, lecture notes, bibliography and student's own notes	8.00		
Additional documentation in the library, on specialized online platforms and in the field	7.00		
Preparation of seminars, labs, assignments, portfolios and essays	5.00		
Tutorials	0.00		
Examinations	2.00		
Other activities	0.00		

4. Prerequisites

4.1. of curriculum	Knowledge and academic communication and study skills
4.2. of competences	Oral and written communication skills in English.

5. Conditions

for the S(S)	Seminars require rooms with internet access. Seminar attendance is mandatory. Assignments and other seminar tasks are compulsory. Plagiarism is forbidden. Students are not allowed to use their mobile op\phones during classes Students are not to be late for class
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6. Acquired specific competences

PREFESSIONAL	C1	Effective communication in at least two modern languages (language B and language C), in a wide variety of professional and cultural contexts, by resorting to specific oral and written registers and linguistic variants;
PREFESSIONAL	C6	Communication in multilingual professional contexts requiring linguistic and cultural integration, negotiation and mediation;

7. Objectives of the discipline

7.1. General objective	Developing integrated skills for communication in English for specific and academic purposes
7.2. Specific objectives	Developing comprehension of economic texts •Developing oral communication skills for group discussion and business meetings •Writing texts with an academic and professional purpose •Developing cross-discipline research skills •Integrating autonomous learning with efficient team cooperation

8. Contents

8.1. S(S)		Teaching/Work methods	Recommendations for students
1	.		
2	Topic 1: Introduction to business English Grammar: Tense review (1 week)	Developing speaking skills for greetings and introductions. Vocabulary exercises.	
3	Topic 2: Corporate business. Customer service. Grammar: Modal review (2 weeks)	Developing students' abilities to use specialized vocabulary on customer service	
4	Topic 3: Working across different cultures. Intercultural communication. Grammar: Tenses in reported speech (2 weeks)	Pair and group discussions. Acquiring knowledge on cultural awareness.	
5	Topic 4: World financial crisis Grammar: The language of trends and developments (2 weeks)	Developing reading-comprehension skills of online articles on the global financial crisis. Vocabulary exercises.	
6	Topic 5: Management styles Grammar: Word partnerships (2 weeks)	Pair and group discussions. Acquiring knowledge on male and female managing styles, executive types, staff appraisal and development, recruitment, headhunting	
7	Topic 6: Leadership and group dynamics Grammar: Compound adjectives (2 weeks)	Pair and group discussions. Acquiring knowledge on leadership styles, team-building, conflict management, motivation Oral presentation techniques and development of team work skills.	
8	Oral evaluation (2 weeks)	Assessment of students' oral, critical thinking and organizational skills.	

Bibliography

- Cotton, D., Falvey, D., Kent, S., Market Leader Intermediate – 3rd Edition, Pearson-Longman, 2014, Marea Britanie
- Cotton, D., Falvey, D., Kent, S., Market Leader Upper Intermediate, Longman, 2006
- Sweeney, S., Test Your Professional English. Management, Pearson Education Limited, 2002
- Emmerson, P, Business Grammar Builder, Macmillan, 2010
- Mascull, B., Business Vocabulary in Use, Cambridge University Press, 2010
- Mackenzie, Professional English in Use. Finance, Cambridge University Press, 2006
- Williams, E, Presentations in English, Macmillan, Oxford, 2010
- Dubicka, I., O'Keeffe, Market Leader Advanced, Longman, 2011

9. Corroboration of the contents of the discipline with the expectations of the representatives of the epistemic community, of the professional associations and representative employers in the field associated with the programme

The content of the curriculum/ syllabus is based on the requirements of the labour market regarding the training of specialists in the field of Applied Modern Languages.
 Permanent contact with representatives of professional associations in the field (British Council, Prosper ASE, QUEST).

10. Assessment

Type of activity	Assessment criteria	Assessment methods	Percentage in the final grade
10.1. S(S)	Knowing key-concepts, the ability to integrate and present them.	Ongoing assessment (oral presentations/ individual or team projects / oral or written progress assessment).	50.00
10.2. S(S)	Active participation in the seminar and homework done throughout the semester	Work in campus and/or online platforms used during the seminar (in line with ASE Senate's decisions). Formative and summative assessment through: self-assessment, interpersonal assessment, teacher-based assessment. Assessment of oral and written communication skills specific to the professional and/or academic background.	50.00
10.3. Final assessment			
10.4. Modality of grading	Whole notes 1-10		
10.5. Minimum standard of performance	Attendance and active participation in at least 50% seminars. Delivery of an oral presentation. Demonstrating communication skills in academic and professional backgrounds.		

Date of listing,
04/25/2026

Signature of the discipline leaders,

Date of approval in the
department

Signature of the Department Director,