

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	2024-2025

2. Information on the discipline

2.1. Name	Practical Course of English 4								
2.2. Code	24.0223IF3.1-0003								
2.3. Year of study	3	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. RĂȘCANU Iulia Nicoleta					iulia.rascanu@rei.ase.ro		
	S(S)	lect.univ.dr. STOICAN ADRIANA ELENA					elena.stoican@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	5.00		
Additional documentation in the library, on specialized online platforms and in the field	6.00		
Preparation of seminars, labs, assignments, portfolios and essays	5.00		
Tutorials	4.00		
Examinations	2.00		
Other activities			

4. Prerequisites

4.1. of curriculum	Academic communication and study skills and knowledge
4.2. of competences	Knowledge of English at B1-B2 level cf. Common European Framework of Reference for Languages (CEFR).

5. Conditions

for the S(S)	Seminars require rooms with internet access. Seminar attendance is mandatory. Assignments and other seminar task are compulsory. Plagiarism is forbidden. Students are not allowed to use their mobile 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 skills for the understanding of complex texts and differentiation of genres Developing oral communication skills for group discussion and business meetings Writing of academic and professional texts Developing interDisciplina_Difra research skills Integrating independent learning with effective cooperation in working groups

8. Contents

8.1. S(S)		Teaching/Work methods	Recommendations for students
1	Topic 1. Presenting the curriculum, the seminar objectives and the requirements regarding seminar graduation and assessment method. Topic 1: Networking and Public Speaking Specialised terminology: business vocabulary, communication, networking Grammar: formal/informal discourse, relating communication Abilities: communication, effective presentations, listening (verbal/non-verbal communication), reading (networking strategies), writing (answering official invitations) (1 week)	Development of public speaking skills (effective presentations) and relating (networking).	Students will compare 1) their own relating and presentation methods with 2) the ones presenting during the class. Students will make sense of the importance of public speaking and of networking with peers in their domain.
2	Topic 2: Forming and Training , Part 1 Specialised terminology: topic specific language Abilities: Listening to a number of view-points regarding the benefits of forming and training in various domains (listening comprehension), followed by the students' perspective. Reading a short text on the training strategy of a company. (1 week)	Development of skills in training programmes for employees. Students acknowledge the importance for the importance of their own training.	Students will adapt their language and specialized register to the studied topic.
3	Topic 2: Forming and Training , Part 2 Grammar: emphasising your point, clarifying and confirming, verb and noun collocations, word families Case study: Training at Carter & Randall (involves all 4 abilities) (in teams) Abilities: improvement of oral communication. Writing replies to emails on the topic of employees' training significance (in pairs). (1 week)	Development of skills in training programmes for employees. Students acknowledge the importance for the importance of their own training.	Students will adapt their language and specialized register to the studied topic.

4	Topic 3: Energy, resources and sustainable consumption, part 1 Specialised terminology: specialised language for the topic Abilities: discussion on the topic, specialised vocabulary (1 week)	individual answers and whole-class discussions. Acknowledging energy resources importance and of students' sustainable use	students are recommended to search and find out examples of companies known for respecting CSR
5	Topic 3: Energy, resources and sustainable consumption, part 2 Grammar: articles, countable & uncountable nouns Case study: Energy saving at Tumalet Software (involves all 4 abilities) (in teams) Abilities: decision-making in meetings, report writing (1 week)	individual answers and whole-class discussions. Acknowledging energy resources importance and of students' sustainable use	students are recommended to search and find out examples of companies known for respecting CSR
6	Topic 4: Revision 1 (1 week)	Revising exercises on topics	Exercises for revising the first three topics.
7	Topic 5: Marketing, part 2 Specialised terminology: Marketing vocabulary Abilities: Listening and vocabulary exercises, expressing opinion based on statements; watching a video (Ted Talk) on the manipulation of consumers' feelings ("How Amazon, Apple, Facebook and Google manipulate our emotions") (1 week)	Discussions and presentations (teams and/or class). Improvement of Marketing concepts.	Students may ask questions or add comments to the topic.
8	Topic 5: Marketing, part 2 Grammar: defining/non-defining clauses Case study: (Relaunching Home2u) Abilities: improvement of grammatical skills, improvement of oral communication in teams (1 week)	Discussions and presentations (teams and/or class). Oral presentation techniques and team working.	Students may ask questions or add comments to the topic.
9	Topic 6: Employment Trends, part 1 Specialised terminology: the labour market, human resources Abilities: specialized vocabulary exercises, listening to a short presentation on the topic followed by viewpoints (1 week)	Enriching the specialized vocabulary, understanding the content of the working contract (rights and responsibilities), differentiating between jobs (with advantages and disadvantages)	Students solve vocabulary exercises and identify the types of jobs that are matching them.
10	Topic 6: Employment Trends, part 2 Specialised terminology; human resources. Grammar: revising -ing forms and infinitives Abilities: reading a text on new types of jobs, (optional) preparing a short presentation on the topic "portfolio worker", listening and vocabulary exercises on conflict solving at work, translation (Romanian-English) (parts of the work contract in Romania) (1 week)	Enriching the specialized vocabulary, understanding the content of the working contract (rights and responsibilities), differentiating between jobs (with advantages and disadvantages)	Students solve vocabulary exercises and identify the types of jobs that are matching them.
11	Topic 7: Revision 2 (1 week)	Revision exercises	
12	Topic 8: final assessment and feedback		

Bibliography

- Dubicka, I. and M. O'Keeffe, Market Leader, advanced, 3rd edition, Longman Pearson ELT, 2011, Marea Britanie
- Emmerson, P. , Business Grammar Builder: intermediate to upper-intermediate, Macmillan Education, London, 2010, Marea Britanie
- Williams, E, Presentations in English, Macmillan, Oxford, 2012, Marea Britanie
- Rogers, J. , Market Leader advanced, Practice File, 3rd edition, Longman Pearson ELT., 2006, Marea Britanie
- Mascull, B. , Business Vocabulary in Use, advanced, Cambridge University Press, Cambridge, 2010, Marea Britanie

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 labor market regarding the training of specialists in the field of Applied Modern Languages.
Permanent contact with representatives of professional associations in the field.

10. Assessment

Type of activity	Assessment criteria	Assessment methods	Percentage in the final grade
10.1. S(S)	Active participation during classes (individual work and in teams/porfolio of home assignments)	On campus activity and/or online platforms during semester activity (in compliance with the Senate decisions). Formative and sumative self assessment, interpersonal and teacher assessment. Verbal and written skills assessment, in accordance with academic and professional requirements.	50.00
10.2. S(S)	Knowledge of key concepts, having the capacity of their integrating and presenting.	On-going assessment (oral presentations/individual projects or teamwork/ progressive written or oral assessment)	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 at least 50% of seminars. Oral presentation on a topic Demonstrating communication skills in academic and professional contexts.		

Date of listing,
04/24/2026

Signature of the discipline leaders,

Date of approval in the
department

Signature of the Department Director,