



COURSE DESCRIPTION

1. Data concerning the program

1.1 Higher education institution	Valahia University of Târgoviște
1.2 Faculty / Department	Economic Sciences
1.3 Department	Management - Marketing
1.4 Area of academic study	Administrarea Afacerilor în Limba Engleză
1.5 Study Cycle	License
1.6 Study Program /Qualification	Business Administration

2. Data concerning the teaching unit

2.1 Title of the teaching unit				Correspondence in English language			
2.2 Coordinator (Course Lecturer)							
2.3 Seminar Lecturer							
2.4 Year of study	II	2.5 Semester	I	2.6 Type of evaluation	C	2.7 Course: mandatory /elective	Mandatory

3. Total estimated time (hours per semester of educational activities)

3.1 Numbers of hours per week	3	Of which: 3.2 course	1	3.3 seminar/laboratory	2
3.4 Total hours in curriculum	42	Of which: 3.5 course	28	3.6 seminar/laboratory	14
Time management					Hours
Studying after manual, references, recommended reading, course support and notes					10
Additional documentation in library, specialized e-platforms and on the ground					6
Preparation of seminars / labs, homework, portfolios and essays					11
Tutorship					2
Assessment					4
Other activities: case study, essay					
3.7 Total no. of hours of individual study					33
3.9 Total no. of hours per semester					75
3.10 Number of ECTS					3

4. Pre-requirements (if applicable)

4.1 Teaching units	The student needs to have basic knowledge specific of the French language: <i>Phonetics, Orthography, Punctuation, Lexicology, Linguistics</i>
4.2 Competencies and skills	Drafting homework and works free of mistakes in point of expression, punctuation or orthography

5. Co-requirements (if applicable)

5.1 For deployment of course	Classroom with video projector, whiteboard / In the online system by using the Moodle e-learning platform (https://moodle.valahia.ro) and the Microsoft Teams videoconferencing platform
5.2 For deployment of seminar/laboratory	Classroom with video projector, whiteboard / In the online system by using the Moodle e-learning platform (https://moodle.valahia.ro) and the Microsoft Teams videoconferencing platform

6. Specific competencies acquired

Professional competencies	C1. Collection, processing and analysis of information concerning the interaction between enterprise / organization and its external environment C5. Using of the databases specific to business administration
Transversal competencies	CT3. Identifying of training opportunities and effective utilization of resources and learning techniques for personal development

7. Objectives of the teaching unit (emerging from the grid of specific competencies acquired)

7.1 General objective	Understanding the structure and general functioning of the French language
7.2 Specific objectives	Understanding the mechanisms of correct and coherent drafting of a text Systematic, clear presentation, easy to understand for those who listen and at the same time corresponding to the adequate scientific content Understanding the way of organization of the vocabulary and getting to know the lexical system of the language Clarification of the grammatical aspects based on numerous and varied examples

8. Contents of the teaching unit

8.1 Course	Teaching methods	Observations
1. Communications – An Instrument for Developing and Managing Business	Presentation, debate, analysis,	4
2. Company descriptions (talking about one's job)	Interactive activities, essay,	4
3. Exchanging personal information	Presentation, debate, analysis	4
4. Asking questions about routines and specific activities	Essay,	4
5. Communication in Professional Public Services for Emergency Situation	Lecture, interactive activities,	4
6. Communication - a key element in the improvement of social dysfunctions in organizations	Lecture, interactive activities,	4
7. Linguistic diversity and communication integration means and armonization in the European Union,	Lecture, interactive activities	4
References Bonner, M., Fuchs, M., Focus on Grammar. High intermediate, Longman, 2000 Botez Nicoleta, Engleza pentru economişti, Ed. Tehnopress, Iaşi, 2008 Cenuşe I. P., Lupchian G., Neaguş D, Limba engleză pentru oameni de afaceri, Ed. Expert, Bucureşti, 1993 Clarke, S., , In Company Pre-Intermediate , Macmillan, 2007, Marea Britanie Costache I, Ghid de conversatie si civilizatie român-englez, Bucuresti, Editura Aramis, 2005 Dobrita Claudia, Gramatica limbii engleze: exercitii si teste, Ed. Paradigme, Pitesti, 2006 Ellis Mark, Johnson Christine, Teaching Business English, Oxford, Oxford University, 1994 Flinders, S., Test Your Professional English, Penguin English, Essex, 2002 Ivanciu, Nina (coord.), Dicţionar trilingv de comunicare în afaceri roman-englez-francez, Editura ASE, Bucureşti, 2009 Levitchi, I., Gramatica limbii engleze, Editura Teora, Bucuresti, 1999 Milea Constantin, Commercial.Financial and Management English: a Practical Course, Bucuresti, All Education, 1997 Munteanu A, Step by Step, Editura Alma Mater, Sibiu, 2011 Nicolae Mariana (coord.), Communicate in Business, Ed. Cison, Bucureşti, 2000 Popescu Teodora, Tests of Business English, Ed. Aeternitas, Alba-Iulia, 2010 Prodromou, Luke, Grammar and Vocabulary for First Certificate, Longman, 2010 Tănăsescu Irina Antoaneta, Pragmatics, Ed. Bibliotheca, Târgovişte, 2015 Tanasescu Irina Antoaneta, Oprit Maftei Carmen, English for business administration, Ed Mustang, Bucuresti, 2022 Țăranu Mariana, Limba engleza: gramatica si exercitii, Ed. Corint, Bucuresti, 2008		
8.2 Seminar/laboratory	Teaching methods	Observations
1. Company descriptions (completing a report, completing a questionnaire, talking about one's job, asking questions about routines and specific activities)	Debate, comparative analysis, exercise,	2
2. Networking (asking and answering questions, conversations, role plays)	Debate, comparative analysis, exercise	2
3. The Employment File (CV writing, Reference letters)	Debate, comparative analysis, exercise	2
4. Greetings around the world	Debate, comparative analysis, exercise	2
5. Company histories (preparing a webpage with company information, asking and answering questions about the past, reading articles)	Debate, comparative analysis, exercise	2
6. A letter of application; The Adjective	Debate, comparative analysis, exercise	2
7 Evaluation, peer-evaluation and self-evaluation	Interactive activities, essay,	2
References		

Bonner, M., Fuchs, M., Focus on Grammar. High intermediate, Longman, 2000
 Botez Nicoleta, Engleza pentru economişti, Ed. Tehnopress, Iaşi, 2008
 Cenuşe I. P., Lupchian G., Neaguş D, Limba engleză pentru oameni de afaceri, Ed. Expert, Bucureşti, 1993
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9. Interrelating between the contents of the teaching unit and the expectations of the scientific community' representatives, professional associations and the representative employers in the field afferent to the program

By means of the present content of the teaching unit, the students will deepen their knowledge in their field and, in this framework, will get to know the theoretical, methodological and practical developments, specific of the program; they will be able to adequately use the specific language in the communication with various professional environments.

10. Assessment

Activity type	10.1 Criteria of assessment	10.2 Method(s) of assessment	10.3 Construction of the mark (including the weighting of the various partial marks)
	Correspond to the professional skills reminded and the specific objectives of the discipline		20%
10.5 Seminar/laboratory	Correspond to the professional skills reminded and the specific objectives of the discipline	Evaluation exercises	40%
		Evaluation test	40%
10.6 Minimal standard of performance			
<ul style="list-style-type: none"> - Reuse of lexical and morphosyntax acquisitions in new contexts. - Use of the work with the dictionary in order to choose adequate terms. - Development of the interpretation and argumentation skills regarding the concepts and morphosyntactic particularities specific of various lexical-grammatical classes. 			