



OTÁZKY K ABSOLUTORIU

PŘEDMĚT: ANGLICKÝ JAZYK

ŠKOLNÍ ROK: 2024/2025

1. ECONOMICS AND ECONOMY

- 1.1. *Economics - its importance and origin*
- 1.2. *Macroeconomics and microeconomics*
- 1.3. *Economy*
- 1.4. *Sectors and industries*
- 1.5. *Economic systems (traditional, free-market, command, mixed, transitive)*

2. MONEY IN HUMAN SOCIETY

- 2.1. *Basic functions of money*
- 2.2. *Evolution of money*
- 2.3. *Money supply*
- 2.4. *Interest rates*

3. BANKING AND BANKS

- 3.1. *Banking system*
- 3.2. *Central banks*
- 3.3. *Bank's assets and liabilities*
- 3.4. *Bank products*
- 3.5. *Current account, deposit account*
- 3.6. *Bank overdraft*
- 3.7. *Types of loans*
- 3.8. *Debit (cash) cards, credit cards*

4. JOBS AND CAREERS

- 4.1. *Working hours, types of pay*
- 4.2. *Types of jobs*
- 4.3. *Applying for a job, job interview*

5. COMPANY LAW, RUNNING A BUSINESS

- 5.1. *Setting-up and running a business*
- 5.2. *Forms of business organization*
- 5.3. *Internal management and memorandum of association*
- 5.4. *Termination of a company*



6. SALES AND NEGOTIATION

- 6.1. *Different ways of selling*
- 6.2. *Selling overseas*
- 6.3. *Sales people*
- 6.4. *The process of negotiating*
- 6.5. *Phases of negotiation*
- 6.6. *Negotiating skills- tips for success*

7. CONTRACTS

- 7.1. *A contract*
- 7.2. *Different kinds of contracts*
- 7.3. *Five essential elements*
- 7.4. *Damages*
- 7.5. *Other remedies*

8. MARKET, MARKET STRUCTURE

- 8.1. *Market*
- 8.2. *Market functions*
- 8.3. *Market areas*
- 8.4. *Types of market*
- 8.5. *Market agents*
- 8.6. *Market elements*
- 8.7. *Aggregate supply and demand*
- 8.8. *Market failure*

9. COMPETITION

- 9.1. *Types of competition*
- 9.2. *Perfect competition*
- 9.3. *Imperfect competition*

10. EMPLOYMENT LAW

- 10.1. *Employment (Labour) law*
- 10.2. *Employment rights*
- 10.3. *EU law*
- 10.4. *Comparison with other countries*

11. WORKING TOGETHER – WORK AND INDUSTRIAL RELATIONS

- 11.1. *Workplace atmosphere, big and small companies*
- 11.2. *Offices*
- 11.3. *Industrial relations*
- 11.4. *Modern trends in office work*



12. BUSINESS COMMUNICATION - MEETINGS , CORRESPONDENCE, TELEPHONING

- 12.1. Types of meetings, the role of chairperson, agenda, minutes*
- 12.2. Dealing with people*
- 12.3. Faxes, e-mails, letters, memos*
- 12.4. Business calls*

13. MARKETING

- 13.1. Marketing concept*
- 13.2. Marketing mix (the four Ps)*
- 13.3. Marketing research*
- 13.4. Marketing vs. sale*

14. WHAT IS LAW, SOCIAL MORALITY, RULES AND LAWS

- 14.1. Descriptive and prescriptive law*
- 14.2. Customs*
- 14.3. Social rules*
- 14.4. Laws*
- 14.5. Implementation of justice*
- 14.6. Common sense*

15. SOURCES OF MODERN LAW, CIVIL AND PUBLIC LAW

- 15.1. Ancient law systems*
- 15.2. English common law*
- 15.3. Common law and Continental law*
- 15.4. Civil law*
- 15.5. Public law*

16. LAWYERS AT WORK

- 16.1. Professional titles*
- 16.2. Range of work*
- 16.3. Entering the profession*
- 16.4. Regulating the profession*
- 16.5. Ethical problems*

17. TORTS

- 17.1. Comparison with crimes*
- 17.2. The idea of liability*
- 17.3. Negligence*
- 17.4. Some other torts*



18. SOCIAL ETIQUETTE IN BUSINESS

- 18.1. *Differences between social and business etiquette*
- 18.2. *Workplace etiquette guidelines*
- 18.3. *Mealtime etiquette guidelines*
- 18.4. *Electronic business etiquette*
- 18.5. *Social norms in foreign countries*
- 18.6. *Key business etiquette tips*

19. COMMERCIAL LAW AND INTELLECTUAL PROPERTY

- 19.1. *Patents, copyright*
- 19.2. *Keeping pace with the technology*
- 19.3. *Trademarks and trade secrets*
- 19.4. *Enforcement*

20. CONSUMER LAW

- 20.1. *Consumer law*
- 20.2. *Contracts*
- 20.3. *Exemptions*
- 20.4. *Product liability*

PROJEDNÁNO A SCHVÁLENO METODICKOU SEKCÍ A ŘEDITELEM ŠKOLY

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ředitel školy

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předseda metod. sekce