

## OKRUHY K ABSOLUTORIU

**Předmět:** Anglický jazyk  
**Škola:** VOŠ Most  
**Program:** Firemní ekonomika KKOV 63-41-N/11  
**Obor:** Ekonomika a podnikání KKOV 63-41-N  
**Skupina:** 3.R  
**Školní rok:** 2024/2025

### 1. Basic concepts in business

- a) Purpose of economic activity, scarcity and choice
- b) Primary, secondary and tertiary industries
- c) Private and public sectors
- d) Business phrases, economics and related terms

### 2. Office and technology

- a) Office furniture and technology
- b) Writing supplies and desktop accessories
- c) Computers and computer accessories
- d) Working with a PC

### 3. Office and communication

- a) Types of business communication
- b) Style and layout of business letters
- c) Business correspondence – typical phrases
- d) Telephoning

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### 4. Company structure

- a) Basic groups of people, management structure
- b) German and British-American models
- c) Workforce
- d) Working hours

### 5. Forms of business organisation

- a) Sole proprietor
- b) Partnerships
- c) Limited companies
- d) Co-operatives and public companies

### 6. Mass media

- a) Printed media
- b) Broadcast media
- c) Internet
- d) Information about business

## **7. Unemployment**

- a) Definition of the term, types, development in the Czech Republic
- b) Disadvantaged groups
- c) Effects on individuals and society
- d) Support and help for unemployed people

## **8. Applying for a job**

- a) How to obtain information
- b) CV
- c) Covering letter
- d) Job interview

## **9. The European Union**

- a) General information, new developments
- b) Basic institutions
- c) The EU budget
- d) EU activities in the Czech Republic

## **10. Advertising and promotion**

- a) Purpose and forms of advertising and promotion
- b) Advantages and disadvantages of different media for advertising
- c) Advertising strategies
- d) Advertising in my practice firm/company

## **11. Money**

- a) Functions and history of money
- b) Personal finance
- c) Different forms and typical activities connected with money
- d) Security features of money

## **12. Banking**

- a) General information
- b) Types of banks
- c) Types of accounts
- d) Central banks

## **13. Payment**

- a) Basic means of payment
- b) Forms of payment
- c) „Plastic“ and „virtual“ money
- d) Trends

## **14. Taxes**

- a) What taxes are used for
- b) Basic terms of taxation
- c) Types of tax
- d) The tax system in the Czech Republic

**15. Personality of a manager**

- a) Tasks of managers
- b) Characteristics and skills of an „ideal“ manager
- c) Managing styles and differences between various countries
- d) FS: Conducting a meeting

**16. The Usti Region**

- a) General geographic information
- b) Economy
- c) Problems
- d) Trends

**17. Retailing**

- a) Tasks and services provided
- b) Types of retailing
- c) Advantages and disadvantages of the different types
- d) Personal experience and preferences

**18. Basic terms in accounting**

- a) Definition, tools, administrative tasks
- b) Financial accounting
- c) Management accounting
- d) Year-end accounts

**19. My job and my company**

FS:

- a) My practice firm at business college
- b) My work placements during the studies at business college
- c) My part-time job
- d) My future job

PS:

- a) My job and my responsibilities
- b) My daily routine
- c) What I like and dislike about my job
- d) My company and my team

**20. My Curriculum Vitae**

- a) Personal information
- b) Education and training
- c) Work experience
- d) Skills and interests