



Education Development for a Global Experience



**PLATFORMA DÁLKOVÉHO VYUCOVÁNÍ  
LJAK STUDOVAT TENTO KURZ?**



Vážení študenti,

vitajte v online kurze u Cambridge Institute. Prosím, prečítajte si pozorne nasledujúce inštrukcie ako pracovať s platformou a učiť sa v nej.

Naša platforma v podstate funguje striedaním teórie a praxe. Kurz bude vedený úplne v angličtine, čo sa ukázalo byť pre študentov oveľa účinnejšou metódou, aby si zvykli pracovať v tomto jazyku.

Kurz je rozdelený do 15 lekcií, v ktorých sa stretnete s nasledujúcimi sekciami:

# READING

Každá lekcia má text týkajúci sa študovaného téme. Ich dĺžka a zložitosť sa zvyšuje v priebehu celého kurzu. Sekcia čítanie obsahujú otázky na porozumenie textu, vo forme "multiple choice": ide o výber správnej odpovede z troch možností.



## READING

### STARTING A BUSINESS CAREER

It isn't the case 100% of the time, however most successful business careers begin sometime during university. While there are examples such as Bill Gates, founder of Microsoft, who didn't graduate from university, it certainly isn't the norm. Furthermore, Bill Gates dropped out of Harvard to start his company, working off the tools and resources readily available to him while he was still at school. The foundation of a potentially blossoming future begins by hitting the books.

What does Bill Gates help to represent?

Select one:

- a. Even dropouts have superior academic backgrounds
- b. It's much easier to make a business career without a degree
- c. There will never be another person like him

# VOCABULARY

Po prvé nájdete zoznam príslušných slovníčiek pre danú lekciu. Potom nasleduje cvičenie typu "fill in the gaps - vyplniť medzery", kde budete musieť doplniť niektoré vety jedným zo slov uvedených v zozname.

## POZOR!

Ak budete musieť pri písaní vety alebo slova do prázdneho miesta použiť kontrakcie, nezabudnite, že musíte písať apostrof ( ' ) a nie čiarku ( ' ). NEPIŠTE NA KONCI bodkou ( . ) Inak budú vaše odpovede označené za zlé.



## VOCABULARY

**ACCOUNTING** – recording and reporting of all financial transactions

Accounting students have a great opportunity to be hired right after graduation.

**FINANCE** – all matters within a business related to money

It goes without saying that finance people need to be good with numbers and math.

Fill in the blank with the correct vocabulary word.

1. After three different positions in my last ten years, my bosses are now promoting me to a new position.
2. She was excited beyond words when she got the \_\_\_\_\_ she had worked so hard for.
3. His \_\_\_\_\_ side created a lot of hope for their new small business, but he took a lot of risk as well.

# LISTENING

Náš kurz obsahuje rôzne nahrávky, ktoré vám umožnia rozvíjať svoje schopnosti načúvať v rôznych situáciách obchodného prostredia. Prvá vec, ktorú musíte urobiť v tejto sekcii, je kliknúť na tlačidlo "Play" pre počúvanie vybrané nahrávky pre každú lekciu. Potom nasleduje niekoľko cvičení, v ktorých budete musieť napísať krátke zhrnutie nahrávky a / alebo odpovedať na niektoré otázky typu "pravda alebo lož - true or false" alebo otázky typu "na výber - multiple choice". Prepis nahrávky je vždy k vašej dispozícii, stačí kliknúť na tlačidlo "Show the transcript".



How specific was Speaker 3's university track?

Select one:

- a. Non-existent. There were just too many options at first
- b. Very. They knew what they were going to do before attending university
- c. Vaguely. Their career path became clearer after starting class

Which product is each speaker developing?

Speaker 1

Speaker 2

Speaker 3

Which speaker mentions the following:

Loving doing tasks involving numbers?

Select one:

- a. Speaker 1
- b. Speaker 3
- c. Speaker 2

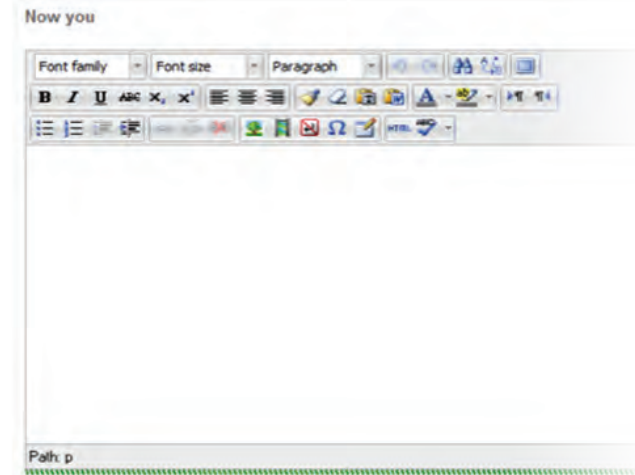
# WRITING

Budete musieť napísať tri texty, ktoré zodpovedajú trom špecifickým situáciám: motivačný list, sťažnosť a list s vašou rezignáciou. Budete mať k dispozícii typy a rady, ako správne každý text napísať. Vaše texty budú opravené našimi lektormi v časovom horizonte **48 až 72 hodín**.



## COVER LETTER EXERCISE

You have recently graduated from university with a degree in Accounting. You find a business that has an accounting position open. They are a medium-sized company with about 2,500 employees, and have been doing business for just over a decade. They are specifically looking for young employees with a lot of potential. Certificates are welcome, but not required. You find that it fits what you are looking for in an entry-level position and would like to apply. They are accepting CV's and cover letters. They just received your CV and you have informed them a cover letter is on the way. Make sure the cover letter is no longer than one page. The shorter, the better.



# USEFUL LANGUAGE

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Tu nájdete niekoľko užitočných typov s príslušnými príkladmi, ktoré vám pomôžu zlepšiť vaše ústne aj písomné zručnosti. *V tejto sekcii nie je potrebné posilať žiadne cvičenie.*



## USEFUL LANGUAGE

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"What are you in charge of?" – to be in charge of something in a business is to have responsibility

**EX. 1** – When they asked what I was in charge of, I told them I was responsible for all of the accounts on the East coast.

**EX. 2** – 'What are you in charge of?'  
'I oversee the marketing department.'

# BUSINESS GRAMMAR

Najskôr budete mať gramatické vysvetlenie týkajúce sa témy preberaný v danej lekcii a potom dokončiť cvičenie typu "zaplniť medzery".

## POZOR!

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### BUSINESS GRAMMAR – MAKE/DO

In many languages, 'do' and 'make' are encompassed in the same verb. Do is used more to describe an action. Make is used more to describe a process.

I **DO** the laundry.

I **MAKE** dinner every night.

Do is used a lot with general ideas. Make is used more with things related to constructing or creating.

**DO** good/bad

**MAKE** choices/decisions

Finish the sentence with the correct form of *make* or *do*.

1. If you \_\_\_\_\_ the meal, I'll \_\_\_\_\_ the dishes after.
2. He wishes that he could \_\_\_\_\_ more money at his job.
3. Even though I try hard, it's difficult not to \_\_\_\_\_ any mistakes.
4. Oh my goodness! I have so many things to \_\_\_\_\_ today.
5. She said she would \_\_\_\_\_ the painting for me if I can \_\_\_\_\_ so.