

	<u>MATURITNÍ OKRUHY</u> pro školní rok 2020/ 2021	Strana: 1/ 1 Datum: 29. 10. 2020
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Studijní obor: VEŘEJNOSPRAVNÍ ČINNOST - dálkové studium

Předmět: ANGLICKÝ JAZYK

1. People
2. Family
3. Shopping and services
4. Home
5. Everyday life
6. School
7. Free time and entertainment
8. Sport
9. Travelling and tourism
10. Health
11. Food
12. Work
13. Nature and environment
14. Culture
15. Science and technology
16. The United Kingdom and London
17. The Czech Republic and Prague
18. The USA
19. Australia and New Zealand
20. Holidays and traditions in English speaking countries

Témata odborná

1. Leadership styles – describing the main leadership styles
2. Rules for effective communication – communication skills, principles of communication
3. Dealing with a client/ customer – rules and principles of communication
4. Organizing a social event – how to write an invitation (mail, card)
5. Basis of social etiquette – basic rules, good and bad manners

 <p>STŘEDI ODBOR</p>	<p><u>MATURITNÍ OKRUHY</u> pro školní rok 2020/ 2021</p>	<p>Strana: 1/ 1 Datum: 29. 10. 2020</p>
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6. Job interview – CV, cover letter (personal details, qualifications, experiences, previous jobs)
7. Communication – definition, verbal, non-verbal, forms of communication
8. Motivation – types of motivation, motivating employees, benefits and bonuses
9. Dealing with a client/ customer – making an appointment (rules and principles)
10. Healthy lifestyle – healthy eating, physical activity, appearance
11. Organizing a social event – how to prepare for a social event.
12. Personality of a manager – characteristics, role of a manager
13. Methods of business communication – face to face, letters, webs, reports, presentations
14. Ethical principles – what’s right and what’s wrong
15. Communication in a company –definition, categories of communication
16. Dress code – smart clothes, appearance, etiquette in a work place
17. Professional etiquette – small talk, handshakes, alcohol, meetings,
18. Structure of a job interview – introduction, profile, motivation, skills, salary, questions
19. International business etiquette – cultural differences
20. Cultural customs and habits – e.g. UK – greetings, business, dining, gift-giving

Dne: 29. 10. 2020

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