

## TEMATICA DE CONCURS

**Postul nr. 21 – ASISTENT** cu disciplinele:

- Limba străină
- Comunicare în afaceri în limba străină.

➤ **Disciplina: Limba străină**

- The organization of the financial industry; Types of financial institutions
- Accounting, Types of accounting
- Stocks and shares
- Monetary policy

***Bibliografie:***

1. Mackenzie, Ian: *English for the Financial Sector*, Cambridge University Press, 2008
2. Emmerson, Paul: *Business Grammar Builder*, Macmillan, 2006
3. Emmerson, Paul: *Business English Handbook*, Macmillan, 2007

➤ **Disciplina: Comunicare în afaceri în limba străină**

- English as an international language
- Business correspondence – Formal and informal styles
- Writing a business letter, writing a report
- Making a presentation

***Bibliografie:***

1. Emmerson, Paul: *Business English Handbook*, Macmillan, 2007
2. Mascull, Bill: *Business Vocabulary in Use-Advanced*, Cambridge University Press, 2004
3. Mackenzie, Ian: *English for the Financial Sector*, Cambridge University Press, 2008

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