

## **Annex 4**

### **Bibliography for the Language exam**

#### **1. Candidates must show an advanced level of proficiency in the foreign language. The advanced level is defined as follows:**

- a) Correspondence between the conceptual and linguistic levels:
  - Expressing the basic notions and concepts of economic mechanisms by means of specialized vocabulary (foreign language for business)
- b) Linguistic accuracy:
  - Knowledge of grammatical and structural aspects of the foreign language
  - Sentence complexity and logical connections between ideas
- c) Familiarity with the style specific to the economic/legal domains (the distinction between formal and informal discourse)
- d) Comprehension and synthetic presentation of essential information in a complex text.

#### **2. The exam bibliography is based on terminology specific to business or legal communication, respectively:**

- a) Language specific to market economy: market economy mechanisms (demand, supply, competition, price etc.), reform in the economy, privatization, financial and banking activity, accounting, management, institutional culture, marketing, commerce, advertising elements etc., as well as private and public law.
- b) International business cooperation (Euro-Atlantic integration, globalization, specialized international institutions and organizations etc.)
- c) Business communication (the specifics of business correspondence, of business cooperation instruments – letters, agreements, contracts, modern instruments of communication in the business world etc.)

#### **3. Bibliography**

##### **ENGLISH**

- Emmerson P. Business English Handbook Advanced, Macmillan 2007
- Swan, M. Practical English Usage, OUP, third edition, 2005
- Yule, G. Oxford Practice Grammar Advanced, OUP, 2006
- Vince, M. Clarke, S. Macmillian English Grammar in Context. Advanced, Macmillian, 2008

- Emmerson, P. Business Grammar Builder, Macmillian, 2002
- Hollinger, A. Test your Business English Vocabulary, Ed. Universitara, 2009
- The Economist
- Financial Times
- Business Week

## **GERMAN**

- Leca, M., Constantinescu, L. - Limba germană pentru afaceri, Editura Polirom, Iași, 2004.
- Höffgen, A. - Deutsch lernen für den Beruf, editura Verlag für Deutsch, München, 1996.
- Hențes, Z. - Textsorten der Wirtschaftssprache, Editura A.S.E., București, 1996-2002.
- Hoberg, R., Hoberg, U. - DUDEN. Gramatica limbii germane, (traducere în limba română de O. Nicolae), Editura Polirom, Iași, 1998.
- Savin, E. - Gramatica limbii germane, Editura Mașina de scris, București, 2002.
- Leca, M. - Dicționar de termeni economici german-român, Editura Polirom, Iași, 2002.

## **FRENCH**

- C. Cilianu-Lascu – Le français à l’usage des professionnels, Editura Meteor Press, București, 2002
- C. Cilianu-Lascu, C. Stoean – Gramatica limbii franceze, Editura Meteor Press, București, 2002
- Stanciu-Capotă, Rodica– Panorama financier, Editura ASE, București, 2003
- Livezeanu, Maria-Antoaneta– Le français du management. Créer une entreprise, Editura ASE, București, 2000
- Oprescu, Maria-Ana, Rodica Stanciu-Capotă, Roxana Barlea – Itinéraires économiques français, București, Editura ASE , Bucuresti, 2006
- Any French-Romanian and Romanian-French dictionary of general economics and/or law.