

## **Maturita topics (Economics)**

1. Sport / Companies and their organization; Structure of a company
2. Meals, eating habits in Britain and the CR/ Advertising and promotion
3. The United Kingdom of England, Scotland, Wales and Northern Ireland / Business meetings
4. London / In an office; Job positions in administration
5. Czech, English and American traditions / A computer in administration
6. The Czech Republic / Promotion; Your fictive company introduction
7. Gadgets and inventions/ PC applications used in offices; Word processing
8. Education in the CR / Starting a business
9. American literature and films / Job interview; A Curriculum Vitae
10. Job, employment /Marketing of your fictive company; Marketing
11. Shopping and services / Why study Economics; Studies of Economics
12. British literature and films / Presentations; Presentations at a business meeting
13. Communication / PC peripherals in an office; IT technologies used in administration
14. Money matters / Business communication; Business correspondence
15. Prague / The Internet in business; How to persuade customers?
16. The USA and Canada / Employment and work; At a job interview
17. Australia, New Zealand / Business calls; Office equipment and supplies
18. Health and illnesses / Money in a bank; Work and money
19. Mass media / Business trips and video conferences; How to get a sponsorship
20. Traits of character / Institutions and offices; Types of companies, institutions