

**UČNI NAČRT PREDMETA/COURSE SYLLABUS**

Predmet:	STROKOVNA LOGISTIČNA TERMINOLOGIJA IN SPORAZUMEVANJE V ANGLEŠČINI 1
Course title:	PROFESSIONAL LOGISTICS TERMINOLOGY AND COMMUNICATION IN ENGLISH 1

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
GOSPODARSKA IN TEHNIŠKA LOGISTIKA 1.stopnja		1.	1.
PROFESSIONAL HIGHER EDUCATION STUDY PROGRAMME ECONOMIC AND TECHNICAL LOGISTICS 1 <sup>st</sup> degree		1.	1.

Vrsta predmeta / Course type: IZBIRNI

Univerzitetna koda predmeta / University course code: VS

Predavanja Lectures	Seminar Seminar	vaje Tutorial	Klinične vaje Laboratory work	Druge oblike študija Field work	Samost. delo Individ. work	ECTS
30 e-P 30 a-P		e-V a-V			120	6

Nosilec predmeta / Lecturer: POLONA VIČIČ

Jeziki / Languages: Predavanja / Lectures: Angleško/ English  
 Vaje / Tutorial:

Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:  
Ni pogojev.

Prerequisites:  
None.

**Vsebina:**  
 Predmet obravnava strokovno terminologijo in komunikacijske funkcije v okviru naslednjih vsebin:

- Zgodovina in razvoj logistike.
- Kariere v logistiki: poklicna pot v logistiki, pridobivanje kadrov ter prijava na razpisano delovno mesto.
- Prodaja na drobno in logistika.
- Transport: vloga transporta v logistiki in glavne značilnosti cestnega, železniškega, zračnega in vodnega transporta.

Glavni poudarki strokovne korespondence:  
 motivacijsko pismo, poslovni življenjepis, razgovor za službo, priprava in izvedba predstavitve.

Slovnične strukture:

- Slovnici časi: navadni in opisni preteklik, 'Present Perfect Tense', navadni in opisni sedanjik, prihodnjik.
- Stopnjevanje pridevnikov in prislovov.

**Content (Syllabus outline):**  
 The course develops professional terminology and communication in the framework of the following topics:

- History and development of logistics.
- Careers in logistics: career paths in logistics, recruitment and applying for a job.
- Retailing and logistics.
- Transport: the role of transport in logistics and the main characteristics of road, rail, air and water transport.

Professional correspondence focuses on:  
 covering letter, CV, job interview, preparation and delivery of a presentation.

Grammatical structures:

- Tenses: Past Simple and Continuous Tense, Present Perfect Tense, Present Simple and Continuous Tense, 'Will' and 'Going to' Future Tense.
- Comparison of adjectives and adverbs.

## Temeljna literatura in viri / Readings:

E-gradivo predmeta.

Vičič, P. (2010). *English in logistics I: professional study programme*. Vir je dostopen v elektronski obliki na naslovu <http://fl.uni-mb.si>.

Duckworth, M. (2003). *Oxford business English grammar and practice*. China: Oxford University Press.

Grussendorf, M. (2009). *English for logistics*. China: Oxford University Press.

Mascull, B. (2002). *Business vocabulary in use*. Italy: Cambridge University Press.

Bethell, G., & Aspinall, T. (2003). *Test your business vocabulary in use*. Cambridge: Cambridge University Press.

Downes, C. (2008). *Cambridge English for job-hunting*. Poland: Cambridge University Press.

Dignen, S. (2000). *Longman business English dictionary*. Harlow: Longman.

Tekoča periodika (aktualni članki s področja logistike in transporta).

## Cilji in kompetence:

Cilji tega predmeta so:

- usposabljanje za pridobivanje in posredovanje informacij v angleščini s področja logistike ter transporta,
- pridobitev in uporaba specifične terminologije s področja logistike in transporta,
- razvijanje vseh štirih jezikovnih spretnosti (poslušanje, branje, pisanje, govorjenje) za razumevanje in razlago osnovnih predmetno specifičnih informacij,
- razvijanje tehnik in strategij za samoizobraževanje,
- usposabljanje za samostojno govorno predstavitev v angleškem jeziku.

## Objectives and competences:

Objectives of this course are:

- to be able to acquire and give information in English from the fields of logistics and transport,
- to acquire and use subject specific terminology from the fields of logistics and transport,
- to develop all four language skills (listening, reading, writing and speaking), in order to be able to understand and explain the fundamental field-specific,
- to develop techniques and strategies for self-learning,
- to be able to give clear and detailed presentation in English.

## Predvideni študijski rezultati:

Znanje in razumevanje:

Po zaključku tega predmeta bo študent sposoben

- razumeti in povzeti bistvene podatke standardnih govornih in pisnih virov s področja logistike in transporta,
- uspešno ustno in pisno komunicirati o večini splošnih in področno specifičnih informacijah,
- uporabljati splošne in predmetno specifične slovarje in druge predmetno specifične vire,
- uporabiti pridobljeno znanje v za delovno okolje značilnih situacijah,
- biti avtonomen v svojem študiju.

Prenosljive/ključne spretnosti in drugi atributi:

- razvoj veščin in spretnosti v uporabi znanja na svojem konkretnem strokovnem delovnem področju,
- sposobnost samostojnega učenja,
- sposobnost uporabe informacijske tehnologije,
- sposobnost in spretnost dela v skupinah.

## Intended learning outcomes:

Knowledge and understanding:

On completion of the course, the student will be able to

- understand and extract the main points of standard written and spoken sources from the field of logistics and transport,
- communicate most general and field-specific information with a degree of fluency that makes the communication understood at all times,
- use general and field-specific dictionaries and other field-specific resources,
- apply the acquired terminology and communication skills in work-related situations,
- be independent in their study.

Transferable/Key skills and other attributes:

- development of skills and expertise in the use of knowledge in a specific technical working area,
- ability to become an autonomous learner,
- ability to apply information technology,
- ability to work in groups.

Metode poučevanja in učenja:

Predavanja: pri predavanjih študent spozna teoretične vsebine predmeta. Del predavanj se izvaja na klasični način v predavalnici, del pa v obliki e-predavanj (e-predavanja se lahko izvajajo na videokonferenčni način ali s pomočjo posebej v ta namen didaktično pripravljenih e-gradiv v virtualnem elektronskem učnem okolju).

Learning and teaching methods:

Lectures: students understand the theoretical frameworks of the course. Part of the lecture course is in a classroom while the rest is in the form of e-learning (e-lectures may be given via video-conferencing or with the help of specially designed e-material in a virtual electronic learning environment).

Načini ocenjevanja:	Delež (v %) / Weight (in %)	Assessment:
<ul style="list-style-type: none"> <li>• Uspešno opravljene naloge in kvizi v el. učilnici so pogoj za pristop k pisnemu izpitu.</li> <li>• Pisni izpit.</li> <li>• Predstavitev posameznih tematskih sklopov in aktivno sodelovanje na predavanjih.</li> </ul>	<p>60%</p> <p>40%</p>	<ul style="list-style-type: none"> <li>• Successful completion of e-tasks and quizzes is a prerequisite for entering the exam.</li> <li>• Written examination.</li> <li>• Presentation on chosen topics and active class participation.</li> </ul>

Reference nosilca / Lecturer's references:

1. VIČIČ, Polona. Implementing blended e-learning in ESP teaching/learning. V: ORTHABER, Sara (ur.), VIČIČ, Polona (ur.). *The importance of learning professional foreign languages for communication between cultures*. Celje: Faculty of Logistics, 2008, 3 str.
2. VIČIČ, Polona. *E-learning in language teaching/learning : paper at the 16th International IATEFL Slovenia Annual Conference "Recharging the batteries of/for success", Terme Topolšica, 12th-15th March 2009*. Topolšica, 2009.
3. The International Language Conference on the Importance of Learning Professional Foreign Languages for Communication Between Cultures, Celje, 24 and 25 September 2009, ORTHABER, Sara (ur.), VIČIČ, Polona (ur.). *Proceedings of the International Language Conference on the Importance of Learning Professional Foreign Languages for Communication Between Cultures 2009*. Celje: Faculty of Logistics, 2009. 1 optični disk (CD-ROM). ISBN 978-961-6562-33-1.
4. VIČIČ, Polona. *Moodle in ESP course : lecture, presented at the 18th Annual HUPE Conference, Croatia, Opatija, 15-18 April 2010*. 2010.
5. VIČIČ, Polona. *Spletni razred Moodle : samostojno predavanje in delavnica v sklopu strokovne delavnice SDUTSJ "Spletni razred Moodle in priprava e-gradiv za uspešno kombinirano poučevanje", 10.6.2010, Fakulteta za logistiko Celje*. Celje, 2010.
6. VIČIČ, Polona (ur.), ORTHABER, Sara (ur.). *Proceedings of the International Language Conference on the Importance of Learning Professional Foreign Languages for Communication Between Cultures 2010, Faculty of Logistics, Celje, 23 and 24 September 2010*. Celje: Faculty of Logistics, 2010. 1 optični disk (CD-ROM).
7. VIČIČ, Polona, JURANČIČ, Klementina. Modalni glagoli in njihovi modalni pomeni v znanstvenih in strokovnih logističnih besedilih. V: JURKOVIČ, Violeta (ur.), ČEPON, Slavica (ur.). *Raziskovanje tujega jezika stroke v Sloveniji*. Ljubljana: Slovensko društvo učiteljev tujega strokovnega jezika, 2015, str. 161-191.
8. VIČIČ, Polona, JURANČIČ, Klementina. The role of modal verbs in research papers in the field of logistics. *Scripta manent*, ISSN 1854-2042, 2016, vol. 11, no. 1, str. 21-41.
9. VIČIČ, Polona. Cross-disciplinary view of the function of modal verbs in research papers. V: GAJŠT, Nataša (ur.), PLOS, Alenka (ur.), VIČIČ, Polona (ur.). *Zbornik prispevkov = Proceedings, 9. mednarodna konferenca Pomen učenja tujih strokovnih jezikov za komunikacijo med kulturami*, Maribor, 22.-23. september 2016. Maribor: Ekonomsko-poslovna fakulteta, 2016, str. 283-292.
10. VIČIČ, Polona. *Modal meanings in different text types in the field of logistics: doctoral dissertation = Modalni odnosi v besedilnih vrstah na področju logistike: doktorska disertacija*. [Maribor: P. Vičič], 2016. V, 166 str., 9 str. pril., tabele. <https://dk.um.si/lzpisGradiva.php?id=64480>. [COBISS.SI-ID 22680584].