

UČNI NAČRT PREDMETA / COURSE SYLLABUS

Predmet:	POSLOVNA TERMINOLOGIJA IN SPORAZUMEVANJE V ANGLEŠKEM JEZIKU 1
Course title:	BUSINESS TERMINOLOGY AND COMMUNICATION IN ENGLISH 1

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
LOGISTIKA SISTEMOV 1. stopnja		1.	1.
SYSTEM LOGISTICS 1. degree			

Vrsta predmeta / Course type: IZBIRNI

Univerzitetna koda predmeta / University course code: UN

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: VIČIČ POLONA

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

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

Ni pogojev

Prerequisites:

None

Vsebina:

- LOGISTIKA
- Zgodovina in razvoj logistike: zgodnji začetki logistike, razvoj distribucije, logistike in oskrbovalne verige.
- Kariere v logistiki: vloga logistike v podjetjih, podjetja in organizacije, ki zaposlujejo logistike, poklicna pot v logistiki, pridobivanje kadrov-pisanje spremnega pisma in življenjepisa, intervju za službo, tehnike zaposlovanja.
- Prodaja na drobno: vloga prodajalcev na drobno in grosistov v oskrbovalni verigi, standardna ureditev prodajalne z živili, franšizni sistem.
- CESTNI PROMET:
- mejniki v razvoju cestnega prometa, javni cestni promet, tovorni cestni promet, cestno prometni

Content (Syllabus outline):

- LOGISTICS
- History and development of logistics: early beginnings of logistics, development of the concepts of physical distribution, logistics and supply chain.
- Careers in logistics: the role of logistics in organizations, organizations that employ logisticians, career path in logistics, recruitment - writing a letter of application and CV, job interview, recruitment techniques.
- Retailing: the role of retailers and wholesalers in the supply chain, standard design and layout of a supermarket, franchising.
- ROAD TRANSPORT: milestones in the development of road transport, public road transport, road freight transport, rules of the road.

- predpisi.
- ŽELEZNIŠKI PROMET:
- mejniki v razvoju železniškega prometa, potniški in tovorni železniški promet.
- ZRAČNI PROMET:
- mejniki v razvoju zračnega prometa, potniški in tovorni zračni promet.
- VODNI PROMET:
- mejniki v razvoju vodnega prometa, potniški in tovorni vodni promet, kategorizacija tovornih ladij.
- POSLOVNA KORESPONDENCA: poslovno pismo, telefonski pogovori, uvod v pogajanje v angleščini.
- Slovnčni časi: navadni in opisni preteklik, 'Present Perfect Tense', navadni in opisni sedanjik, prihodnjik.
- Pridevniki in prislovi
- Odvisni stavki
- Naklonski glagoli

- RAILWAY TRANSPORT:
- milestones in the development rail transport, passenger and freight railway transport.
- AIR TRANSPORT:
- milestones in the development air transport, passenger and freight air transport.
- WATER TRANSPORT:
- milestones in the development water transport, passenger and freight water transport, categorization of freight ships.
- BUSINESS CORRESPONDENCE: business letter, phone calls, introduction into negotiating.
- Tenses: Past Simple and Continuous Tense, Present Perfect Tense, Present Simple and Continuous Tense, 'Will' and 'Going to' Future Tense.
- Adjectives and adverbs
- Relative clauses
- Modal verbs

Temeljna literatura in viri / Readings:

- Vičič, P. (2010). *English in logistics I: university 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 specifične terminologije s področja logistike in transporta
 - razvijanje vseh štirih jezikovnih spretnosti (poslušanje, branje, pisanje, govorjenje) za razumevanje logičnih povezav v okviru strokovne informacije ter študijske tehnike in strategije za permanentno 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 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 the logical connections of expert information and student techniques and strategies for permanent self-learning
 - to be able to give presentations in English

Predvideni študijski rezultati:

- Znanje in razumevanje:
- Po zaključku tega predmeta bo študent sposoben
- razumeti in povzeti bistvo govornih in pisnih virov s področja logistike in transporta
 - ustno in pisno komunicirati o splošnih in področno specifičnih informacijah
 - uporabljati slovarje in druge priročnike
 - uporabiti pridobljeno teoretično znanje v praksi

Intended learning outcomes:

- Knowledge and understanding
- On completion of the course, the student will be able to
- understand and extract the main ideas of written and spoken sources from the fields of logistics and transport
 - communicate general and field-specific information
 - use dictionaries and other resources

<ul style="list-style-type: none"> ▪ biti avtonomen v svojem strokovnem delu <p>Prenosljive/ključne spretnosti in drugi atributi:</p> <ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ use the acquired theoretical knowledge in real situations ▪ be independent in their professional work <p>Transferable/Key skills and other attributes:</p> <ul style="list-style-type: none"> ▪ 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
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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"> ▪ uspešno opravljene naloge in kvizi v el. učilnici so pogoj za pristop k pisnemu izpitu ▪ pisni izpit ▪ predstavitev posameznih tematskih sklopov in aktivno sodelovanje na predavanjih 	<ul style="list-style-type: none"> ▪ 60%; ▪ 40%; 	<ul style="list-style-type: none"> ▪ successful completion of e-tasks and quizzes is a prerequisite for entering the exam ▪ written exam ▪ presentation on chosen topics and active class participation

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 off/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).