

**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 <sup>st</sup> degree		1.	1.

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
24 e-P 36 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: Prerequisites:  
Ni pogojev. None.

**Vsebina:**

Predmet obravnava poslovno 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 poslovne korespondence:  
 oglas za službo, motivacijsko pismo, poslovni življenjepis, razgovor za službo, zahvalno pismo, telefonski pogovori, priprava in izvedba predstavitve.

Slovnične strukture:

- Slovnični časi: navadni in opisni preteklik, 'Present Perfect Tense', navadni in opisni sedanjik, prihodnjik.
- Stopnjevanje pridevnikov in prislovov.
- Odvisni stavki.
- Naklonski glagoli.

**Content (Syllabus outline):**

The course develops business 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.

Business correspondence focuses on:  
 job advertisements, covering letter, CV, phone calls, job interview, a thank you letter, 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.
- Relative clauses.
- Modal verbs.

## Temeljni literatura in viri / Readings:

E-gradivo predmeta.

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 in uporaba specifične terminologije s področja logistike in transporta,
- razvijanje vseh štirih jezikovnih spretnosti (poslušanje, branje, pisanje, govorjenje) za razumevanje in interpretacijo predmetno specifičnih informacij,
- razvijanje tehnik in strategij za samoizobraževanje,
- usposabljanje za samostojno in sistematično 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 interpret a wide-range of field-specific information,
- to develop techniques and strategies for self-learning,
- to be able to give clear, detailed and systematically structured presentation in English.

## Predvideni študijski rezultati:

Znanje in razumevanje:

Po zaključku tega predmeta bo študent sposoben

- razumeti in povzeti bistvo krajših kompleksnih govornih in pisnih virov s področja logistike in transporta,
- tekoče ustno in pisno komunicirati o splošnih in področno specifičnih informacijah,
- uporabljati poslovne slovarje in druge predmetno specifične vire,
- uporabiti pridobljeno znanje v izven znanega konteksta,
- 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 ideas of shorter complex written and spoken sources from the fields of logistics and transport,
- communicate general and field-specific information with a degree of fluency that makes the communication effortless and understood at all times,
- use business English dictionaries and other field-specific resources,
- apply the acquired terminology and communication skills outside the context in which they first studied them,
- 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

## 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

lahko izvajajo na videokonferenčni način ali s pomočjo posebej v ta namen didaktično pripravljenih e-gradiv v virtualnem elektronskem učnem okolju).

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 exam.</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 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).
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].