

UČNI NAČRT PREDMETA/COURSE SYLLABUS

Predmet:	POSLOVNA TERMINOLOGIJA IN SPORAZUMEVANJE V ANGLEŠKEM JEZIKU 2
Course title:	BUSINESS TERMINOLOGY AND COMMUNICATION IN ENGLISH 2

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
LOGISTIKA SISTEMOV 1. stopnja		2.	4.
SYSTEM LOGISTICS 1 st degree		2.	4.

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: POLONA VIČIČ

Jeziki / Predavanja / Lectures: ANGLEŠKO/ENGLISH
 Languages: Vaje / Tutorial:

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

Prerequisites:
None.

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

- struktura in vodenje podjetja,
- osnove računovodstva in financ,
- osnove trženja,
- deležniki in procesi v oskrbovalni verigi,
- carina in vloga špediterjev v mednarodnih tokovih blaga,
- transportni dokumenti in pravna odgovornost,
- trajnostni transport in logistika.

Glavni poudarki poslovne korespondence so: poslovna pisma in el. sporočila, poslovni telefonski razgovori, vodenje in sodelovanje v pogajanjih, vodenje in sodelovanje na poslovnem sestanku.

Slovnične strukture:

- dobesedni in preneseni govor,
- pogojniki,
- trpni in tvorni način,
- predložne zveze.

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

- corporate organization and governance,
- basic accounting and finance,
- fundamentals of marketing,
- stakeholders and processes in supply chains,
- customs and the role of freight forwarders in international flows of goods,
- transportation documents,
- sustainable transport and logistics.

Business correspondence focuses on: business letters and e-mails, business phone calls, managing and taking part in a negotiation, managing and taking part in a business meeting.

Grammatical structures:

- direct and reported speech,
- conditional clauses,
- active and passive voice,
- common noun + prepositions and common verb + preposition combinations.

Temeljni literatura in viri / Readings:

E-gradivo predmeta.

Feketija, M. (2008). *English in logistics 2: 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.

Gordon Smith, D. (2007). *English for telephoning*. China: Oxford University Press.

Chapman, R. (2007). *English for emails*. China: Oxford University Press.

Lafond, C., Vine, S., & Welch, B. (2010). *English for negotiating*. China: Oxford University Press.

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

Tekoča periodika (aktualni članki s področja oskrbovalnih verig in drugih tematik, ki jih zajema predmet).

Cilji in kompetence:

Cilji tega predmeta so:

- usposabljanje za pridobivanje in posredovanje podrobnih in kompleksnih informacij v angleščini s področja oskrbovalnih verig in logistike,
- pridobitev in raba predmetno specifične terminologije s področja logistike in oskrbovalnih verig,
- razvijanje vseh štirih jezikovnih spretnosti (poslušanje, branje, pisanje, govorjenje) za razumevanje in kritično presojanje logičnih povezav v okviru strokovne informacije,
- razvijanje tehnik in strategij za permanentno samoizobraževanje,
- usposabljanje za samostojno in sistematično govorno predstavitev v angleškem jeziku ob izpostavljanju najpomembnejših poudarkov in argumentaciji prednosti in slabosti različnih možnosti,
- usposabljanje za pogajanje v angleščini,
- usposabljanje za vodenje in sodelovanje na sestanku v angleščini.

Objectives and competences:

Objectives of this course are:

- to be able to acquire and give detailed and complex information in English from the fields of supply chains and logistics,
- to acquire and use subject specific terminology from the field of logistics and supply chains,
- to develop all four language skills (listening, reading, writing and speaking), in order to be able to understand and critically evaluate the logical connections of expert information,
- to develop techniques and strategies for permanent self-learning,
- to be able to give clear, detailed and systematically structured presentation in English, with highlighting of significant points and discussing advantages and disadvantages of various options,
- to be able to negotiate a deal in English,
- to be able to manage and take part in a business meeting.

Predvideni študijski rezultati:

Znanje in razumevanje:

Po zaključku tega predmeta bo študent sposoben

- razumeti, ovrednotiti in interpretirati bistvo daljših kompleksnih govornih in pisnih virov s področja oskrbovalnih verig in logistike,
- učinkovito in fleksibilno komunicirati in izmenjati informacije v področno specifičnih kontekstih in situacijah,
- uporabljati poslovne slovarje in druge predmetno specifične vire,
- uporabiti pridobljeno teoretično znanje v praksi oziroma nada,
- biti avtonomen v svojem strokovnem delu.

Prenosljive/ključne spretnosti in drugi atributi:

- razvoj veščin in spretnosti v uporabi znanja na svojem konkretnem strokovnem delovnem področju,

Intended learning outcomes:

Knowledge and understanding

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

- understand, evaluate and interpret the main ideas of longer complex written and spoken sources from the field of the supply chains and logistics,
- effectively and flexibly communicate and exchange information in discipline-specific contexts and situations,
- use business dictionaries and other field-specific resources,
- use the acquired theoretical knowledge in real situations,
- be independent in their professional work.

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,

- sposobnost samostojnega učenja,
- sposobnost uporabe informacijske tehnologije,
- sposobnost in spretnost dela v skupinah.

- 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 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).

N 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. 	60%	<ul style="list-style-type: none"> • Successful completion of e-tasks and quizzes is a prerequisite for entering the exam.
	40%	<ul style="list-style-type: none"> • 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 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/IzpisGradiva.php?id=64480>. [COBISS.SI-ID 22680584].