

**UČNI NAČRT PREDMETA/COURSE SYLLABUS**

Predmet:	STROKOVNA LOGISTIČNA TERMINOLOGIJA IN SPORAZUMEVANJE V ANGLEŠČINI 2
Course title:	PROFESSIONAL LOGISTICS TERMINOLOGY AND COMMUNICATION IN ENGLISH 2

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
GOSPODARSKA IN TEHNIŠKA LOGISTIKA 1.stopnja		2.	4.
PROFESSIONAL HIGHER EDUCATION STUDY PROGRAMME ECONOMIC AND TECHNICAL LOGISTICS 1 <sup>st</sup> degree		2.	4.

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
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 strokovno 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 strokovne korespondence so: poslovna pisma in el. sporočila, poslovni telefonski razgovori, sodelovanje v pogajanjih, sodelovanje na poslovnem sestanku.

Slovnicične strukture:

- Trpni in tvorni način
- Predložne zveze

**Content (Syllabus outline):**  
 The course develops professional 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

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

Grammatical structures:

- 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: 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.

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 podrobne informacij v angleščini s področja oskrbovalnih verig in logistike,
- pridobitev in raba predmetno specifične terminologije s področja oskrbovalnih verig in logistike,
- razvijanje vseh štirih jezikovnih spretnosti (poslušanje, branje, pisanje, govorjenje) za razumevanje 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,
- usposabljanje za pogajanje v angleščini,
- usposabljanje za sodelovanje na sestankih v angleščini.

Objectives and competences:

Objectives of this course are:

- to be able to acquire and give detailed information in English from the fields of supply chains and logistics,
- to acquire and use subject specific terminology from the fields of supply chains and logistics,
- to develop all four language skills (listening, reading, writing and speaking), in order to be able to understand 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,
- to be able to negotiate in English,
- to be able to take part in a business meeting in English.

Predvideni študijski rezultati:

Znanje in razumevanje:

Po zaključku tega predmeta bo študent sposoben

- razumeti in povzeti bistvene podatke daljših standardnih govornih in pisnih virov s področja oskrbovalnih verig in logistike,
- tekoče komunicirati in izmenjati informacije v poklicno specifičnih kontekstih in situacijah,
- uporabljati splošne in predmetno specifične slovarje in druge predmetno specifične vire,
- uporabiti pridobljeno teoretično znanje v praksi,
- 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,
- sposobnost samostojnega učenja,

Intended learning outcomes:

Knowledge and understanding

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

- understand and summarise the main points of longer standard written and spoken sources from the field of the supply chains and logistics,
- communicate and exchange information in contexts and situations specific to their profession with a degree of fluency that makes the communication effortless and understood at all times,
- use general and field-specific dictionaries and other field-specific resources,
- apply the acquired terminology and communication skills at the workplace,
- 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,
  - ability to apply information technology,

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

- 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> </ul>		<ul style="list-style-type: none"> <li>• Successful completion of e-tasks and quizzes is a prerequisite for entering the exam.</li> </ul>
<ul style="list-style-type: none"> <li>• Pisni izpit.</li> </ul>	60%	<ul style="list-style-type: none"> <li>• Written examination.</li> </ul>
<ul style="list-style-type: none"> <li>• Predstavitev posameznih tematskih sklopov in aktivno sodelovanje na predavanjih.</li> </ul>	40%	<ul style="list-style-type: none"> <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].