

UČNI NAČRT PREDMETA / COURSE SYLLABUS

Ime predmeta:	POSLOVNA TERMINOLOGIJA IN SPORAZUMEVANJE V ANGLEŠČINI 1
Course title:	BUSINESS TERMINOLOGY AND COMMUNICATION IN ENGLISH 1

Študijski program in stopnja Study programme and cycle	Študijska smer Study option	Letnik Year of study	Semester Semester
LOGISTIKA SISTEMOV 1. stopnja		1.	1.
SYSTEM LOGISTICS 1 st degree		1.	1.

Vrsta predmeta (obvezni ali izbirni) / Course type (compulsory or elective)	IZBIRNI
	ELECTIVE

Univerzitetna koda predmeta / University course code:	UN
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Predavanja Lectures	Seminar Seminar	Vaje Tutorial			Klinične vaje Clinical training	Druge oblike študija Other forms of study	Samost. delo Individual work	ECTS
		AV	LV	RV				
36 a-P 24 e-P						120	6	

Nosilec predmeta / Course coordinator:	POLONA VIČIČ
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Jeziki /Languages:	Predavanja / Lectures: ANGLEŠKI/ENGLISH
	Vaje / Tutorial: ANGLEŠKI/ENGLISH

Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:	Prerequisites for enrolling in the course or for performing study obligations:
Ni pogojev.	None.

Vsebina (kratek pregled učnega načrta):	Content (syllabus outline):
<p>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 ter transport (vloga transporta v logistiki in glavne značilnosti cestnega, železniškega, zračnega in vodnega transporta).</p> <p>Glavni poudarki poslovne korespondence so: pisanje motivacijskega pisma, poslovnega življenjepisa in zahvalnega pisma, sodelovanje na razgovoru za službo ter v poslovnem telefonskem pogovoru, priprava in izvedba predstavitve.</p>	<p>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, and transport (the role of transport in logistics and the main characteristics of road, rail, air and water transport).</p> <p>Business correspondence focuses on: writing a covering letter, CV, and thank you letter, taking part in a job interview and business phone calls, preparation and delivery of a presentation.</p> <p>Grammatical structures revised in the framework of the above mentioned topics include: tenses (Past Simple and Continuous Tense, Present Perfect Tense, Present Simple and Continuous Tense, 'Will' and</p>

V okviru zgoraj navedenih vsebin predmet zajema kratko ponovitev naslednjih slovničnih struktur: slovničnih časov (navadni in opisni preteklik, 'Present Perfect Tense', navadni in opisni sedanjik, prihodnjik), stopnjevanja pridevnikov in prislovov, 'wh-' odvisnih stavkov ter naklonskih glagolov.

'Going to' Future Tense), comparison of adjectives and adverbs, relative clauses, and modal verbs.

Temeljna literatura in viri / Reading materials:

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>.

Brown, L. (2019). *The only business writing book you'll ever need*. New York/London: Forbes Media.

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

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

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

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.

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

Cilji in kompetence:

Cilji tega predmeta so:

- prepoznati, razumeti in uporabiti terminologijo s področja logistike in transporta,
- pridobiti in posredovati (napisati ali povedati) splošne informacije s področja logistike ter transporta,
- prevesti besedišče in krajše kompleksno besedilo s področja logistike in transporta,
- nadalje razviti vse štiri jezikovne spretnosti (poslušanje, branje, pisanje, govorjenje) za razumevanje in interpretacijo področno specifičnih informacij,
- pripraviti in izvesti samostojno in sistematično govorno predstavitev v angleškem jeziku,
- razviti tehnike in strategije za samoizobraževanje.

Objectives and competences:

Objectives of this course are:

- recognise, understand and use vocabulary from the fields of logistics and transport,
- retrieve and report (write or tell) general information from the fields of logistics and transport,
- translate vocabulary and shorter complex sources from the fields of logistics and transport,
- further 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,
- prepare and execute a clear, concise and well-structured presentation in English,
- develop techniques and strategies for self-learning.

Predvideni študijski rezultati:

Znanje in razumevanje:

Po zaključku tega predmeta bo študent znal:

- obnoviti in povzeti bistvo krajših kompleksnih govornih in pisnih virov s področja logistike in transporta,
- predstaviti glavne funkcije logistike v poslovnem kontekstu,
- razložiti vlogo ponudnikov logističnih storitev (pogodbene logistike),

Intended learning outcomes:

Knowledge and understanding:

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

- recapitulate and extract the main ideas of shorter complex written and spoken sources from the fields of logistics and transport,
- present the main functions of logistics in the business world,
- explain the role of third-party logistics providers (contract logistics),

<ul style="list-style-type: none"> • opisati glavne značilnosti posameh vrst transporta, • tekoče ustno in pisno komunicirati o splošnih in področno specifičnih informacijah, • podati samostojno in sistematično govorno predstavitev v angleškem jeziku, • citirati vire uporabljene v prezentaciji, • samostojno in kritično uporabljati poslovne slovarje in druge predmetno specifične vire, • uporabiti pridobljeno znanje v okviru ter izven znanega konteksta, • biti avtonomen v svojem študiju. <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"> • describe the main features of different modes of transport, • communicate general and field-specific information fluently and effectively, • give a clear, concise, and well-structured presentation in English, • cite sources used in a presentation, • autonomously and critically use business English dictionaries and other field-specific resources, • apply the acquired terminology and communication skills also outside the context in which they first studied them, • be independent in their study. <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 professional 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 %) / Share (in %)	Assessment methods:
<ul style="list-style-type: none"> • Uspešno opravljeni kvizi v el. učilnici so pogoj za pristop k pisnemu izpitu. • Pisni izpit. • Priprava (e-predavanja) in izvedba (a-predavanja) predstavitve izbrane teme in druge obveznosti v okviru a- in e-predavanj. 	<p>60%</p> <p>40%</p>	<ul style="list-style-type: none"> • Successful completion of e-quizzes is a prerequisite for entering the exam. • Written exam. • Preparation (e-lectures) and execution (a-lectures) of a presentation on a chosen topic and other coursework and homework.

Reference nosilca / Course coordinator's references:

1. 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.
2. 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.
3. 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.

4. 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].
5. VIČIČ, Polona. A fully integrated approach to blended language learning. *ELOPE : English language overseas perspectives and enquiries*. [Tiskana izd.]. 2020, vol. 17, no. 2, str. 219-238, tabele. ISSN 1581-8918. <https://doi.org/10.4312/elope.17.2.219-238>, DOI: 10.4312/elope.17.2.219-238. [COBISS.SI-ID 44591107]