

UČNI NAČRT PREDMETA / COURSE SYLLABUS

Ime predmeta: POSLOVNA TERMINOLOGIJA IN SPORAZUMEVANJE V ANGLEŠČINI 2
Course title: BUSINESS TERMINOLOGY AND COMMUNICATION IN ENGLISH 2

Študijski program in stopnja Study programme and cycle	Študijska smer Study option	Letnik Year of study	Semester Semester
LOGISTIKA SISTEMOV 1. stopnja		2.	4.
SYSTEM LOGISTICS 1 st degree		2.	4.

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

IZBIRNI
ELECTIVE

Univerzitetna koda predmeta / University course code:

UN

Predavanja Lectures	Seminar Seminar	Vaje Tutorial	Klinične vaje Clinical training	Druge oblike študija Other forms of study	Samost. delo Individual work	ECTS
24 e-P 36 a-P					120	6

**Nosilec predmeta / Course
coordinator:**

POLONA VIČIČ

Jeziki /Languages:

Predavanja / Lectures: ANGLEŠKI/ENGLISH

Vaje / Tutorial:

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

Ni pogojev.

**Prerequisites for enrolling in the course or for
performing study obligations:**

None.

Vsebina (kratek pregled učnega načrta):

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 ter trajnostni transport in logistika.

Glavni poudarki poslovne korespondence so: pisanje poslovnega pisma in el. sporočila, vodenje in sodelovanje v pogajanjih, vodenje in sodelovanje na poslovnem sestanku, priprava in izvedba poslovne predstavitve.

V okviru zgoraj navedenih vsebin predmet zajema kratko ponovitev naslednjih slovničnih struktur:

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, and sustainable transport and logistics.

Business correspondence focuses on: writing business letters and e-mails, managing and taking part in a negotiation, managing and taking part in a business meeting, preparation and delivery of a business presentation.

Grammatical structures revised in the framework of the above mentioned topics include: direct and reported speech, conditional clauses, active and

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

passive voice, common noun + prepositions and common verb + preposition combinations.

Temeljni literatura in viri / Reading materials:

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>.

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

Duckworth, M. (2003). *Oxford business English grammar and practice*. China: Oxford University Press.

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

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

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

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

Grussendorf, M. (2009). *English for logistics*. China: Oxford University Press.

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

Mascull, B.. (2002). *Business vocabulary in use*. Italy: Cambridge University Press.

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

Cilji in kompetence:

Cilji tega predmeta so:

- prepoznati, razumeti in uporabiti širši nabor besedišča s področja oskrbovalnih verig in logistike,
- pridobiti in posredovati (napisati ali povedati) podrobne in kompleksne informacije s področja oskrbovalnih verig in logistike,
- prevesti besedišče in daljše kompleksno besedilo s področja oskrbovalnih verig in logistike,
- nadalje razviti vse štiri jezikovne spretnosti (poslušanje, branje, pisanje, govorjenje) za razumevanje in kritično presojanje strokovnih informacij,
- pripraviti in izvesti samostojno in sistematično poslovno predstavitev v angleškem jeziku ob izpostavljanju najpomembnejših poudarkov in argumentaciji prednosti in slabosti različnih možnosti,
- izvesti in sodelovati v pogajanjih v angleščini,
- voditi in sodelovati na sestankih v angleščini,
- razviti tehnike in strategije za permanentno samoizobraževanje.

Objectives and competences:

Objectives of this course are:

- recognise, understand and use a broad range of vocabulary from the fields of supply chain and logistics,
- retrieve and report (write or tell) detailed and complex information from the fields of supply chains and logistics,
- translate vocabulary and longer complex sources from the fields of supply chain and logistics,
- further develop all four language skills (listening, reading, writing and speaking), in order to be able to understand and critically evaluate expert information,
- prepare and execute a well-structured and coherent business presentation in English, with highlighting of significant points and discussing advantages and disadvantages of various options,
- execute and take part in negotiations in English,
- manage and take part in business meetings,
- develop techniques and strategies for permanent self-learning.

Predvideni študijski rezultati:

Znanje in razumevanje:

Po zaključku tega predmeta bo študent znal:

- prevesti, povzeti, ovrednotiti in interpretirati bistvo daljših kompleksnih govornih in pisnih virov s področja oskrbovalnih verig in logistike,
- predstaviti podjetje in glavne funkcije posameznih oddelkov v podjetju,

Intended learning outcomes:

Knowledge and understanding

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

- translate, summarise, evaluate and interpret the main ideas of longer complex written and spoken sources from the field of the supply chains and logistics,

<ul style="list-style-type: none"> • poimenovati in opisati glavne transportne dokumente ter druge elemente mednarodne izmenjave blaga, • učinkovito in fleksibilno komunicirati in izmenjati informacije v področju specifičnih kontekstih in situacijah, • podati poslovno predstavitev v angleškem jeziku ob izpostavljanju najpomembnejših poudarkov in argumentaciji prednosti in slabosti različnih možnosti, • citirati vire uporabljene v predstavitvi, • samostojno in kritično uporabljati poslovne slovarje in druge predmetno specifične vire, • uporabiti pridobljeno teoretično znanje v praksi oziroma nadaljnem študiju, • avtonomno komunicirati pri 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"> • present a company and functions of its departments, • name and describe the main transport documents and other elements of international exchange of goods, • effectively and flexibly communicate and exchange information in discipline-specific contexts and situations, • give a well-structured and coherent business presentation in English, with highlighting of significant points and discussing advantages and disadvantages of various options, • cite sources used in a presentation, • autonomously and critically use business dictionaries and other field-specific resources, • use the acquired theoretical knowledge in real situations and further study, • autonomously communicate 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 professional 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 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 opravljene 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 opravljene 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]