

UČNI NAČRT PREDMETA / COURSE SYLLABUS

Ime predmeta: STROKOVNA LOGISTIČNA TERMINOLOGIJA IN SPORAZUMEVANJE V ANGLEŠČINI 1
Course title: PROFESSIONAL LOGISTICS TERMINOLOGY AND COMMUNICATION IN ENGLISH 1

Študijski program in stopnja Study programme and cycle	Študijska smer Study option	Letnik Year of study	Semester Semester
GOSPODARSKA IN TEHNIŠKA LOGISTIKA 1. stopnja		1.	1.
PROFESSIONAL HIGHER EDUCATION STUDY PROGRAMME ECONOMIC AND TECHNICAL LOGISTICS 1 st degree		1.	1.

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

IZBIRNI
ELECTIVE

Univerzitetna koda predmeta / University course code:

VS

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		AV LV RV			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 strokovno 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).

Glavni poudarki strokovne korespondence so:

Content (syllabus outline):

The course develops professional 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).

Professional correspondence focuses on:

<ul style="list-style-type: none"> • pisanje motivacijskega pisma, poslovnega življenjepisa in zahvalnega pisma, • sodelovanje na razgovoru za službo, • priprava in izvedba predstavitve. <p>V okviru zgoraj navedenih vsebin predmet zajema kratko ponovitev naslednjih slovničnih struktur:</p> <ul style="list-style-type: none"> • slovničnih časov (navadni in opisni preteklik, 'Present Perfect Tense', navadni in opisni sedanjik, prihodnjik) • ter stopnjevanja pridevnikov in prislovov. 	<ul style="list-style-type: none"> • writing a covering letter, CV, and thank you letter, • taking part in a job interview, • preparation and delivery of a presentation. <p>Grammatical structures revised in the framework of the above mentioned topics include:</p> <ul style="list-style-type: none"> • tenses (Past Simple and Continuous Tense, Present Perfect Tense, Present Simple and Continuous Tense, 'Will' and 'Going to' Future Tense) • and comparison of adjectives and adverbs.
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Temeljni literatura in viri / Reading materials:

E-gradivo predmeta / E-literature for the course:

Vičič, P. (2010). *English in logistics I: professional study programme*. Vir je dostopen v elektronski obliki na naslovu <http://fl.uni-mb.si>

Druga temeljna literatura / Other core literature:

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

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

Dodatna literatura / Further literature:

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

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

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

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

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

Aktualni članki s področja logistike in transporta / Topical papers on logistics and transport.

Cilji in kompetence:

Cilji tega predmeta so:

- prepoznati, razumeti in uporabiti ključno terminologijo s področja logistike in transporta,
- pridobiti in posredovati (napisati ali povedati) splošne informacije s področja logistike ter transporta,
- prevesti ključno besedišče in krajšo strokovno komunikacijo s področja logistike in transporta,
- nadalje razviti vse štiri jezikovne spretnosti (poslušanje, branje, pisanje, govorjenje) za razumevanje in razlago osnovnih področno specifični informacij,
- pripraviti in izvesti samostojno in strukturirano govorno predstavitev v angleškem jeziku,
- razviti tehnike in strategije za samoizobraževanje.

Objectives and competences:

Objectives of this course are:

- recognise, understand and use key vocabulary from the fields of logistics and transport,
- retrieve and report (write or tell) general information from the fields of logistics and transport,
- translate key vocabulary and short professional communication 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 explain the fundamental field-specific information,
- prepare and execute a clear and connected presentation in English,
- develop techniques and strategies for self-learning.

Poleg dodanega**Predvideni študijski rezultati:****Znanje in razumevanje:**

Po zaključku tega predmeta bo študent sposoben

- razumeti in izpostaviti bistvene informacije standardnih govornih in pisnih virov s področja logistike in transporta,
- uspešno ustno in pisno komunicirati o večini splošnih in področno specifičnih informacijah,
- uporabljati splošne in predmetno specifične slovarje in druge predmetno specifične vire,
- podati samostojno in strukturirano govorno predstavitev v angleškem jeziku,
- uporabiti pridobljeno znanje v za delovno okolje značilnih situacijah,
- 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 find the main points of standard written and spoken sources from the field of logistics and transport,
- successfully communicate most general and field-specific information,
- use general and field-specific dictionaries and other field-specific resources,
- to give clear and connected presentation in English,
- apply the acquired terminology and communication skills in work-related situations,
- be independent in their study.

Transferable/Key skills and other attributes:

- 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:

- 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 opravljene obveznosti v okviru a- in e- predavanj.

Delež (v %) /

Share (in %)

Assessment methods:

- 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]