

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
--	----

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
---	--------------

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), maloprodaja in logistika, transport (vloga transporta v logistiki in glavne značilnosti cestnega, železniškega, zračnega in vodnega transporta, trajnostni transport in mestna logistika.</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>V okviru zgoraj navedenih vsebin predmet zajema kratko ponovitev naslednjih slovničnih struktur:</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, transport (the role of transport in logistics and the main characteristics of road, rail, air and water transport, sustainable transport and city logistics.</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>

slovnčnih 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.

Temeljni 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:

- spoznati ključno terminologijo in koncepte s področja logistike in transporta,
- usposobiti se za pridobivanje in posredovanje (pisno ali ustno) splošnih informacij s področja logistike ter transporta,
- razvijati slušne, bralne, govorne in pisne sposobnosti za razumevanje in interpretacijo področno specifičnih informacij,
- nadalje razvijati spretnosti javnega nastopanja,
- razvijati tehnike in strategije za samoizobraževanje.

Kompetence, ki jih pridobijo študenti:

- razumeti in uporabiti terminologijo s področja logistike in transporta,
- razumeti in povzeti daljše slušne in pisne vire s področja logistike in transporta,
- ustno ali pisno posredovati informacije s področja logistike in transporta,
- pripraviti in izvesti samostojno in sistematično govorno predstavitev v angleškem jeziku.

Objectives and competences:

Objectives of this course are:

- learn key terminology and concepts from the fields of logistics and transport,
- acquire skills to retrieve and report (orally or in writing) general information from the fields of logistics and transport,
- develop listening, reading, speaking, and writing skills to be able to understand and interpret discipline specific information,
- further develop presentation skills,
- develop techniques and strategies for self-learning.

Students will gain these competencies:

- understand and use terminology from the fields of logistics and transport,
- understand and summarise longer audio and written sources from the fields of logistics and transport,
- orally or in writing communicate information from the fields in logistics and transport,
- prepare and deliver independent and systematic presentation in English.

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,

Intended learning outcomes:

Knowledge and understanding:

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

<ul style="list-style-type: none"> ▪ tekoče ustno in pisno komunicirati o splošnih in področno predmetno specifičnih informacijah, ▪ podati samostojno in sistematično govorno predstavitev v angleškem jeziku, ▪ samostojno in kritično uporabljati poslovne slovarje in druge področno specifične vire, ▪ pridobljeno znanje uporabiti pri študiju in v poslovnem okolju. <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"> ▪ recapitulate and extract the main ideas of shorter complex written and spoken sources from the fields of logistics and transport, ▪ communicate general and discipline-specific information fluently and effectively, ▪ give a clear, concise, and well-structured presentation in English, ▪ autonomously and critically use business English dictionaries and other discipline-specific resources, ▪ apply the acquired terminology and communication skills in their studies and the business environment - <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 opravljena prezentacija izbrane teme in 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 presentation of a chosen topic and 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:

VIČIČ, Polona. Getting the most of technology enhanced language teaching and learning. V: 3rd Languages in the Globalised World (LGW) : Conference Abstracts : International Conference hosted by the Department of Languages : Leeds, 23-24 May 2018. Leeds: Leeds Beckett University, 2018. Str. 35-36. [COBISS.SI-ID 512920637]

VIČIČ, Polona. Towards a fully integrated blended language course. V: Embracing ESP as world citizens across disciplines and cultures. [Liverpool: Hope University, 2019]. Str. 7-8. [COBISS.SI-ID 513000765]

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]

VIČIČ, Polona. Distance language-learning experiences during the COVID lockdown. V: KEREKOVIĆ, Snježana (ur.), BOŠNJAK TERZIĆ, Brankica (ur.). 5. međunarodna konferencija Suvremeni izazovi u poučavanju jezika struke, Zagreb, 1. i 2. srpnja 2021 = 5th International Conference Contemporary challenges in LSP teaching, Zagreb, 1 & 2 July 2021 = 5. Internationale Konferenz Gegenwärtige herausforderungen für den fachsprachenunterricht, Zagreb, 1. und 2. Juli 2021 : zbornik radova = conference proceedings = Sammelband. Zagreb: Udruga nastavnika jezika struke na visokoškolskim ustanovama: Association of LSP Teachers at Higher Education Institutions, 2022. Str. 248-262. <https://unjsvu.hr/wp-content/uploads/2022/05/248-262-Polona-Vicic.pdf>. [COBISS.SI-ID 109961219]

VIČIČ, Polona. EFL instruction during and beyond the COVID-19 pandemic: predavanje na International Conference and Exhibition for English language teaching professionals, IATEFL, Belfast, 17. 5. 2022. [COBISS.SI-ID 109961475]