

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		1.	2.
SYSTEM LOGISTICS 1 st degree		1	2.

**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 trajnostna logistika in oskrbovalne verige.

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 logistics and supply chains.

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

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

reported speech, conditional clauses, active and 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:

- spoznati širši in kompleksnejši nabor besedišča in konceptov s področja oskrbovalnih verig in logistike,
- usposobiti se za pridobivanje in posredovanje (ustno ali pisno) podrobnih in kompleksnih informacij s področja oskrbovalnih verig in logistike,
- razvijati slušne, bralne, govorne in pisne sposobnosti za razumevanje in kritično presojanje področno specifičnih informacij,
- izpopolnjevati spretnosti javnega nastopanja,
- razvijati tehnike in strategije za permanentno samoizobraževanje.

Kompetence, ki jih pridobijo študenti:

- razumeti in uporabiti kompleksnejšo terminologijo s področja oskrbovalnih verig in logistike,
- razumeti in povzeti daljše kompleksne slušne in pisne vire s področja oskrbovalnih verig in logistike,
- ustno ali pisno posredovati podrobne in kompleksne informacije s področja oskrbovalnih verig in logistike,
- pripraviti in izvesti samostojno in sistematično poslovno predstavitev v angleškem jeziku ob izpostavljanju najpomembnejših poudarkov in

Objectives and competences:

Objectives of this course are:

- know and understand a broad and complex range of vocabulary from the fields of supply chain and logistics,
- acquire skills to retrieve and report (orally or in writing) detailed and complex information from the fields of supply chain and logistics,
- develop listening, reading, speaking, and writing skills to understand and critically evaluate expert field specific information,
- further develop and enhance presentation skills,
- develop techniques and strategies for permanent self-learning.

Students will gain these competencies:

- understand and use a broad and complex range of vocabulary from the fields of supply chain and logistics,
- understand and summarise longer and complex audio and written sources from the fields of supply chain and logistics,
- orally or in writing communicate detailed and complex information from the fields of supply chain and logistics,
- prepare and execute independent and systematic presentation in English, with highlighting of significant points and discussing advantages and disadvantages of various options.

argumentaciji prednosti in slabosti različnih možnosti.

Predvideni študijski rezultati:

Znanje in razumevanje:

Po zaključku tega predmeta bo študent znal:

- povzeti, ovrednotiti in interpretirati bistvo daljših kompleksnih govornih in pisnih virov s področja oskrbovalnih verig in logistike,
- učinkovito in fleksibilno komunicirati in izmenjati informacije v področno specifičnih kontekstih in situacijah,
- podati poslovno predstavitev v angleškem jeziku ob izpostavljanju najpomembnejših poudarkov in argumentaciji prednosti in slabosti različnih možnosti,
- samostojno in kritično uporabljati poslovne slovarje in druge predmetno specifične vire,
- pridobljeno znanje uporabiti pri študiju in v poslovnem okolju.

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:

- summarise, evaluate and interpret the main ideas of longer complex written and spoken sources from the field of the supply chains and logistics,
- 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,
- autonomously and critically use business dictionaries and other field-specific resources,
- use the acquired theoretical knowledge in their studies and the business environment.

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 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

Delež (v %) /
Share (in %)

60%
40%

Assessment methods:

- 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

in druge opravljene obveznosti v okviru a- in e- predavanj.		chosen topic and other coursework and homework.
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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]

5. 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]