

UČNI NAČRT PREDMETA / COURSE SYLLABUS

Ime predmeta: STROKOVNA LOGISTIČNA TERMINOLOGIJA IN SPORAZUMEVANJE V ANGLEŠČINI 2
Course title: PROFESSIONAL LOGISTICS TERMINOLOGY AND COMMUNICATION IN ENGLISH 2

Študijski program in stopnja Study programme and cycle	Študijska smer Study option	Letnik Year of study	Semester Semester
GOSPODARSKA IN TEHNIŠKA LOGISTIKA 1. stopnja		2.	4.
PROFESSIONAL HIGHER EDUCATION STUDY PROGRAMME ECONOMIC AND TECHNICAL LOGISTICS 1 st degree		2.	4.

**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:

- 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.

Glavni poudarki strokovne korespondence so:

Content (syllabus outline):

The course develops professional 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.

Professional correspondence focuses on:

<ul style="list-style-type: none"> • izpolnjevanje dokumentov s področja logistike (npr. transportnih dokumentov, dobavnice, fakture, ipd.), • pisanje krajših strokovnih dopisov (pisem in el. sporočil), • sodelovanje v telefonskem pogovoru na delovnem mestu, • sodelovanje v pogajanjih, • sodelovanje na poslovnem sestanku, • priprava in izvedba strokovne prezentacije. <p>V okviru zgoraj navedenih vsebin predmet zajema kratko ponovitev naslednjih slovničnih struktur:</p> <ul style="list-style-type: none"> • trpni in tvorni način • ter predložne zveze. 	<ul style="list-style-type: none"> • filling out logistics documentation (e.g., transportation documents, delivery notes, invoices, etc.), • writing shorter professional correspondence (e.g., business letters and e-mails), • making professional phone calls, • taking part in a negotiation, • taking part in a business meeting, • preparing and delivering a professional presentation. <p>Grammatical structures revised in the framework of the above mentioned topics include:</p> <ul style="list-style-type: none"> • active and passive voice, • common noun + prepositions and common verb + preposition combinations.
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Temeljni literatura in viri / Reading materials:

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

Feketija, M. (2008). *English in logistics 2: professional study programme*. Vir je dostopen v elektronski obliki na naslovu <http://fl.uni-mb.si>

Druga temeljna literature / Other core literature:

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

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

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.

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

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

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

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

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

Aktualni članki s področja oskrbovalnih verig in drugih tematik, ki jih zajema predmet. / Topical papers on supply chain and other topics covered in the course.

Cilji in kompetence:

Cilji tega predmeta so:

- prepoznati, razumeti in uporabiti širši nabor besedišča s področja logistike,
- pridobiti in posredovati (napisati ali povedati) podrobne informacije s področja logistike,
- prevesti besedišče in daljšo strokovno komunikacijo s področja logistike,
- nadalje razviti vse štiri jezikovne spretnosti (poslušanje, branje, pisanje, govorjenje) za razumevanje logičnih povezav v okviru strokovne informacije,

Objectives and competences:

Objectives of this course are:

- recognise, understand and use a broad range of vocabulary from the field of logistics,
- retrieve and report (write or tell) detailed information from the field of logistics,
- translate vocabulary and longer professional communication from the field of logistics,
- further develop all four language skills (listening, reading, writing and speaking), in order to be able to understand the logical connections of expert information,

- pripraviti in izvesti samostojno in sistematično strokovno predstavitev v angleškem jeziku ob izpostavljanju najpomembnejših poudarkov,
- sodelovati v pogajanjih v angleščini,
- sodelovati na sestankih v angleščini,
- razviti tehnike in strategije za permanentno samoizobraževanje.

- prepare and execute an effective and well-structured professional presentation in English, with highlighting of significant points,
- take part in negotiations in English,
- take part in business meetings in English,
- develop techniques and strategies for permanent self-learning.

Predvideni študijski rezultati:

- Znanje in razumevanje:**
Po zaključku tega predmeta bo študent sposoben
- razumeti in povzeti bistvene informacije daljših standardnih govornih in pisnih virov s področja logistike,
 - tekoče komunicirati in izmenjati informacije v poklicno specifičnih kontekstih in situacijah,
 - samostojno uporabljati splošne in predmetno specifične slovarje in druge predmetno specifične vire,
 - podati samostojno in sistematično strokovno predstavitev v angleškem jeziku ob izpostavljanju najpomembnejših poudarkov,
 - uporabiti pridobljeno teoretično znanje v praksi,
 - biti avtonomen v svojem strokovnem delu.
- 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 summarise the main points of longer standard written and spoken sources from the field of logistics,
 - fluently communicate and exchange information in contexts and situations specific to their profession,
 - autonomously use general and field-specific dictionaries and other field-specific resources,
 - give effective and well-structured professional presentation in English, with highlighting of significant points,
 - apply the acquired terminology and communication skills at the workplace,
 - be independent in their professional work.
- 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.

Delež (v %) /
Share (in %)

60%

Assessment methods:

- Successful presentation of a chosen topic and completion of e-quizzes is a prerequisite for entering the exam.
- Written exam.

<ul style="list-style-type: none"> • Priprava (e-predavanja) in izvedba (a-predavanja) predstavitve izbrane teme in druge opravljene obveznosti v okviru a- in e-predavanj. 	40%	<ul style="list-style-type: none"> • Preparation (e-lectures) and execution (a-lectures) of a presentation on a chosen topic and other coursework coursework and homework.
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Reference nosilca / Course coordinator's references:

<ol style="list-style-type: none"> 1. VIČIČ, Polona, JURANČIČ, Klementina. Modalni glagoli in njihovi modalni pomeni v znanstvenih in strokovnih logističnih besedilih. V: JURKOVIČ, Violeta (ur.), ČEPON, Slavica (ur.). <i>Raziskovanje tujega jezika stroke v Sloveniji</i>. 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. <i>Scripta manent</i>, 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.). <i>Zbornik prispevkov = Proceedings, 9. mednarodna konferenca Pomen učenja tujih strokovnih jezikov za komunikacijo med kulturami</i>, Maribor, 22.-23. september 2016. Maribor: Ekonomsko-poslovna fakulteta, 2016, str. 283-292. 4. VIČIČ, Polona. A fully integrated approach to blended language learning. <i>ELOPE : English language overseas perspectives and enquiries</i>. [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. mednarodna 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]
