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| **UČNI NAČRT PREDMETA / COURSE SYLLABUS** |
| **Ime predmeta:** | POSLOVNA TERMINOLOGIJA IN SPORAZUMEVANJE V ANGLEŠČINI 1 |
| **Course title:** | BUSINESS TERMINOLOGY AND COMMUNICATION IN ENGLISH 1 |
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| **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 1st degree |  | 1. | 1. |
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| **Vrsta predmeta (obvezni ali izbirni) /** **Course type (compulsory or elective)** | IZBIRNI |
| ELECTIVE |
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| **Univerzitetna koda predmeta / University course code:** | UN |
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| **Predavanja****Lectures** | **Seminar****Seminar** | **Vaje****Tutorial** | **Klinične vaje****Clinical training** | **Druge oblike študija****Other forms of study** | **Samost. delo****Individual work** |  | **ECTS** |
| 36 a-P24 e-P |  |  |  |  |  |  | 120 |  | 6 |
| **AV** | **LV** | **RV** |  |
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| **Nosilec predmeta / Course coordinator:** | **POLONA VIČIČ** |
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| **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):** |
| 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.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.V okviru zgoraj navedenih vsebin predmet zajema kratko ponovitev naslednjih slovničnih struktur: slovničnih časov (navadni in opisni preteklik, 'Present Perfect Tense', navadni in opisni sedanjik, prihodnjik), stopnjevanja pridevnikov in prislovov, 'wh-' odvisnih stavkov ter naklonskih glagolov. |  | 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.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.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 ‘Going to’ Future Tense), comparison of adjectives and adverbs, relative clauses, and modal verbs. |
| **Temeljni literatura in viri / Reading materials:** |
| Brown, L. (2019). *The only business writing book you'll ever need*. W. W. Norton & Company. Dignen, S. (2000). *Longman business English dictionary*. Longman.Downes, C. (2008). *Cambridge English for job-hunting*. ~~Poland:~~ Cambridge University Press.Duckworth, M.~~.~~ (2003). *Business English grammar and practice.* (New ed.). Oxford University Press. Duckworth, M., & Turner, R. (2008). *Business result*. Upper-intermediate. Student's book. Oxford University Press.Grussendorf, M. (2009). *English for logistics*. Oxford University Press. |
| **Cilji in kompetence:** |  | **Objectives and competences:** |
| 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 jezik.​
 |  | 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.
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| **Predvideni študijski rezultati:** |  | **Intended learning outcomes:** |
| 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,
* 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~~.~~
 |  | Knowledge and understanding:On completion of the course, the student will be able to:* 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 ~~.~~
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| 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.
 |  | 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.
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| **Metode poučevanja in učenja:** |  | **Learning and teaching methods:** |
| 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). |  | 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:** |
| * 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.
 | 60%40% | * 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.
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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]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] |