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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 | | | | | |
|  | | | | | | | | | | | |  | | | | | |
| **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-P  24 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. | | | | | | | |
| **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 ~~.~~ | | | | | | | |
| 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. | | | | | | | |
| **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. | | | | | | |
| **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] | | | | | | | | | | | | | | | | | |