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| UČNI NAČRT PREDMETA / COURSE SYLLABUS | | | | | | | | | | | | | | | | | |
| **Ime predmeta:** | | POSLOVNA TERMINOLOGIJA IN SPORAZUMEVANJE V ANGLEŠČINI 2 | | | | | | | | | | | | | | | |
| **Course title:** | | BUSINESS TERMINOLOGY AND COMMUNICATION IN ENGLISH 2 | | | | | | | | | | | | | | | |
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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. | | 2. | | |
| SYSTEM LOGISTICS 1st degree | | | | |  | | | | | | | | 1 | | 2. | | |
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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** |
| 24 e-P  36 a-P |  | | |  | | |  | | | |  | | | 120 | |  | 6 |
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| **Nosilec predmeta / Course coordinator:** | | | | | **POLONA VIČIČ** | | | | | | | | | | | | |
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| **Jeziki /Languages:** | | | **Predavanja / Lectures:** | | | | | ANGLEŠKI/ENGLISH | | | | | | | | | |
| **Vaje / Tutorial:** | | | | |  | | | | | | | | | |
| **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: 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: dobesedni in preneseni govor, pogojniki, trpni in tvorni način ter predložne zveze. | | | | | | | |  | 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 reported speech, conditional clauses, active and passive voice, common noun + prepositions and common verb + preposition combinations. | | | | | | | | |
| **Temeljni literatura in viri / Reading materials:** | | | | | | | | | | | | | | | | | |
| Brown, L. (2019). *The only business writing book you'll ever need*. W. W. Norton & Company.  Chapman, R. (2007). *English for emails*. Oxford University Press.  Cotton, D., Favley, D,. & Kent, S. (2011). *Market leader*. *Upper intermediate*. (3rd ed.). Pearson Education Limited.  Dignen, S. (2000). *Longman business English dictionary*. Longman.  Duckworth, M. (2003). *Business English grammar and practice*. (New ed.). Oxford University Press.  Gordon Smith, D. (2007). *English for telephoning*. Oxford University Press.  Gutjahr, L., & Mahoney, S. (2009). *English for sales & purchasing*. Oxford University Press.  Lafond, C., Vine, S., & Welch, B. (2010). *English for negotiating*. Oxford University Press. | | | | | | | | | | | | | | | | | |
| **Cilji in kompetence:** | | | | | | | |  | **Objectives and competences:** | | | | | | | | |
| 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 argumentaciji prednosti in slabosti različnih možnosti.​ | | | | | | | |  | 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. | | | | | | | | |
| **Predvideni študijski rezultati:** | | | | | | | |  | **Intended learning outcomes:** | | | | | | | | |
| 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. | | | | | | | |  | 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:** | | | | | | | |  | **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 opravljene 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]  ~~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] | | | | | | | | | | | | | | | | | |