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| **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 |
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| **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 1st degree |  | 2. | 4. |
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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:** | VS |
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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-P36 a-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:** |  |
| **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 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: * 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.

V okviru zgoraj navedenih vsebin predmet zajema kratko ponovitev naslednjih slovničnih struktur:* trpni in tvorni način
* ter predložne zveze.
 |  | 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: * 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.

Grammatical structures revised in the framework of the above mentioned topics include: * active and passive voice,
* common noun + prepositions and common verb + preposition combinations.
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| **Temeljni literatura in viri / Reading materials:** |
| Cotton, D., Favley, D,. & Kent, S. (2005). *Market leader. Intermediate*. (New ed.). Pearson Education Limited.Gutjahr, L., & Mahoney, S. (2009). *English for sales & purchasing*. Oxford University Press. Druga temeljna literature / Other core literature:Dignen, S. (2000). *Longman business English dictionary*. Longman.Duckworth, M. (2003). *Business English grammar and practice*. (New ed.). Oxford University Press. Dodatna literatura / Further literature: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.Gordon Smith, D. (2007). *English for telephoning*. Oxford University Press.Hughes, J., & Naunton, J. (2008). *Business result. Intermediate student’s book.* 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:* 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,
* 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.
 |  | 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,
* 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.
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| **Predvideni študijski rezultati:** |  | **Intended learning outcomes:** |
| 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.
 |  | Knowledge and understandingOn 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.
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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 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 ~~coursework~~ and homework.
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| **Reference nosilca / Course coordinator's references:**  |
| 1. VIČIČ, Polona, JURANČIČ, Klementina. Modalni glagoli in njihovi modalni pomeni v znanstvenih in strokovnih logističnih besedilih. V: JURKOVIČ, Violeta (ur.), ČEPON, Slavica (ur.). *Raziskovanje tujega jezika stroke v Sloveniji*. 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. *Scripta manent, IS*SN 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.). *Zbornik prispevkov = Proceedings, 9. mednarodna konferenca Pomen učenja tujih strokovnih jezikov za komunikacijo med kulturami*, Maribor, 22.-23. september 2016. Maribor: Ekonomsko-poslovna fakulteta, 2016, str. 283-292.4. 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] |