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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-P  36 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. | | | | | | | |
| **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. | | | | | | | |
| **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 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:** | | | | | | | | |  | **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] |