

	UČNI NAČRT PREDMETA/COURSE SYLLABUS
Predmet	Poslovni angleški jezik 1
Course title	Business English 1

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Upravljanje in poslovanje 1	Upravljanje in poslovanje	1.	1.
Business and Management 1	Business and Management	1 st	1 st

Vrsta predmeta/Course type obvezni/obligatory

Univerzitetna koda predmeta/University course code 1N105

Predavanja Lectures	Seminar Seminar	Sem. vaje Tutorial	Lab. vaje Laboratory work	Teren. vaje Field work	Samost. delo Individ. work	ECTS
15		45			65	5

Nosilec predmeta/Lecturer: mag. Tina Tomec, pred.

Jeziki/ Predavanja/Lectures: slovenski/Slovenian, angleški/English
Languages: Vaje/Tutorial: slovenski/Slovenian, angleški/English

Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti: Prerequisites:

<ul style="list-style-type: none"> • Pogoj za vključitev v delo je vpis v 1. letnik študija. • Študent mora pred izpitom pripraviti in predstaviti seminarsko nalogo, opraviti nastop in oddati jezikovno mapo s poročili seminarskega dela in oblik sprotnega preverjanja. 	<ul style="list-style-type: none"> • The prerequisite for participation is enrolment in the first year of study. • Students have to prepare and present their seminar papers before the examination and submit a language portfolio which includes the seminar paper work and other forms of regular testing.
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Vsebina:

Content (Syllabus outline):

<ul style="list-style-type: none"> • <i>Uvod.</i> Preverjanje predznanja. Cilji. Metode učenja in dela. Načrtovanje. Utrjevanje besedišča, slovnice in besedotvorja. • <i>Govorjenje in poslušanje.</i> Telefoniranje, predstavitev osebe, ustanove, dejavnosti, razloga za sestanek, pogovor. <i>Branje in pisanje.</i> Razumevanje slušnih in pisnih besedil s področij gospodarskega in družbenega življenja. Pisno komuniciranje (poslovno pismo, dopisi, poročila, e-pošta). Poročanje, citiranje, povzetki, eseji, ključne besede. • <i>Reševanje enostavnih poslovnih</i> 	<ul style="list-style-type: none"> • <i>Introduction.</i> Checking pre-existing knowledge. Goals and objectives. Methods of learning and work. Planning. Deepening the knowledge of vocabulary, grammar and word-formation. • <i>Speaking and listening.</i> Making telephone calls, presenting a person, institution, activities, the reason for a meeting, conversation. <i>Reading and writing.</i> Understanding conversation and written texts in the fields of the economy and social life. Written communication (business letters, memos, reports, e-mails). Reports, quotations, summaries,
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<p><i>problemov.</i></p> <ul style="list-style-type: none"> • <i>Oblike komuniciranja</i> v poslovnem svetu. Razlike v kulturah. Poslovni pogovori. Sestanki, razprave, posvetovanje, dogovarjanja. • <i>Nastop, predavanje.</i> Metode posredovanja informacij. • <i>Uporaba medijev</i> (avdio, video, avdiovizualna prezentacija, internet). • <i>Zgodovina in organizacija podjetij ter njihovo poslovanje in gospodarjenje.</i> • <i>Mednarodna trgovina in globalizacija. Evropska unija.</i> • <i>Poslovna potovanja. Turizem.</i> • <i>Besedišče in funkcije pri ustnem in pisnem poslovnem komuniciranju.</i> 	<p>essays, key words.</p> <ul style="list-style-type: none"> • <i>Solving simple business problems.</i> • <i>Forms of communication</i> in the business world. Cultural differences. Business conversations. Meetings, discussion, consultations, arrangements. • <i>Presentation, lecture.</i> Methods of providing information. • <i>Use of media</i> (audio, video, audio-visual presentation, internet). • <i>History and organisation of companies and their operations and management.</i> • <i>International trade and globalisation. European Union.</i> • <i>Business travel. Tourism.</i> • <i>Vocabulary and functions in written business communication.</i>
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Temeljna literatura in viri/Readings:

Temeljna literatura/Basic literature

Cotton, D. et al. (2007). Market Leader – Pre-Intermediate, Course book, New Edition – izbrana poglavja. Harlow: Pearson Education.

Kansky-Rožman, Ž. et al. (2012). English for Economic and Business Studies 1. Ljubljana: Ekonomska fakulteta.

Tullis, G. in Trappe, T. (2007). Intelligent Business – Pre-Intermediate, Course book and Skills book – izbrana poglavja, Harlow: Pearson Education.

Avtentična gradiva z interneta, radia, TV, tujih časopisov in revij – aktualni strokovni članki.
Avtentične video in avdio vsebine.

Priporočljiva literatura/Recommended literature

Čerče, D. (2012). English Grammar for Economic and Business Studies. Ljubljana: Ekonomska fakulteta.

Hornby, A. S. (2011). Oxford Advanced Learner's Dictionary of Current English. 8th ed. Oxford: Oxford University Press

Longman Dictionary of Business English (Longman,1991) in ostali slovarji, ki so na voljo v knjižnici (npr.: Dictionary of Collocations; Longman Dictionary of English Language and Culture).

Šega, L. (1997). Veliki moderni poslovni slovar – angleško-slovenski. Ljubljana: (CZ, 1997).

Štepic, L. (2006). Naučimo se angleških časov: priročnik za srednješolce in odrasle. Zgornja Draga: Korekt plus.

Cilji in kompetence:

Učna enota prispeva predvsem k razvoju naslednjih splošnih in specifičnih kompetenc:

- poznavanje in razumevanje procesov v poslovnem okolju organizacije in sposobnost za njihovo analizo, sintezo in predvidevanje rešitev ter njihovih posledic;

Objectives and competences:

The learning unit mainly contributes to the development of the following general and specific competences:

- knowledge and understanding of processes in the business environment of an organisation and the ability to analyse, synthesise and envisage solutions and

<ul style="list-style-type: none"> • občutljivost/odprtost za ljudi in socialne situacije ter razvoj komunikacijskih spretnosti za domače in mednarodno okolje; • etična refleksija in zavezanost profesionalni etiki v poslovnem okolju, spoštovanje nediskriminativnosti in multikulturalnosti v organizaciji in njenem (mednarodnem) okolju; • zmožnost vzpostavljanja in vzdrževanja partnerskega odnosa s sodelavci, z delodajalcem in drugimi uporabniki oz. skupinami (lokalna skupnost, svetovalne službe, gospodarstvo ipd.) ter zmožnost strpnega dialoga; • koherentno obvladanje temeljnega znanja, pridobljenega pri obveznih predmetih ter sposobnost povezovanja znanja z različnih področij in njegova aplikativnost pri implementaciji v prakso; • sposobnost pridobivanja, selekcije in evalvacije novih informacij in zmožnost ustrezne interpretacije v kontekstu na področju ekonomije, podjetništva, poslovne informatike, ravnanja z ljudmi, kvantitativnih metod, prava in poslovodenja; • organiziranje aktivnega in samostojnega dela, usposabljanje zaposlenih za samoizobraževanje; • komuniciranje s strokovnjaki z različnih področij gospodarskega in družbenega življenja; • sodelovanje z interesnimi skupinami (dobavitelji, kupci, konkurenco in politiko ...); • razumevanje odnosov med organizacijo in socialnim okoljem – sistemsko gledanje in delovanje. 	<p>their consequences;</p> <ul style="list-style-type: none"> • sensitivity/openness to people and social situations and the development of communication skills for the domestic and international environment; • ethical reflection and commitment to professional ethics in the business environment, observance of the principle of non-discrimination and multi-cultural society in an organisation and its (international) environment; • the ability to establish and maintain partnerships with co-workers, the employer and other users or groups (local community, consultancy services, the economy, etc.) and the ability to have tolerant dialogue; • coherent management of fundamental knowledge gained in obligatory courses and the ability to link the knowledge of various fields and apply it in practice; • the ability to collect, select and evaluate new information as well as to interpret them appropriately in the context of the economy, entrepreneurship, business informatics, human resource management, quantity methods, law and business management; • organisation of active and independent work, self-education training of employees; • communication with professionals from various fields of the economy and social life; • cooperation with interest groups (suppliers, buyers, competition, politics, etc.). • understanding of the relations between an organisation and the social environment – a systemic view and action.
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Predvideni študijski rezultati:

Znanje in razumevanje:

Študent/študentka:

- pozna in razume pomen pisne in ustne komunikacije v angleškem jeziku;
- pozna in razume vlogo komuniciranja v poslovnih odnosih;
- razume interakcijsko delovanje dejavnikov, ki vplivajo na uspešnost poslovnega komuniciranja;
- pozna in uporablja komunikacijske

Intended learning outcomes:

Knowledge and understanding:

Students:

- know and understand the importance of written and oral communication in English;
- know and understand the role of communication in business relations;
- understand the interaction of factors that affect the effective business communication;

<p>strategije;</p> <ul style="list-style-type: none"> • pozna in uporablja osnovne komunikacijske spretnosti v angleškem jeziku; • pridobljeno znanje uporablja pri pisnem, verbalnem in neverbalnem komuniciranju in pri vodenju poslovnih pogovorov, sestankov, razprav in dogovarjanj; • reflektira in kritično ovrednoti različne (lastne in opazovane) komunikacijske izkušnje; • izbere in reflektira gradiva iz drugih strokovnih disciplin in jih poveže s področjem; • aktivno in kritično spremlja in reflektira aktualno dogajanje; • v povezavi z drugimi predmeti pozna, razume in reflektira nekatere strokovne in družbene naloge zaposlenih na različnih področjih upravljanja in poslovanja, še posebej etične in kulturne razsežnosti, in je pripravljen na ustvarjalno soočanje s komunikacijskimi problemi v delovnem okolju; • pozna in razume umeščenost svojega strokovnega področja v širše družbene, kulturne in vrednostne kontekste ter z refleksijo teh kontekstov oblikuje intelektualno aktiven in profiliran odnos do sveta. 	<ul style="list-style-type: none"> • are familiar with and use communication strategies; • are familiar with and use the basic communication skills in English; • use the gained knowledge in written, verbal and non-verbal communication and in holding business discussions, meetings, debates and making arrangements; • reflect on and critically asses various (own and observed) communication experiences; • select and reflect on the material from other professional disciplines and link them with their field; • actively and critically monitor and reflect on actual events; • in connection with other courses, know, understand and reflect on certain professional and social duties of employees in various fields of management and business, especially ethical and cultural dimensions, and be prepared to face communication problems in the workplace; • know and understand the incorporation of the professional field in wider social, cultural and value-related contexts and, based on the reflections on that contexts, adopt an intellectually active and distinctive attitude to the world.
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Metode poučevanja in učenja:

<ul style="list-style-type: none"> • <i>predavanja</i> z aktivno udeležbo študentov (razlaga, diskusija, vprašanja, primeri, reševanje problemov); • <i>seminarske vaje</i> v vsebinski povezavi s prakso (refleksija izkušenj, projektno delo, timsko delo, metode kritičnega mišljenja, diskusija, sporočanje povratne informacije, socialne igre) in temelječe na izkušnjiškem, sodelovalnem in problemskem učenju (samostojno učenje, diskusija, debata, razlaga, opazovanje, timsko delo, študija primera, metode kritičnega branja in pisanja, igra vlog, slušno razumevanje in aktivnosti ob poslušanju in branju, videu in internetu, mapa, evalvacija, samoocenjevanje); • individualne in skupinske <i>konzultacije</i> (diskusija, dodatna razlaga, obravnava specifičnih vprašanj, povratne informacije);

Learning and teaching methods:

<ul style="list-style-type: none"> • <i>lectures</i> with active participation of students (explanation, discussion, questions, examples, problem solving); • <i>tutorial</i> in relation to practice in terms of content (reflection on experience, project work, team work, critical thinking methods, discussion, feedback, social games) and based on experiential, cooperative and problem-oriented learning (independent learning, discussion, debate, explanation, observation, team work, case studies, critical reading and writing methods, role-play, listening comprehension and activities during listening and reading, video and internet, portfolio, evaluation, self-assessment); • individual and group <i>consultation</i> (discussion, additional explanation, dealing with specific issues, feedback);

<ul style="list-style-type: none"> • <i>oblikovanje jezikovne mape in samostojen študij</i> (motiviranje, usmerjanje, samouravnavanje, samooocenjevanje). 	<ul style="list-style-type: none"> • <i>creating language portfolio and independent study</i> (motivation, guidance, self-observation, self-regulation, reflection, self-evaluation).
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		Delež (v %) Weight (in %)	
Načini ocenjevanja:			Assessment:
Način (pisni izpit, ustno spraševanje, naloge, projekt): <ul style="list-style-type: none"> • pisni izpit • ustni izpit • nastop ter jezikovna mapa s poročili seminarskega dela in oblik sprotnega preverjanja 	50 30 20	Types (written examination, oral examination, coursework, project): <ul style="list-style-type: none"> • written exam • oral exam • seminar paper presentation and a language portfolio which includes the seminar paper work and other forms of regular testing 	