



UČNI NAČRT / COURSE SYLLABUS

Študijsko leto 2019/2020

Predmet / Course	Poslovna angleščina 3 / Business English 3
Šifra predmeta / Course Code	B13ANGL3-PA3-ESD6
Nosilec predmeta / Course Coordinator	lektorica mag. Katarina Čander Podgoršek
Vrsta predmeta / Type of the course	obvezni/compulsory
Jezik / Language	
- Predavanja / Lecture	-, Angleški / English
- Vaje / Tutorials	-, Angleški / English
Študijski program / Programme	Ekonomija v sodobni družbi (1. stopnja) / Economy in contemporary society (1st cycle)
Letnik / Year	3.
Pogoji za vključitev / Requirements	/

Predavanja Lectures	Vaje Tutorials	Druge oblike študija Other Type of Study	Samostojno delo Individual work	Ure dela Work hours	ECTS
20	70	0	60	150	6

Vsebina / Content:

<p>1. Nadgradnja tujega besedišča s področja ekonomije: mednarodno trženje, delovno okolje in zadovoljstvo pri delu, gradnja odnosov v poslovnem svetu, okoljski problemi v poslovnem svetu, osnove komercialnega in pogodbenega prava, ustanovitev podjetja, temeljne listine pri osnovanju podjetja, kapitalizacija podjetja; slovnica: samostalniške besedne zveze v poslovnem svetu. 2. Zahtevnejše poslovno komuniciranje (poslovni sestanki, vodenje in udeležba v diskusijah, predstavitev, poslovna korespondenca); slovnica: angleške fraze in idiomi. 3. Razumevanje aktualnih strokovnih in znanstvenih besedil (sposobnost kritične ocene, predlaganja rešitev, diskusija na predlagane članke, analiza in predstavitev člankov); slovnica: frazni glagoli. 4. Social English: kako ustrezno reagirati v različnih situacijah – učinkovita ustna, telefonska in pisna komunikacija.</p>	<p>1. Broadening of economics vocabulary: international marketing, work environment and job satisfaction, business relationships, environmental issues in the business world, basics of commercial and contractual law, company formation and capitalisation; grammar: noun combinations related to business. 2. Complex business communications (business meetings, negotiations, discussions, presentations, business correspondence); grammar: English phrases and idioms. 3. Understanding of professional and scientific texts (the ability of critical assessment, proposing solutions, leading discussions, analysis and article presentation); grammar: phrasal verbs. 4. Social English: reacting in different situations – effective oral, phone and written communication.</p>
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Splošne kompetence / General Competencies:

<p><i>Student bo pridobil znanje in spretnosti na naslednjih splošnih vsebinskih področjih:</i></p> <p>SPL4: Sodelovalno, timsko delo, delo v skupini; SPL5: Voditeljstvo, vodenje ljudi; SPL8: Spretnosti kritičnega mišljenja; SPL12: Spretnosti verbalne komunikacije (npr. retorika, predstavitvene veščine); SPL14: Sporazumevanje v tujem jeziku;</p>	<p><i>Student will acquire knowledge and skills in the following general areas:</i></p> <p>SPL4: Cooperation, team work, group work; SPL5: Leadership skills; SPL8: Critical thinking; SPL12: Verbal communication skills (e.g. rhetorics, presentation skills); SPL14: Communication in foreign language;</p>
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Predmetno specifične kompetence / Course Specific Competencies:

<p><i>Student bo pridobil znanje in spretnosti na naslednjih specifičnih vsebinskih področjih:</i></p> <p>PSP5: Pristopi k upravljanju podjetja z načrtovanjem in kontrolo ter uporabo različnih</p>	<p><i>Student will acquire knowledge and skills in the following specific areas:</i></p> <p>PSP5: Managing a company by planning and controlling by use concepts, methods and tools;</p>
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konceptov, metod in orodij; **PSP10**: Pravo na vsebinskem področju predmeta.; **PSP14**: Tuj jezik na obravnavanem področju; **PSP15**: Družbena in okoljska odgovornost na vsebinskem področju predmeta **PSP18**: Splošna razgledanost na vsebinskem področju predmeta.

PSP10: Law in the field of the course; **PSP14**: Foreign language in the fields of the course; **PSP15**: Social and environmental responsibility in the fields of the course; **PSP18**: General overview of the course content area.

Predvideni študijski izidi / Intended Learning Outcomes:

Študent bo dosegel naslednje študijske izide:

1. Nadgradi poslovno besedišče, pozna besedišče s področja poslovnega prava in njenih tipičnih dokumentov, besedišče na področju okoljevarstva in okoljske odgovornosti podjetij, mednarodnega trženja, delovnega okolja, komunikacije. 2. Implementira novo besedišče v strokovnih besedilih (npr. člankih) in v skupinskih diskusijah na podlagi teh tem. 3. Predstavi članek po lastni izbiri in vodi razgovor o tej temi z ostalimi študenti. 4. Kritično analizira stanje stanje varovanja okolja. Diskutira to aktualno temo, ter na podlagi strokovnega besedila razvije lastno stališče o tej temi in jo deli z ostalimi udeleženci v pogovoru. 5. Zna analizirati vse izbrane teme in z razširitvijo besedišča širi svoje znanje na različnih področjih, ki so povezana s poslovnim svetom. 6. Predstavi lastne rešitve in jih deli z drugimi. 7. Pozna osnovne izraze prava v tujem jeziku na področju gospodarskega prava. 8. Analizira pojem pogodba in njene elemente, dokumente pri ustanavljanju podjetij (npr. družbena pogodba, akt o ustanovitvi podjetja), določene akterje pri ustanavljanju, vodenju in zapiranju podjetij ter njihovimi funkcijami, ter kapitalizacijo podjetja. 9. Študent nadgradi slovnico z dodatkom fraz, zlasti fraznih glagolov, relativnih zaimkov in uporabe glagolov in samostalniških besednih zvez v primerih. Študent uporablja novo besedišče na različnih področjih v diskusijah, pri analizah in pri vodenjem pogovoru. 10. Spozna in razume nekaj osnovnih okoljevarstvenih izrazov, ki so povezana s poslovnim svetom in okoljsko odgovornostjo in ozaveščenostjo. 11. Zna kritično analizirati stanje stanje varovanja okolja, zna diskutirati to aktualno temo, ter na podlagi strokovnega besedila razviti lastno stališče o tej tematiki in jo deliti z ostalimi udeleženci v pogovoru. 12. Študent zna analizirati oz diskutirati vse izbrane teme in z razširitvijo besedišča študent tudi širi svojo razgledanost oz vedenje na različnih področjih, ki so povezana s poslovnim svetom, ter postane kritičen mislec na obravnavanih temah, oblikuje svoje stališče do teh tem tako v slovenskem kot tudi angleškem jeziku.

Student will achieve the following learning outcomes:

1. Upgrades professional business vocabulary in the fields of commercial and contractual law, typical documents, environmental issues and responsibility of organizations, international marketing, work environment, communication. 2. Implements his vocabulary in professional texts (articles), and in group discussions. 3. Presents the topic(article) of their choice and initiate the debate among the students/participants in the debate. 4. Critically analyses the state of our environmental awareness and issues, and produces their own suggestions how to improve that, and discusses the topic of environmental protection, based on a professional article, and develops their own point-of view about the topic and shares their opinion with other participants in the debate. 5. Knows how to analyse of all chosen topics, articles and debates the student expands their horizon related to the business world. 6. The student produces and presents their solutions to and suggestions for those problems. 7. Knows basic legal expressions in foreign language in the field of commercial and contractual law. 8. Analyses the term contract and its elements, it analyses the documents necessary for company formation and subjects playing important role in establishing, capitalising or closing a company. 9. The student upgrades grammar by adding phrases, especially phrasal verbs, relative pronouns and noun combinations and their uses in sentences and different contexts based on the topics discussed and analysed during the lessons. 10. Learns some basic environmental expressions related to the business world, environmental responsibility and awareness. 11. Knows how to critically analyse the state of our environmental awareness and issues, and they produce their own suggestions how to improve that. The student discusses the topic of environmental protection, based on a professional article, and develops their own point-of view about the topic and shares their opinion with other participants in the debate. 12. The student knows how to analyse all chosen topics, articles and is capable of participating in debates, the student expands their horizon related to the business world, environmental protection, company law and some other related fields, and becomes a critical thinker of the topics discussed during the lessons and shapes their own opinion in the Slovenian and English language.



Oblike in metode poučevanja in učenja / Types and Methods of Teaching and Learning

<i>Oblike dela</i>	Frontalna oblika poučevanja; Delo v manjših skupinah; Samostojno delo študenta;
<i>Types of Teaching and Learning</i>	Frontal teaching; Work in smaller groups or pairs; Independent student work;
<i>Metode dela</i>	Razlaga; Razgovor/diskusija/debata; Delo z besedilom; Igra vlogReševanje nalog;
<i>Teaching and Learning Methods</i>	Explanation; Conversation/discussion/debate; Work withh text; Role-play; Solving exercises;

Načini ocenjevanja v % / Types of Student Assessment

Sprotno ustno ocenjevanje / Oral Assessment	/
Sprotno pisno ocenjevanje / Written Assessment /	/
Daljši pisni izdelek /Longer written casework ^{1/}	/
Javni nastop s predstavitvijo rezultatov / Presentations ²	30 %
Končni pisni izpit / Final written examination	70 %
Končni ustni izpit / Final oral examination	/
Udeležba in sodelovanje / Participation and cooperation	/
Lestvica ocenjevanja / Grading scale	številaska/numeric

Temeljna literatura / Literature:

1.Lastno gradivo po tematikah - own material 2.Elektronski viri / e-sources: <http://www.ft.com>
<http://www.reuters.com/> <http://www.learn-english-today.com/business-english/>
<http://www.thefreedictionary.com/> <http://www.bbc.co.uk/news/> <http://dictionary.reference.com/>
<http://www.answers.com/> <http://www.onelook.com/> <http://www.businessdictionary.com/>
<http://oxforddictionaries.com/> <http://www.guardian.co.uk/>
<http://environment.nationalgeographic.com/environment/> 3.Cotton, D., Falvey, D., in Kent, S. (2007). New Edition of Market Leader – upper-intermediate. Pearson Longman. 4.Mackenzie, I. (2002). English for Business Studies – upper intermediate. Cambridge: Cambridge University Press. 5.Emmerson, P. (2003). Business Builder. Macmillan Heinemann. 6.Bratož, S., in De Bondt, N. (2002). A guide to Business Correspondence. Koper: Fakulteta za management. 7.Hewings, M. (2009). Grammar for CAE and Proficiency. CUP. 8.Side, R., in Wellman, G. (2010). Grammar and Vocabulary for Cambridge Advanced and Proficiency. Longman.

Reference nosilca / Lecturer's references:

GLEJ COBISS

¹ Seminarska ali projektna naloga, raziskovalna naloga ipd.

² Plakat, naloga, prispevek