



## UČNI NAČRT / COURSE SYLLABUS

|   |   |
|---|---|
| <b>Predmet / Course</b>   | Poslovna angleščina 3 / Business English 3  |
| <b>Šifra predmeta / Course Code</b>                                     | B13ANGL3-PA3-PSD6   |
| <b>Nosilec predmeta / Course Coordinator</b>                            | lektorica mag. Katarina Čander Podgoršek  |
| <b>Vrsta predmeta / Type of the course</b>                              | obvezni/compulsory  |
| <b>Jezik / Language</b><br>- Predavanja / Lecture<br>- Vaje / Tutorials | - Angleški / English<br>- Angleški / English  |
| <b>Študijski program / Programme</b>                                    | Poslovanje v sodobni družbi (1. stopnja) / Business in contemporary society (1st cycle) |
| <b>Letnik / Year</b>  | 3.  |
| <b>Pogoji za vključitev / Requirements</b>                              | /   |

| Predavanja<br>Lectures | Vaje<br>Tutorials | Druge oblike študija<br>Other Type of Study | Samostojno delo<br>Individual work | Ure dela<br>Work hours | ECTS |
|------------------------|-------------------|---|------------------------------------|------------------------|------|
| 45                     | 45                | 0   | 60                                 | 150                    | 6    |

### Vsebina / Content:

|   |   |
|---|---|
| <ol style="list-style-type: none"><li>Nadgradnja tujega besedišča in poglobljena diskusijas področja ekonomije:<ul style="list-style-type: none"><li>komunikacija v poslovnem svetu</li><li>mednarodna trgovina, poštena trgovina, trgovinske ovire</li><li>delovno okolje in zadovoljstvo pri delu,</li><li>gradnja odnosov v poslovnem svetu,</li><li>vodenje in stili vodenja</li><li>okoljski problemi v poslovnem svetu,</li><li>osnove komercialnega in pogodbenega prava, pravni sistem in ssodišča v Sloveniji</li></ul></li><li>slovnica:<ul style="list-style-type: none"><li>samostalniške besedne zveze v povezavi s poslovnim svetom, pravom in okoljem</li><li>angleške fraze in idiomi (posebno v povezavi z odločanjem, pogajanjem in (ne)strinjanjem</li><li>oziralni zaimki in stavki</li><li>frazni glagoli</li></ul></li><li>Zahtevnejše poslovno komuniciranje (izrazoslovje pri vodenju poslovnih sestankov, vodenje in udeležba v diskusijah, predstavitev, telefonski pogovori)</li><li>Razumevanje aktualnih strokovnih in znanstvenih besedil (sposobnost kritične ocene, predlaganja rešitev, diskusija na predlagane članke, analiza in predstavitev člankov);</li><li>Social English: kako ustrezno reagirati v različnih situacijah – učinkovita ustna in pisna komunikacija.</li></ol> | <ol style="list-style-type: none"><li>Upgrade of professional vocabulary and in-depth discussions in the following fields of economy:<ul style="list-style-type: none"><li>business communication</li><li>international trade, fair trade, trade barriers,</li><li>work environment and job satisfaction,</li><li>business relationships,</li><li>management and leadership, management styles</li><li>environmental issues in the business world,</li><li>basics of commercial and contractual law, legal system and courts in Slovenia</li></ul></li><li>grammar:<ul style="list-style-type: none"><li>noun combinations related to business, law and environment</li><li>English phrases and idioms (esp. related to making decisions, negotiations, agreeing/disagreeing, etc.)</li><li>Relative pronouns and sentences</li><li>Phrasal verbs</li></ul></li><li>complex business communications (conducting business meetings, negotiations, discussions, presentations, telefon conversations, etc);</li><li>Understanding of professional and scientific texts (the ability of critical assessment, proposing solutions, leading discussions, analysis and article presentation);</li><li>Social English: adequately reacting to different situations – effective oral and written communication.</li></ol> |
|---|---|

### Splošne kompetence / General Competencies:

|  |  |
|--|--|
| <i>Student bo pridobil znanje in spretnosti na naslednjih splošnih vsebinskih področjih:</i> | <i>Student will acquire knowledge and skills in the following general areas:</i> |
|--|--|



|  |   |
|--|---|
| <p><b>SPL4:</b> Sodelovalno, timsko delo, delo v skupini;<br/><b>SPL5:</b> Voditeljstvo, vodenje ljudi;<br/><b>SPL8:</b> Spretnosti kritičnega mišljenja;<br/><b>SPL12:</b> Spretnosti verbalne komunikacije (npr. retorika, predstavitvene veščine);<br/><b>SPL14:</b> Sporazumevanje v tujem jeziku.</p> | <p><b>SPL4:</b> Cooperation, team work, group work;<br/><b>SPL5:</b> Leadership skills;<br/><b>SPL8:</b> Critical thinking;<br/><b>SPL12:</b> Verbal communication skills (e.g. rhetorics, presentation skills);<br/><b>SPL14:</b> Communication in foreign language.</p> |
|--|---|

### **Predmetno specifične kompetence / Course Specific Competencies:**

|  |   |
|--|---|
| <p><i>Študent bo pridobil znanje in spretnosti na naslednjih specifičnih vsebinskih področjih:</i></p> <p><b>PSP5:</b> Pristopi k upravljanju podjetja z načrtovanjem in kontrolo ter uporabo različnih konceptov, metod in orodij;<br/><b>PSP10:</b> Pravo na vsebinskem področju predmeta (osnovno – pogodbeno pravo, ustanovitev podjetja).;<br/><b>PSP14:</b> Tuj jezik na obravnavanem področju;<br/><b>PSP15:</b> Družbena in okoljska odgovornost na vsebinskem področju predmeta<br/><b>PSP18:</b> Splošna razgledanost na vsebinskem področju predmeta.</p> | <p><i>Student will acquire knowledge and skills in the following specific areas:</i></p> <p><b>PSP5:</b> Managing a company by planning and controlling by use concepts, methods and tools;<br/><b>PSP10:</b> Law in the field of the course (basics – contract law, law of company formation);<br/><b>PSP14:</b> Foreign language in the fields of the course;<br/><b>PSP15:</b> Social and environmental responsibility in the fields of the course;<br/><b>PSP18:</b> General overview of the course content area.</p> |
|--|---|

### **Predvideni študijski izidi / Intended Learning Outcomes:**

|   |   |
|---|---|
| <p><i>Študent bo dosegel naslednje študijske izide:</i></p> <ol style="list-style-type: none"><li>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, delovne in poslovne komunikacije.</li><li>2. Implementira novo besedišče v strokovnih besedilih (npr. člankih) in v skupinskih diskusijah na podlagi teh tem.</li><li>3. Predstavi članek po lastni izbiri in vodi razgovor o tej temi z ostalimi študenti.</li><li>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.</li><li>5. Zna analizirati vse izbrane teme in z razširitvijo besedišča širi svoje znanje na različnih področjih, ki so povezana s poslovnim svetom.</li><li>6. Predstavi lastne rešitve in jih deli z drugimi.</li><li>7. Pozna osnovne izraze prava v tujem jeziku na področju gospodarskega in pogodbenega prava.</li><li>8. Analizira pojem pogodba in njene elemente, ter njihov vpliv na poslovni odnos, določene akterje pri ustanavljanju, vodenju in zapiranju podjetij ter njihovimi funkcijami, ter kapitalizacijo podjetja.</li><li>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</li></ol> | <p><i>Student will achieve the following learning outcomes:</i></p> <ol style="list-style-type: none"><li>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, work-related and business communication.</li><li>2. Implements their vocabulary in professional texts (articles), and in group discussions.</li><li>3. Presents the topic (article) of their choice and initiates the debate among the students/participants in the debate.</li><li>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, and develops their own point-of view about the topic, and shares their opinion with other participants in the debate.</li><li>5. Knows how to analyse all chosen topics, articles and debates, and expands their horizon related to the business world.</li><li>6. The student produces and presents their solutions to problems and finds suggestions for them.</li><li>7. Knows basic legal expressions in commercial and contract law.</li><li>8. Analyses the term contract and its elements, and their effects in a business relationship.</li><li>9. The student upgrades grammar by adding phrases, especially phrasal verbs, relative pronouns and noun combinations, and their uses in sentences in different</li></ol> |
|---|---|



|   |  |
|---|--|
| <p>različnih področjih v diskusijah, pri analizah in pri vodenjem pogovoru pri pouku.</p> <p>10. Spozna in razume nekaj osnovnih okoljevarstvenih izrazov, ki so povezana s poslovnim svetom in okoljsko odgovornostjo in ozaveščenostjo.</p> <p>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.</p> <p>12. Študent zna analizirati oz diskutirati vse izbrane teme in z razširitvijo besedišča študent tudi širi svojo ragledanost 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.</p> | <p>contexts based on the topics discussed and analysed during the lessons.</p> <p>10. Learns some basic environmental expressions related to the business world, environmental responsibility and awareness.</p> <p>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.</p> <p>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.</p> |
|---|--|

### 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 /                      | 20%                |
| Daljši pisni izdelek /Longer written casework <sup>1/</sup>           | /                  |
| Javni nastop s predstavitvijo rezultatov / Presentations <sup>2</sup> | 30 %               |
| Končni pisni izpit / Final written examination                        | 50%                |
| Končni ustni izpit / Final oral examination                           | /                  |
| Udeležba in sodelovanje / Participation and cooperation               | /                  |
| <b>Lestvica ocenjevanja / Grading scale</b>                           | številaska/numeric |

### Temeljna literatura / Literature:

|  |
|--|
| <p>Temeljna literatura /obligatory literature:</p> <p>1.Lastno gradivo po tematikah</p> <p>2. .Čander Podgoršek, K (2018): Professional English Grammar and Vocabulary in Action, Celje: MFDPS</p> <p>3. Čander Podgoršek, K. (2018): Professional English Environmental Protection and Ecotechnologies, Velenje VŠVO</p> <p>4. Gradivo nosilke v e-učilnici</p> |
|--|

<sup>1</sup> Seminarska ali projektna naloga, raziskovalna naloga ipd.

<sup>2</sup> Plakat, naloga, prispevek



**Recommended sources for learning:**

Elektronski viri za dodatno učenje ter elektronsko gradivo za članke in glosarje / E-sources for additional studies and for articles and glossaries:

- BBC [www.bbc.co.uk](http://www.bbc.co.uk) (for reading authentic articles, expanding vocabulary and practicing grammar)
- FINANCIAL TIMES [www.ft.com](http://www.ft.com), (for reading authentic professional articles)
- LONGMAN ONLINE DICTIONARY <http://www.ldoceonline.com/dictionary>
- CAMBRIDGE DICTIONARY <https://dictionary.cambridge.org>
- BUSINESS ONLINE DICTIONARY <http://www.businessdictionary.com>
- OXFORD ONLINE DICTIONARY <http://oxforddictionaries.com/>
- NATIONAL GEOGRAPHIC <http://environment.nationalgeographic.com/environment/>

**Dodatna literatura /additional literature:**

1. Cotton, D., Falvey, D., in Kent, S. (2007). New Edition of Market Leader – upper-intermediate. Pearson Longman.
2. Hewings, M. (2009). Grammar for CAE and Proficiency. CUP.
3. Side, R., in Wellman, G. (2010). Grammar and Vocabulary for Cambridge Advanced and Proficiency. Longman.
4. Mascull, B: Business Vocabulary in Use – advanced (2010), Cambridge CUP
5. Hewings, M. (2013): Advanced Grammar in Use. 3rd edition, CUP

**Reference nosilca / Lecturer's references:**

Čander, K. (2012). English Grammar for Professional Use: explanation, examples and exercises with answer key. učbenik / workbook Celje : Mednarodna fakulteta za družbene in poslovne študije  
Čander, K. (2012). Professional English. Environmental Protection and Ecotechnologies. Velenje: Visoka šola za varstvo okolja  
Čander Podgoršek, K (2018): Professional English Grammar and Vocabulary in Action, Celje: MFDPS  
Čander Podgoršek, K. (2018): Professional English Environmental Protection and Ecotechnologies, Velenje VŠVO

**Reference nosilca / Lecturer's references:**

Čander, K. (2012). English Grammar for Professional Use: explanation, examples and exercises with answer key. učbenik/workbook Celje : Mednarodna fakulteta za družbene in poslovne študije  
Čander, K. (2012). Professional English. Environmental Protection and Ecotechnologies. Velenje: Visoka šola za varstvo okolja  
Čander Podgoršek, K (2018): Professional English Grammar and Vocabulary in Action, Celje: MFDPS  
Čander Podgoršek, K. (2018): Professional English Environmental Protection and Ecotechnologies, Velenje VŠVO