

UČNI NAČRT PREDMETA / COURSE SYLLABUS

<b>Predmet:</b>	Poslovni angleški jezik 1
<b>Course title:</b>	Business English 1

Študijski program in stopnja <i>Study programme and level</i>	Študijska smer <i>Study field</i>	Letnik <i>Academic year</i>	Semester <i>Semester</i>
Menedžment kakovosti Dodiplomski (prva)	Program nima smeri	1.	1.
Quality Management Undergraduate (first)	The program has no study fields	1	1

<b>Vrsta predmeta / Course type:</b>	Obvezni	Required
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<b>Univerzitetna koda predmeta / University course code:</b>	011005-02
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Predavanja <i>Lectures</i>	Seminar <i>Seminar</i>	Sem. vaje <i>Tutorial</i>	Lab. vaje <i>Laboratory work</i>	Teren. vaje <i>Field work</i>	Samost. delo <i>Individ. work</i>	ECTS
30	-	45	-	-	105	6

<b>Nosilec predmeta / Lecturer:</b>	doc. dr. Annmarie Gorenc Zoran	Annmarie Gorenc Zoran, PhD Assistant Professor
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<b>Jeziki / Languages:</b>	<b>Predavanja / Lectures:</b>	<b>Vaje / Tutorial:</b>
	Slovenski, angleški	Slovenski, angleški
	Slovenian, English	Slovenian, English

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

<ul style="list-style-type: none"> <li>– Pogoj za vključitev v delo je vpis v 1. letnik študija.</li> <li>– Znanje splošnega angleškega jezika kot 1. tujega jezika po uspešno zaključeni srednji šoli.</li> <li>– Študent mora pred izpitom pripraviti in predstaviti seminarsko/projektno nalogo</li> </ul>
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**Prerequisites:**

<ul style="list-style-type: none"> <li>– Enrolment in the first year of study.</li> <li>– Knowledge of general English as a first foreign language after successfully completing secondary education.</li> <li>– The student must prepare and defend a seminar/project paper as a prerequisite for the final exam.</li> </ul>
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**Vsebina:**

<ol style="list-style-type: none"> <li>1. Uvod in ponovitev.</li> <li>2. Pisna in ustna komunikacija z uporabo strokovnih izrazov, vsebine, in dogodke ter komunikacija iz vsakdanjega življenja na ravni B1/B2 po Skupnem evropskem referenčnem okviru za jezike.</li> <li>3. Poslovna komunikacija v različnih situacij.</li> <li>4. Uporaba medijev.</li> <li>5. Metode posredovanja informacij.</li> <li>6. Pridobivanje strokovnega besedišča in izbrana slovnična poglavja.</li> </ol>
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**Content (Syllabus outline):**

<ol style="list-style-type: none"> <li>1. Introduction and Review.</li> <li>2. Written and oral communication using professional expressions, content and events as well as communication for everyday use at the B1/B2 level on the Common European Framework of Reference for languages.</li> <li>3. Business communication in various situations.</li> <li>4. Use of media.</li> <li>5. Methods of forwarding information.</li> <li>6. Gaining professional vocabulary and specific grammatical concepts.</li> </ol>
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## Temeljna literatura in viri / Readings

### Obvezna literature / Required reading(s):

- Grant, D., Hudson, J. & McLarty, R. (2009). *Business Results Student's Book & Interactive Workbook*. Oxford: Oxford University Press.
- Johnson, C. (2006). *Intelligent Business*. Essex, England: Pearson Longman.

### Dodatna – dopolnilna / Recommended reading(s):

- Ashley, A. A. (2002). *Handbook of Commercial Correspondence*. Oxford: Oxford University Press.
- Auralog GmbH (2011). *Tell me more E-learning Solutions*. Dostopno na: <http://www.auralog.com>
- Dignen, B., Flinders, S., & Sweeney, S. (2007). *English 365*. Course book and Personal Study Book. Cambridge: Cambridge University Press.
- Emmerson, P. (2002). *Business Grammar Builder*. Oxford: Macmillan Education.
- Mascull, B. (2004). *Business Vocabulary in Use*. Cambridge: Cambridge University Press.
- Šega, L. (1997). *Veliki moderni poslovni slovar (an.-sl.)*. Ljubljana: Cankarjeva založba.
- *Oxford Business English Dictionary*. (2005). Oxford: Oxford University Press.
- Williams, E. (2008). *Presentations in English*. Oxford: Macmillan Education.

Študenti naj redno berejo časopise v angleškem jeziku kot so The Times, Newsweek, The Financial Times, The Economist, The Guardian Weekly, Wall Street Journal in drugo gradivo. Redno spremljanje tekočih poslovnih dogodkov na angleških in ameriških TV mrežah (BBC, CNN, MNBC, ABC NEWS, NBC, SKYNEWS). Dodatna gradiva po presoji nosilca predmeta. / Students should regularly read newspapers and magazines in the English language, such as The Times, Newsweek, The Financial Times, The Economist, The Guardian Weekly, Wall Street Journal and other print material. Regularly follow current business events on English and American TV stations (BBC, CNN, MNBC, ABC News, NBC, Skynews. Additional material at the discretion of the course leader.

### Cilji in kompetence:

- Zmožnost vzpostavljanja in vzdrževanja kooperativnih odnosov za delo v skupini in z drugimi zainteresiranimi ter zmožnost ustvarjalnega dialoga.
- Razvoj kritične in samokritične presoje.
- Poznavanje pomena kakovosti in prizadevanje za kakovost strokovnega dela skozi avtonomnost, (samo)kritičnost, (samo)refleksivnost in (samo)evalviranje v strokovnem delu.
- Etična refleksija in zavezanost profesionalni etiki v družbenem okolju.
- Občutljivost za ljudi, usmerjanje razmerij med njimi ter razvoj komunikacijskih sposobnosti in spretnosti v domačem in mednarodnem okolju.
- Zmožnost vzpostavljanja in vzdrževanja partnerskih odnosov z vsemi zainteresiranimi (odjemalci, zaposleni, lastniki, družbeno okolje).
- Sposobnost interdisciplinarnega povezovanja znanj različnih predmetov.
- Usposobljenost za mentorsko delo, strokovni razvoj in vseživljenjsko učenje.
- Internalizacija gradnikov sodobne organizacijske teorije, temelječe na organizaciji kot ciljno usmerjenih razmerij med ljudmi.
- Aktivno obvladovanje komuniciranja v tujem jeziku s poglobljenim poznavanje izrazoslovja s področja

### Objectives and competences:

- The ability to establish and maintain cooperative relations for teamwork and with other interested individuals as well as the ability for creative dialogues.
- The development of critical and self-critical assessment.
- Knowing the importance of quality and enhancing the quality of professional work through autonomy (self-) critical, (self-) reflexivity and (self-) evaluation.
- Ethical reflection and commitment to professional ethics in a social environment.
- Sensitivity to individuals, directing relationships among them, and the development of communication skills and skills in domestic and international environments.
- Ability to establish and maintain partnerships with all stakeholders (consumers, employees, owners, social environment).
- The ability to connect interdisciplinary knowledge from various subjects.
- Qualifications in being a mentor, for professional development, and lifelong learning.
- Internalization of building blocks within contemporary organization theory that is based on an organization as a target-oriented relationship among individuals and people.
- Active communication in a foreign language with an in-

<p>organizacijskih študij.</p> <ul style="list-style-type: none"> <li>– Obvladovanje ključnih praktičnih pristopov na področju ravnanja z ljudmi v smislu sproščanja njihovih ustvarjalnih potencialov.</li> <li>– Obvladovanje temeljnih znanj in praktičnih pristopov, potrebnih za učinkovito in uspešno obvladovanje sistema vodenja organizacije s poudarkom na vodenju z zgledom in poslovnem komuniciranju.</li> </ul>	<p>depth knowledge of terminology from the field of organization studies.</p> <ul style="list-style-type: none"> <li>– Managing key practical approaches in the area of human resource management in terms of releasing their creative potential.</li> <li>– Applying basic knowledge and practical approaches to achieve effective and efficient management of an organization with an emphasis on leadership by example and business communication.</li> </ul>
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<b>Predvideni študijski rezultati:</b>	<b>Intended learning outcomes:</b>
<p>Študent/študentka:</p> <ul style="list-style-type: none"> <li>– Pozna in razume pomen pisne in ustne komunikacije v angleškem jeziku.</li> <li>– Pozna in razume vlogo komuniciranja v poslovnih odnosih.</li> <li>– Razume interakcijsko delovanje dejavnikov, ki vplivajo na uspešnost in učinkovitost komunikacije in poslovnega komuniciranja.</li> <li>– Pozna in uporablja komunikacijske strategije.</li> <li>– Pozna in uporablja osnovne komunikacijske spretnosti v angleškem jeziku.</li> <li>– Pridobljeno znanje uporablja pri pisnem komuniciranju in pri vodenju poslovnih pogovorov, sestankov, razprav in dogovarjanj.</li> <li>– Reflektira in kritično ovrednoti različne izkušnje.</li> <li>– Izbere in reflektira gradiva z drugih strokovnih discipline in jih poveže s področjem.</li> <li>– Spremlja in reflektira aktualno dogajanje.</li> <li>– V povezavi z drugimi predmeti pozna, razume in razmišlja o nekaterih strokovnih in družbenih nalogah zaposlenih na različnih področjih organizacije, še posebej etične in kulturne razsežnosti, in je pripravljen na ustvarjalno soočanje s komunikacijskimi problemi v delovnem okolju.</li> <li>– Pozna in razume umeščenost poslovnega komuniciranja v širše družbene, kulturne in vrednotne kontekste ter z refleksijo teh kontekstov oblikuje intelektualno aktiven odnos do sveta.</li> </ul>	<p>The student will:</p> <ul style="list-style-type: none"> <li>– Know and understand written and oral communication in English.</li> <li>– Know and understand the role of communication in business relations.</li> <li>– Understand the interaction of factors that influence on successful and effective communication within business communication.</li> <li>– Know and understand communication strategies.</li> <li>– Know and understand basic communication skills in the English language.</li> <li>– Use the knowledge gained in written communication and in leading business talks, meetings, discussions, and negotiations.</li> <li>– Reflect and critically evaluate different experiences.</li> <li>– Choose and reflect on content with other professional disciplines and connect them with their area of study.</li> <li>– Follow and reflect on current events.</li> <li>– In connection with other courses, know, understand, and think about various professional and social tasks of employees from different areas in the organization, especially ethical and cultural dimensions; and is ready for a creative confrontation with communicative problems in the work environment.</li> <li>– Know and understand how business communication fits with society in large, within the context of culture and value as well as reflect from these contexts to form an intellectually active relationship to the world.</li> </ul>

<b>Metode poučevanja in učenja:</b>	<b>Learning and teaching methods:</b>
<ul style="list-style-type: none"> <li>– Predavanja in vaje z aktivno udeležbo študentov</li> <li>– Delo z besedili</li> <li>– Skupinsko delo, reševanje problemov, projekti, predstavitve, študije primerov, simulacije različnih poslovnih dogodkov, igre vlog, sodelovalno učenje</li> <li>– E-učenje / študij na daljavo</li> <li>– Ekskurzije in komunikacijske aktivnosti</li> <li>– Animacija samostojnega študija in raziskovanja (motiviranje, usmerjanje, samoopazovanje, samouravnavanje, refleksija, samoocenjevanje).</li> </ul>	<ul style="list-style-type: none"> <li>– Lectures with active student participation (discussions, talks, questioning, cases, problem-solving).</li> <li>– Written work</li> <li>– Group work, problem-solving, projects, presentations, case studies, simulation of various business events, role-playing, collaborative learning</li> <li>– E-learning / distance learning</li> <li>– Excursions and communicative tasks</li> <li>– Facilitating independent study and research (motivating, directing, self-examination, self-regulation, reflection, and self-assessment).</li> </ul>

<b>Načini ocenjevanja:</b>	<b>Delež / Weight (%)</b>	<b>Assessment:</b>
Način (pisni izpit, ustno izpraševanje, naloge, projekt)		Type (examination, oral, coursework, project)
– Pisni/ustni izpit	50%	– Written/oral exam
– Sprotne obveznosti in seminarska/projektna naloga s predstavitevijo	50%	– All assignments and seminar/project papers with presentations

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

<ul style="list-style-type: none"> <li>– ERBEN, Tony, GORENC ZORAN, Annmarie. International perspectives, developments, and issues of minority language speakers. V: GOVONI, Jane M. (ur.). <i>Perspectives on teaching K-12 English language learners</i>. Boston: Pearson Custom Publishing, 2006, str. 303-311.</li> <li>– GORENC ZORAN, Annmarie, ROZMAN, Kati. Students perceptions of using moodle. V: JEŽOVNIK, Alen (ur.). <i>Moodle.si 2010 : zbornik 4. mednarodne konference, Koper, 21. maj 2010 = 4th international conference proceedings, Koper, 21 May 2010</i>. Koper: Fakulteta za management, 2010, str. 185-191.</li> <li>– GORENC ZORAN, Annmarie. Feedback role in second language e-communication. <i>Pedagoš. obz.</i>, 2010, letn. 25, št. 1, str. 157-170.</li> <li>– GORENC ZORAN, Annmarie. E-learning 2.0: bringing learning to people not people to learning = E-obrazovanje 2.0: približiti učenje ljudima, a ne ljude učenju. <i>LD</i>, 2009, br. 12-13, god. 3, str. 74-78.</li> <li>– SARIEVA, Iona, GORENC ZORAN, Annmarie. Guiding principles : second language acquisition, instructional technology and the constructivist framework. V: ERBEN, Tony (ur.), SARIEVA, Iona (ur.). <i>Calling all foreign language teachers : computer-assisted language learning in the classroom</i>. New York: Eye on Education, 2008, str. 7-12.</li> </ul>
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