

**UČNI NAČRT PREDMETA / COURSE SYLLABUS**

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| <b>Predmet:</b>      |                                                                                             |
| <b>Course title:</b> | BUSINESS COMMUNICATION AND INTER-CULTURAL DIALOGUE – THE FIRST FOREIGN LANGUAGE I (English) |

| Študijski program in stopnja<br>Study programme and level | Študijska smer<br>Study field | Letnik<br>Academic year | Semester<br>Semester |
|-----------------------------------------------------------|-------------------------------|-------------------------|----------------------|
| Business Management - bachelor                            | /                             | 1.                      | /                    |

**Vrsta predmeta / Course type**

**Univerzitetna koda predmeta / University course code:**

| Predavanja<br>Lectures | Seminar<br>Seminar | Vaje<br>Tutorial | Klinične vaje<br>work | Druge oblike<br>študija | Samost. delo<br>Individ.<br>work | ECTS |
|------------------------|--------------------|------------------|-----------------------|-------------------------|----------------------------------|------|
| 24                     | 30                 | 36               | 0                     | 0                       | 78                               | 6    |

**Nosilec predmeta / Lecturer:**

|                                |                                   |                                     |
|--------------------------------|-----------------------------------|-------------------------------------|
| <b>Jeziki /<br/>Languages:</b> | <b>Predavanja /<br/>Lectures:</b> | Slovene, Serbian, English, Croatian |
|                                | <b>Vaje / Tutorial:</b>           | Slovene, Serbian, English, Croatian |

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

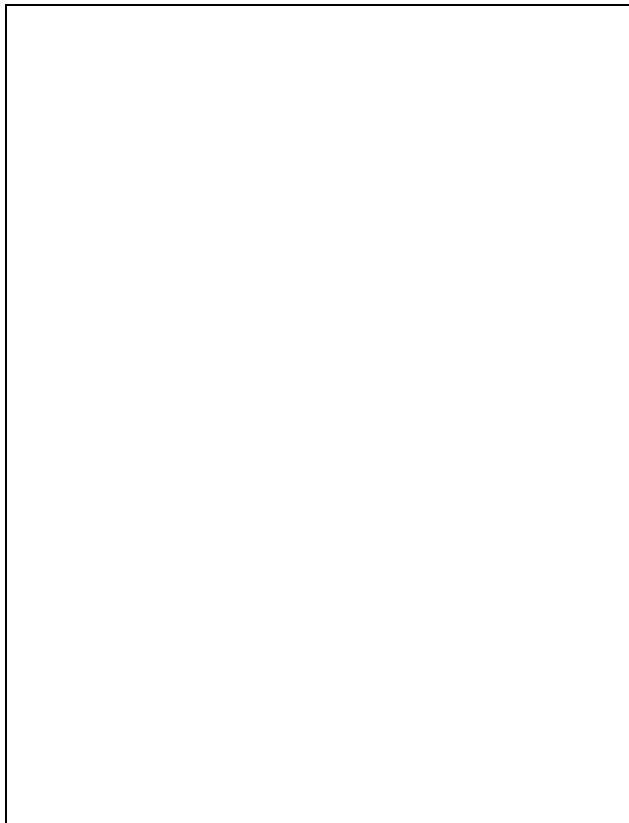
**Prerequisites:**

- No special requirements

**Vsebina:**

**Content (Syllabus outline):**

- 1. Business Communication**
  - Vocabulary in the field of business life
  - Introduction of themselves and their colleagues
  - Presentation of the company activity and organisation structure
  - Presentation of working environment
  - Naming of administrative works and tools
  - Communication by phone
  - Organisation of business visits, study trips and seminars



## **2. Business Correspondence**

- Formulation of letters
- Formulation of internal business (reports, protocols, plans, minutes, arrangements, notes) and occasional correspondence (letters of congratulations, letter of condolence, invitations, letters of thanks, reservations notes)
- Formulation of external business correspondence (advertisement, application, Curriculum Vitae, inquiry, offer, contract, complaint, warning, certificate)

## **3. Inter-cultural Communication**

- National identity and inter-cultural diversity
- Introduction to English-speaking countries and inter-cultural dialogue
- Reception of foreign guests
- Comparable business ethics

**Cilji in kompetence:**

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**Objectives and competences:**

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The student shall</p> <ul style="list-style-type: none"><li>• Develop and deepen the four language skills (reading and hearing understanding, speaking and writing) in English language</li><li>• Strengthen and extend their vocabulary in general conversational language</li><li>• Deepen and upgrade their vocabulary in the field of broader business communication</li><li>• Strengthen and deepen the morphology and syntax structures characteristic for professional communication</li><li>• Qualify for independent correspondence in a clear, correct and effective style</li><li>• Develop skills for interaction in general and business environment</li><li>• Strengthen their communication skills for independent acting</li><li>• Develop the care for the language culture and communication culture</li><li>• Develop their feeling for inter-cultural diversity</li><li>• Develop their ability of inter-cultural general and business communication</li><li>• Qualify to work with dictionaries and professional literature in the field of English language</li><li>• Qualify for the use of modern information sources (Internet)</li><li>• Develop ability to take initiatives, perseverance, precision and flexibility and inventiveness</li><li>• Develop positive work attitude and responsibility for work</li></ul> <p>The students will be capable of successful and effective speaking and writing business communication in English language with consideration of inter-cultural specialities.</p> |
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**Predvideni študijski rezultati:**

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**Intended learning outcomes:**

Students will successfully and effectively orally communicate in various business contexts with consideration of intercultural diversity (phone conversations, business visits, conferences ...). Students will understand written business documents such as business plans, reports, minutes, letters ...

Students will grammatically and in style correct write internal and external business correspondence, eg. reports, protocols, plans, minutes, notes, reservation notes, letter of condolence/thanks/congratulations, CV, advertisements, offer, contracts ...

Students will interact with people with consideration of intercultural diversity.

**Metode poučevanja in učenja:**

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**Learning and teaching methods:**

- Lectures
- Seminar exercises
- Laboratory exercises
- Individual study work

| <b>Načini ocenjevanja:</b> | Delež (v %) /<br>Weight (in %) | <b>Assessment:</b>                                                                                                                                                                                                           |
|----------------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | 50<br>30<br>20                 | Type (examination, oral, coursework, project): <ul style="list-style-type: none"><li>• Written examination</li><li>• Oral examination</li><li>• Successfully completed obligations determined in seminar exercises</li></ul> |