

<b>Study program:</b> Entrepreneurial Management			
<b>Study Module (if applicable):</b> -			
<b>Course title:</b> <b>Business English 3</b>			
<b>Level of study:</b> Undergraduate academic studies			
<b>Name of lecturer/lecturers:</b> <b>Vesna Kovačević</b> , teaching assistant <b>Lena Tica</b>			
<b>Language of instruction:</b> English			
<b>Type of course:</b> Obligatory			
<b>Semester:</b> Winter			
<b>Number of ECTS allocated:</b> 6			
<b>Prerequisites:</b> passed Business English 1, 2			
<b>Objective of course</b> Helping students: to further improve and enrich Business English vocabulary and acquire specific terminology used in different business fields; focus on more complex and more comprehensive aspects of oral and written communication in Business English.			
<b>Learning outcomes of course</b> Upon successful completion of the course students will: adopt and further broaden terminology of Business English, develop and improve both oral and writing skills via a set of activities aimed at various thematic issues, such as: chairing and conducting meetings, organising an advertising campaign, project and product development, negotiating proposals and ideas, delivering presentations.			
<b>Summary of topics</b> <i>Theoretical classes</i> Developing and learning all four language skills – reading, writing, listening and speaking with emphasis on business English vocabulary, idioms and phrases, grammar structures, business communication both oral and written. Learning strategies for negotiations, telephoning, socializing, running meetings and advertising campaigns, delivering presentations, etc. <i>Practical classes</i> Work in pairs and groups simulating meetings; chairing, running and participation; organising an advertising campaign, project and product development, negotiating proposals and ideas, presenting ideas in public using modern equipment, etc.			
<b>Literature</b> [1] Guy Brook Hart, <i>Business Benchmark- upper-intermediate –vantage</i> - course book, CUP (2012) [2] Michael Mc Carty, <i>Business English Vocabulary in Practice</i> , CUP (2009) [3] BBC Presentations in English (2008) [4] Susan Lowe&Louise Pile, <i>Presenting</i> , Delta Business Communication Skills (2006) [5] David King, <i>Socialising</i> , Delta Business Communicatrion Skills (2005) [6] Susan Lowe, <i>Telephoning</i> , Delta Business Communication Skills (2004) [7] Louise Pile, <i>E-mailing</i> , Delta Business Communication Skills (2004) [8] Simon Sweeney, <i>English for Business Communication</i> , CUP (2005) [9] Mark Powell, <i>In Company – upper-intermediate</i> , Macmillan (2007) [10]Michael Mc Carthy&Felicity O’Dell, <i>English Vocabulary in Use</i> , CUP (2008)			
<b>Number of active teaching hours:</b> 4	Theoretical classes: 2	Practical classes: 2	
<b>Teaching methods</b> The lectures are performed using classical methods of teaching in combination with video projector and active interaction with students (discussion, learning by discovery, cooperation, group work, role-plays)			
<b>Examination methods ( maximum 100 points)</b>			
<b>Exam prerequisites</b>	<b>No. of points:</b>	<b>Final exam</b>	<b>No. of points:</b>
Student’s activity during lectures	10	oral examination	30
Practical classes/tests	30	written examination	30
Seminars/homework			
Project			
Other			
<b>Grading system</b>			
<b>Grade</b>	<b>No. of points</b>	<b>Description</b>	
10	91-100	Excellent	
9	81-90	Exceptionally good	

8	71-80	Very good
7	61-70	Good
6	51-60	Passing
5	Less than 51	Failing