

Study program: Engineering Management			
Level of study: Undergraduate academic studies (UAS)			
Course title: Business English			
Name of lecturer/lecturers: Lena Tica, Vesna Petrović			
Language of instruction: English			
Type of course: Elective			
Semester: Summer			
Number of ECTS allocated: 6			
Prerequisites: -			
Objective of course Helping students: to improve and expand business English vocabulary; acquire more complex grammatical and lexical structures; develop numerical skills in English; develop and improve writing skills, ranging from writing a letter of application to constructing a CV; develop the ability to make a successful presentation, negotiate, and arrange and conduct meetings in English.			
Learning outcomes of course Upon successful completion of the course students will: adopt specific terminology used in various business situations; improve oral and written business communication skills (enquiries, offers, complaints, telephoning, making arrangements, business interviews, delivering presentations, conducting meetings); know how to describe company structure, its history and activities.			
Summary of topics <i>Theoretical classes</i> Vocabulary: Job titles, company departments, computer terms, online communication, finding and recording collocations, corporate culture, describing equipment, processes and procedures, distribution and delivery, advertising and marketing, transport, conferences, suffixes: word building, describing trends, stocks and shares, financial vocabulary, curriculum vitae, cover letters. Grammar: Tenses – revision (Present simple, Past simple, Present continuous, Past Continuous, Present perfect, Future tenses), articles, expressions of quantity, words to describe causes and effects, adjectives and adverbs, pronouns and reference words, relative clauses, conditional sentences, Infinitive and <i>-ing</i> forms. <i>Practical classes</i> Vocabulary and grammar exercises that follow theoretical lectures, reading, listening, writing and speaking activities, group work, simulations of business situations (meetings, interviews, presentations).			
Literature [1] Norman Whitby, <i>Business Benchmark</i> , Pre-intermediate to Intermediate, CUP, 2013 [2] Norman Whitby, <i>Business Benchmark</i> , pre-intermediate to intermediate, BULATS and Business Preliminary, Personal study book, CUP, 2013 [3] <i>Business Builder</i> - Collection of photocopiable materials, CUP, 2008 [4] R. Murphy, <i>Business Vocabulary in Use</i> , CUP, 2008 [5] BBC - Speak for Yourself - photocopiable material + DVD - delivering presentations			
Number of active teaching hours: 4		Theoretical classes: 2	Practical classes: 2
Teaching methods 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)			
Examination methods (maximum 100 points)			
Exam prerequisites	No. of points:	Final exam	No. of points:
Student's activity during lectures	10	oral examination	30
Tests	30	written examination	30
Grading system			
Grade	No. of points	Description	
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 50	Failing	

