

## DESCRIPTION OF A STUDY COURSE – SYLLABUS

<b>Title of a course</b>	Business English 1/I				
<b>Head of course</b>	PhD Tamara Polić, Senior Lecturer				
<b>Study programme</b>	Professional undergraduate study Entrepreneurship				
<b>Status of a course</b>	Obligatory				
<b>Year of study</b>	1.	<b>Semester</b>	I.	<b>ECTS credits</b>	3
<b>Teaching plan (L + E + S+ Pr)</b>	2L + 1E				
<b>Goals of a course</b>					
The objectives of this course are linguistic progress and improving the overall language proficiency of students in spoken and written language as independent users of English according to the Common European Framework of Reference for Languages (CEFR). This will be achieved by exercising thematic content in formal vocabulary of entrepreneurship with emphasis on business English and its typical morph syntactic structures. Furthermore, the goal is to teach students identification and analysis of the difference between general English language on lexical and morph syntactic level, to write a resume and to independently use different types of dictionaries (monolingual, bilingual, general, vocational), print and online. In order to achieve the above outlined goals, students should be familiarized with basic learning strategies of business English.					
<b>Conditions for enrolling course</b>					
No conditions					
<b>Learning outcomes on a level of a study programme which includes course</b>					
Outcome 11: Collaborate with team in solving business tasks in Croatian or foreign language. Outcome 12: Substantiate opinions in business communication with different stakeholders in Croatian and foreign language. Outcome 15: Independently prepare and present professional content using information and communication tools.					
<b>Expected learning outcomes on a level of a course</b>					
1. Understand and use the terms, key vocabulary, collocations and syntagmas of business English. 2. Use morph syntactic structures at the receiving and production level. 3. Express numbers at the receiving and production level. 4. Write your CV in English according to the EU template. 5. Distinguish general and professional English. 6. Adopt and independently apply different strategies of learning (business) English.					
<b>Content of a course</b>					
Adjusted professional contents in the field of entrepreneurship. Job application, CV. Grammar: present and past (e.g. Present Simple, Present Perfect etc.). Short sentences (affirmative, interrogative, negative forms). Asking questions. General and professional English language. Learning strategies for foreign language (in profession).					
<b>Teaching modes</b>	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> auditory exercises <input checked="" type="checkbox"/> seminars and workshops <input type="checkbox"/> distance learning <input type="checkbox"/> field classes		<input checked="" type="checkbox"/> individual assignments <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> supervisor's work <input type="checkbox"/> other _____		
<b>Comments</b>	The goals of the college, learning outcomes at the program level and college education is necessary to run in the computer room.				
<b>Students' obligations</b>					
Students are required to use compulsory literature given in introduction lectures. Every student should use own materials. Students are not allowed to use materials with solved assignments during the class.					
<b>Grading, evaluation and monitoring of students' work continuously during lectures and exams</b>					

Grading is based upon evaluation of course's learning outcomes' adoption. Grading is performed continuously during lectures and/or during exam, in compliance with the provisions of Regulation on the assessment of students.

**Continuous check-up:**

Outcomes	Pre-exam I	Pre-exam 2	Writing EU CV	Threshold	Max
Outcome 1	24%	30%		27%	54%
Outcome 2	10%			5%	10%
Outcome 3	6%			3%	6%
Outcome 4			20%	10%	20%
Outcome 5		6%		3%	6%
Outcome 6		4%		2%	4%
Percentage of ECTS	1,2	1,2	0,6		
Total	40%	40%	20%	50%	100%

A student has passed the exam if he has acquired a percentage of credits for each learning outcome higher or equal to defined threshold.

**Exam term:**

Outcomes	Written exam	Oral exam	Max
Outcome 1	40%		40%
Outcome 2	14%		14%
Outcome 3	11%		11%
Outcome 4	20%		20%
Outcome 5		8%	8%
Outcome 6		7%	7%
Percentage of ECTS			
Total	85%	15%	100 %

A student has passed the exam if he has acquired a percentage of credits for each learning outcome higher or equal to defined threshold.

**Grading:**

A student has passed the exam if he has acquired at least 50% of anticipated credits of a specific learning outcome.

If a student has passed learning outcomes of all courses, the accomplished credits (percentages) of all passed learning outcomes are being added, while the final grade is defined upon following table:

Range of credits (percentages)	Numerical grade	ECTS grade
90,00 – 100,00	Excellent (5)	A
75,00 – 89,99	Very good (4)	B
60,00 – 74,99	Good (3)	C
50,00 – 59,99	Sufficient (2)	D
0,00 – 49,99	Insufficient (1)	F

**Obligatory literature**

- 1) Tullis-Trappe: »New Insights into Business« - Students' Book, Longman;
- 2) [https://vk.com/doc292790\\_159725504?hash=4276eb3ae493eae826&dl=25751d73a0](https://vk.com/doc292790_159725504?hash=4276eb3ae493eae826&dl=25751d73a0)
- 3) Tullis-Power: »New Insights into Business« - Workbook, Longman;
- 4) [https://vk.com/doc17644626\\_368063656?hash=074f3a645a2bc9c747&dl=76bbcbce70fc9c8608](https://vk.com/doc17644626_368063656?hash=074f3a645a2bc9c747&dl=76bbcbce70fc9c8608)
- 5) Materials from the lecture courses on the E-learning platform (<https://moodle.srce.hr/2019-2020/> )

**Additional literature**

- 1) Babić, A. (2001). Englesko-hrvatski ekonomski riječnik: English-Croatian economic dictionary. Marketing-tehnologija.
- 2) Collin, P. (2006). Englesko-hrvatski poslovni rječnik. Školska knjiga.
- 3) Gačić, M. (2009). Gramatika engleskoga jezika struke. Zagreb: Učiteljski fakultet Sveučilišta u Zagrebu i Školska knjiga d.o.o.
- 4) Gačić, M. (2010). Englesko-hrvatski rječnik prava: i međunarodnih i poslovnih odnosa. Školska knjiga.

- 5) <https://www.e-rjecnik.net/rje%C4%8Dnik/hrvatsko-engleski/ekonomski>
- 6) Ivir, V., Protega, V., i Urbany, M. (1993). Hrvatsko-engleski poslovno-upravni rječnik. Školska knjiga.
- 7) Jurič, B., Krampus, V., i Račić, M. (2013). Anglizmi u hrvatskome poslovnom jeziku – tržišтво ili marketing. Napredak: časopis za pedagogijsku teoriju i praksu, 154 (4), 567-579.
- 8) Karanikić, I., Bačić, M. i Fabijanić, N. (2008). Hekon: hrvatsko – engleski rječnik ekonomskog nazivlja. Rijeka: Prolingua.
- 9) Oxford Collocations Dictionary for students of English (2002). J. Crowther, S. Dignen i D. Lea (ur.). Oxford: Oxford University Press.
- 10) Powell, D., Walker, E., i Elsworth, S. (2009). Grammar Practice for Upper Intermediate Students (with key). Pearson Education Limited.
- 11) Radoš, L., i Meler, M. (2010). Englesko-hrvatski rječnik nazivlja u marketingu. Osijek: Sveučilište J.J. Strossmayera. Ekonomski fakultet u Osijeku.
- 12) Špiljak, V., i Ivir, V. (2000). Englesko-hrvatski poslovni rječnik: English-Croatian dictionary of business and economics. Masmedia.
- 13) Thomson, A. J., Martinet, A. V., i Draycott, E. (1986). A practical English grammar. Oxford University Press.
- 14) Zgombić, H. (2001). Business Dictionary: English-Croatian. Revicon.
- 15) Glosbe - višejezični online rječnik <https://hr.glosbe.com/>
- 16) Eudict: Croatian-English dictionary: <http://www.eudict.com/?lang=croeng&word=engleskohrvatski>
- 17) Howjsay: A Free Online Talking Pronunciation Dictionary <https://howjsay.com/>

