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|--|---------------------|----------------------------------|--------|
| <b>Study program:</b> Finance, accounting and banking, Management of business and logistics, Business informatics and e-business   |                     |                                  |        |
| <b>Course name:</b> Business English I   |                     |                                  |        |
| <b>Professor:</b> Miljana K. Stojković-Trajković, PhD  |                     |                                  |        |
| <b>Subject status:</b> elective course   |                     |                                  |        |
| <b>ECTS:</b> 6   |                     |                                  |        |
| <b>Requirements:</b> no requirements   |                     |                                  |        |
| <b>Aim of the course</b><br>The aim of the course is to provide students with foreign language knowledge from a basic to an intermediate level (acquired through topics mentioned in methodological units) and to enhance their level of English grammar knowledge.  |                     |                                  |        |
| <b>Course outcomes</b><br>After successfully completing the course, students will be able to: demonstrate their knowledge of a foreign language through its use in business communication, demonstrate understanding of particular terminology which will enable them to perform particular activities that they might be required to perform in their future work.  |                     |                                  |        |
| <b>Content of the course</b><br><i>Theoretical lectures</i><br>Business etiquette, telephoning and scheduling a meeting; Holding a business meeting; Planning a business trip and staying in a hotel; Business correspondence, Types of companies and types of employment, Organizational structures and departments, Interview and writing CV-s, Solving problems and handling complains, Types of banking and bank products, Insurance and types of insurance, E-business, Management styles and teambuilding.<br><i>Practical course work</i><br>Discussing a particular topic covered during lecture classes and grammar exercises; Simulations of particular situations and practicing the use of particular vocabulary (pair work); Practicing giving oral presentations of information on a particular topic. Grammar exercises (passive and indirect speech).  |                     |                                  |        |
| <b>Literature</b> <ul style="list-style-type: none"> <li>• Adrian Pilbeam, Nina O'Driscoll, Logistics Management Pearson Longman. 2010.</li> <li>• Chapman R, Oxford Business English Skills English for Emails. Oxford University Press, 2007.</li> <li>• David Gordon Smith, Oxford Business English, English for Telephoning, Oxford University Press, 2007.</li> <li>• Elena Marco Fabr , Santiago Remacha Esteras, Professional English in Use: ICT: Intermediate to Advanced ; [for Computers and the Internet] Cambridge University Press, 2007.</li> <li>• Ian MacKenzie, Professional English in Use: Finance Cambridge Press, 2006.</li> <li>• Mckeown, Ros Wright Professional, English in Use Management Cambridge University Press, 2011.</li> <li>• Michael Duckworth, Essential Business Grammar and Practice (elementary to pre intermediate), Oxford University Press, 2003.</li> <li>• Richey, Bonamy, English for Banking and Finance, Volume 1,2 Oxford University Press, 2011.</li> <li>• Thomson K. Oxford Business English Skills English for Meetings. Oxford University Press, 2007.</li> </ul> |                     |                                  |        |
| <b>Total number of active teaching classes</b>   | <b>Lectures:</b> 30 | <b>Practical course work:</b> 30 |        |
| <b>Teaching methods</b><br>Lectures, practice classes, simulations of particular situations, hybrid teaching   |                     |                                  |        |
| <b>Evaluation (maximum points 100)</b>   |                     |                                  |        |
| <b>Pre-exam activities</b>   | Points              | <b>Final exam</b>                | Points |
| Active participation in lecture classes  | 5                   | Written exam                     | /      |
| Active participation in practical course work  | 5                   | Oral exam                        | 45     |
| Colloquium 1   | 30                  | .....                            |        |
| Colloquium 2   | /                   |                                  |        |
| Term paper(s)  | 15                  |                                  |        |