

Study program: Finance, accounting and banking, Management of business and logistics, Business informatics and e-business			
Course name: English language – beginner’s course			
Professor: Miljana K. Stojković-Trajković, PhD			
Subject status: elective course			
ECST: 5			
Requirements: no requirements			
Aim of the course The aim of the course is to enable students to engage in basic communication in a foreign language.			
Course outcomes After successfully completing the course, students will be able to demonstrate knowledge of a foreign language in everyday communication.			
Content of the course <i>Theoretical lectures</i> Alphabet, Rules for writing, Rules for reading, Basic phrases – introductions and presenting yourself in a business context; Greetings in everyday speech; Numbers – singular and plural; Days in a week; Months in a year; Seasons; Weather; Time; Colors; Professions; My house (apartment); Telephoning. <i>Practical course work</i> Introductory notes on learning a foreign language, teaching methods and class organization; Demonstration on examples of particular words from text which will be used in classes during week four; Practice using learned phrases though dialogues or in groups; Present tense – how it is formed and its usage; Numbers – 1 to 1000, plural of nouns where special attention is placed on nouns with irregular plural; Writing a short essay on the topic – everyday activities; Dictation: days in a week and months in a year; Writing a short essay: topic – what students do in particular months of a year; Grammar exercises – present tense; What is the weather like today, what was it like yesterday (last week...); Past tense/ form and usage; Telling the time – pair work; Dictation; Grammar – revising present and past tense; Describing different pictures using colors; Dictation; Future tense – form and usage; Writing a short essay – What will I do tomorrow; Dictation: my house (apartment); Practice using learned phrases – pair work.			
Literature <ul style="list-style-type: none"> • Стоилковић, Н. <i>Избор текстова из домаће и иностране литературе-скрипта</i>, HBS Leskovac. • Group of authors, <i>Business English</i>, Anima, Belgrade, 2006. • Morrison Milne, <i>Business Language Practice</i>, LTP Business, 1997. 			
Total number of active teaching classes	Lectures: 30	Practical course work: 30	
Teaching methods Lectures, practice classes, simulations of particular situations, hybrid teaching			
Evaluation (maximum points 100)			
Pre-exam activities	Points	Final exam	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		