



## **COURSE SYLLABUS**

### **General information**

Course title:	Business English A IV
ISVU course code:	225726
Course instructor:	Davorka Rujevčan PhD., Senior lecturer
Course assistant:	/
Study programme and specialization in which the course is taught:	Hospitality
ECTS credits:	4
Semester of the course execution:	4
Exam prerequisites:	/
Course objectives:	Development of productive and receptive language skills (listening, speaking, reading and writing) and expansion of language and grammatical structures (vocabulary, communication samples, phonological and orthographic characteristics) as well as development of general vocabulary and phraseology related to hospitality, economics and tourism; learning competencies necessary for life-long learning, that is, learning to communicate in the conditions of increased international mobility and unstable labour market, motivating independent learning and raising awareness of intercultural aspects

### **Course structure**

<b>Teaching mode</b>	<b>Number of contact hours per semester:</b>	<b>Student's requirements per teaching mode</b>
Lectures:	15	attendance 80 %
Exercises (auditory, linguistics):	30	attendance 80 %
Exercises (laboratory, practical):	/	
Field work:	/	
Other:	/	
<b>TOTAL:</b>	<b>45</b>	

### **Monitoring of students' work and knowledge evaluation during the course**

<b>OUTCOMES</b>		<b>Mid term exam</b>	<b>Essay</b>	<b>Translation</b>	<b>Total</b>	<b>Pass</b>	<b>Time frame for the recognition of the outcome</b>
Outcome 1	Analyse written text and / or speech from the professional field	10%	5%		15%	7.5%	Academic year
Outcome 2	Interpret topics related to the profession	20%	5%		25%	12.5%	Academic year
Outcome 3	Apply appropriate grammatical structures in English	20%			20%	10%	Academic year



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Outcome 4	Formulate a text on a topic in the professional field and / or personal interest	5%	10%		15%	7.5%	Academic year
Outcome 5	Translate expressions, sentences and text from general language and ESP	15%		10%	25%	12.5%	Academic year
Total % grade points		70%	20%	10%	100%	50%	
Share in ECTS		2.8	0.8	0.4	4		

### Knowledge evaluation on exams

Exam prerequisites		Written exam	Oral exam	Total	Pass
<b>OUTCOMES</b>					
Outcome 1	Analyse written text and / or speech from the professional field	10%	10%	20%	10%
Outcome 2	Interpret topics related to the profession	10%	10%	20%	10%
Outcome 3	Apply appropriate grammatical structures in English	15%	5%	20%	10%
Outcome 4	Formulate a text on a topic in the professional field and / or personal interest	10%	10%	20%	10%
Outcome 5	Translate expressions, sentences and text from general language and ESP	15%	5%	20%	10%
Total % of grade points		60%	40%	100%	50%
Share in ECTS		2.4	1.6	4	

### Review of units per week with associated learning outcomes

Week	Lecture course content and learning outcomes:	Outcome	Exercises course content and learning outcomes:	Outcome
1.	Introduction	I2	Grammar revision	I3
2.	Types of bosses	I1, I2	Conditional clauses I & II	I3
3.	How to Deal with a Difficult Boss	I1, I5	Conditional clauses III	I3
4.	Nepotism Rules	I1, I2	Describing personalities	I2, I4
5.	Is Nepotism Always Wrong?	I1, I2, I5	Discussion Nepotism	I1, I4
6.	Power	I1, I2	Collocations	I2, I3
7.	Six Keys to Negotiating Success	I1, I4	Special difficulties	I2, I5
8.	Two Common Mistakes in Negotiating	I1, I5	Conditionals / Revision	I3
9.	How to make Decisions / How to Do Cost Benefit Analysis	I1, I2, I5	Making suggestions	I4
10.	Risk-Taking and Testosterone in the Financial Industry	I1, I2	Banking – glossary	I2, I5
11.	Sexism in the world of business	I1, I2	Two-word verbs	I3, I5
12.	Accounting	I1, I5	Essay writing	I4
13.	Reports	I2	Essay feedback	I4



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14.	Homophones	I1, I2	Synonyms, antonyms,	12, I4
15.	Revision	I1, I2, I3, I4, I5	Preliminary Exam	I1, I2, I3, I4, I5

### **References (compulsory / additional)**

compulsory
1. Vyroubal, V., English for Business, Veleučilište u Karlovcu, II izdanje, 2012.
additional
2. Mackenzie, I, English for Business Studies, Cambridge University Press, II izdanje, 2002.
3. Mackenzie, I., Management and Marketing, Thomson & Heinle, I izdanje, 2002.
4. Trappe, T. & Tullis, G., Intelligent Business, Longman, I izdanje, 2006.
5. Emmerson, P., Business Vocabulary Builder, Macmillan, I izdanje, 2009.
6. Jacob, M. & Strutt, P., English for International Tourism, XII izdanje, 2006.
7. Bačić, M., Fabijanić, N., Karanikić, I., HEKON: rječnik ekonomskog nazivlja, Prolingua 2008.