



COURSE SYLLABUS

General information

Course title:	Business English A VI
ISVU course code:	225738
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:	6
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

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

Monitoring of students' work and knowledge evaluation during the course

OUTCOMES		Mid-term exam	Seminar	Presentation	Total	Pass	Time frame for the recognition of the outcome
Outcome 1	Analyse written text and / or speech from the professional field	15%			15%	7,5%	Academic year
Outcome 2	Interpret topics related to the profession	20%	5%		25%	12,5%	Academic year
Outcome 3	Apply appropriate	20%			20%	10%	Academic year



COURSE SYLLABUS

	grammatical structures in English						
Outcome 4	Formulate a text on a topic in the professional field and / or personal interest		20%	5%	25%	12,5%	Academic year
Outcome 5	Translate expressions, sentences and text from general language and ESP	15%			15%	7,5%	Academic year
Total % grade points		70%	25%	5%	100%	50%	
Share in ECTS		2,8	1	0,2	4		

Knowledge evaluation on exams

Exam prerequisites		Written exam	Oral exam	Total	Pass
OUTCOMES					
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%	60%	40%	100%
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	Register (formal vs. informal)	I3, I5
2.	Media Tactics - Dancing the Dance	I1, I2	How to Inform the Media	I2, I4
3.	Fake news	I1, I2	Discussion	I2, I4
4.	Turnaround Management	I1, I5	Making suggestions / Giving orders	I3, I4
5.	Pay and Benefits	I2, I4	Writing a notification to the press	I4
6.	Writing rules	I1, I2	Cohesive devices	I3, I4
7.	Older Employees	I1, I2	Age-old problem for baby-boomers	I4, I5
8.	Generation Y	I1, I5	Describing people	I4
9.	The Future of Leadership	I1, I2	Idioms	I4, I5
10.	What makes you employable?	I1, I2	The language of job ads	I2, I5
11.	Soft vs. hard skills	I1, I2	Research presentations	I2, I4
12.	Writing an effective CV	I1, I2	Job interviews	I4



COURSE SYLLABUS

13.	Motivation Letter	I1, I2	Career Paths / discussion	I2, I4
14.	Writing tips	I1, I2	Applications, complaints, handling complaints	12, I4
15.	Revision	I1, I2, I3, I4, I5	Preliminary exam	I1, I2, I3, I4, I5

References (compulsory / additional)

compulsory
1. Handouts
2. Vyroubal, V., English for Business, Veleučilište u Karlovcu, II izdanje, 2012.
3. Mackenzie, I, English for Business Studies, Cambridge University Press, II izdanje, 2002.
additional
4. Mackenzie, I., Management and Marketing, Thomson & Heinle, I izdanje, 2002.
5. Trappe, T. & Tullis, G., Intelligent Business, Longman, I izdanje, 2006.
6. Emmerson, P., Business Vocabulary Builder, Macmillan, I izdanje, 2009.
7. Jacob, M. & Strutt, P., English for International Tourism, XII izdanje, 2006.
8. Cotton, D. et al., Language Leader Advanced, Pearson Longman, 2010.
9. Bačić, M., Fabijanić, N., Karanikić, I., HEKON: rječnik ekonomskog nazivlja, Prolingua 2008
10. Internetske stranice:
11. www.headsupenglish.com/index.php/better-language-teaching
12. www.theguardian.com i sl.