



COURSE SYLLABUS

2019/2020 Academic Year

GENERAL COURSE INFORMATION

1.1. Course Name	Business English II								
1.2. Study Programme	Communication Management undergraduate professional study programme								
1.3. Course Short Name	PENG2	1.7. Year of Study	First						
1.4. Course Code	CM19110	1.8. Semester	Second / Summer						
1.5. Course Status	Obligatory	1.9. ECTS	4						
1.6. Course Structure	<table border="1"> <thead> <tr> <th>Course Type</th> <th>Total Hours</th> </tr> </thead> <tbody> <tr> <td>Lectures</td> <td>15</td> </tr> <tr> <td>Exercises</td> <td>15</td> </tr> </tbody> </table>	Course Type	Total Hours	Lectures	15	Exercises	15	1.10. Class Venue and Schedule	Bernays – According to published schedule
Course Type	Total Hours								
Lectures	15								
Exercises	15								

2. TEACHING STAFF

2.1. Lecturer in Charge	Adrian Beljo	2.6. Course Associates	Nataša Mance
2.2. Academic Rank	Mag. educ. philol. angl. et mag. educ. inf.	2.7. Academic Rank	MA
2.3. Teaching Rank	Senior Lecturer	2.8. Teaching Rank	Lecturer
2.4. Contact e-mail	adrian.beljo@bernays.hr	2.9. Contact e-mail	natasa.mance@bernays.hr
2.5. Consultations	According to published schedule	2.10. Consultations	According to published schedule

3. COURSE DESCRIPTION

3.1. Course Objectives	The objective of the course <i>Business English 2</i> is to develop reading, listening and speaking skills related to selected topics from the area of the study programme (sports, PR tools, social media and etiquette). Furthermore, the objectives are to familiarise students with basic vocabulary features of the English language, particularly at the level of semantics, morphology and syntax, and to expand vocabulary related to the study programme.
3.2. Enrolment Criteria	There are no specific requirements for enrolment in this course.



3.3. Learning Outcomes	<p>LO1: Identify and interpret false pairs (English, Croatian) and idioms, and use them both in spoken and written form.</p> <p>LO2: Recognise and interpret word-building methods in English (prefixes, suffixes, compounds).</p> <p>LO3: Explain the main idea in texts, conversations and speeches in the English language from selected areas (sports, PR tools, social media and etiquette).</p> <p>LO4: Present and defend an opinion on topics covered during the course.</p>																				
3.4. Course Content	<ol style="list-style-type: none"> 1. Reading and listening skills, vocabulary development on the topic of sports 2. False pairs, listening skills 3. Suffixes, speaking skills 4. Reading and listening skills, vocabulary development on the topic of PR Tools 5. Suffixes, listening and speaking skills 6. Reading and listening skills, vocabulary development on the topic of social media 7. Compound nouns, listening and speaking skills 8. Reading and listening skills, vocabulary development on the topic of etiquette 9. Idioms, listening and speaking skills 10. Preliminary exam 																				
3.5. Types of Class Activities	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 10%;">X</td> <td style="width: 20%;">Lectures</td> <td style="width: 10%;">X</td> <td style="width: 15%;">Exercises</td> <td style="width: 10%;"></td> <td style="width: 15%;">Field Trips</td> <td style="width: 10%;"></td> <td style="width: 15%;">Multimedia and Network</td> <td style="width: 10%;"></td> <td style="width: 15%;">Mentored Paper</td> </tr> <tr> <td></td> <td>Seminars and Workshops</td> <td></td> <td>Distance Learning</td> <td>X</td> <td>Independent Assignments</td> <td></td> <td>Laboratory</td> <td></td> <td>Misc.</td> </tr> </table>	X	Lectures	X	Exercises		Field Trips		Multimedia and Network		Mentored Paper		Seminars and Workshops		Distance Learning	X	Independent Assignments		Laboratory		Misc.
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	Seminars and Workshops		Distance Learning	X	Independent Assignments		Laboratory		Misc.												
3.6. Course Language	English Language																				
3.7. Student Obligations	Regular class attendance and active participation, obligatory assignments, preliminary exam, exam.																				
3.8. Monitoring Student Work and ECTS	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 10%;">1</td> <td style="width: 20%;">Class Attendance</td> <td style="width: 10%;"></td> <td style="width: 15%;">Written Exam</td> <td style="width: 10%;"></td> <td style="width: 15%;">Seminar Paper</td> <td style="width: 10%;">3</td> <td style="width: 15%;">Preliminary Exam(s)</td> <td style="width: 10%;"></td> <td style="width: 15%;">Project</td> </tr> <tr> <td></td> <td>Activities in Class</td> <td></td> <td>Oral Exam</td> <td></td> <td>Research</td> <td></td> <td>Essay</td> <td></td> <td>Misc.</td> </tr> </table>	1	Class Attendance		Written Exam		Seminar Paper	3	Preliminary Exam(s)		Project		Activities in Class		Oral Exam		Research		Essay		Misc.
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3.9. Grading Students during Class and Final Exam	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #D3D3D3;"> <th style="width: 60%;">Grade Type</th> <th style="width: 40%;">Points</th> </tr> </thead> <tbody> <tr> <td>1. Class Attendance</td> <td>5</td> </tr> <tr> <td>2. Preliminary Exam / Exam</td> <td>95</td> </tr> <tr style="background-color: #D3D3D3;"> <td>Total Points (class attendance + final exam)</td> <td>100</td> </tr> </tbody> </table>	Grade Type	Points	1. Class Attendance	5	2. Preliminary Exam / Exam	95	Total Points (class attendance + final exam)	100												
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3.10. Obligatory Literature	1. Beljo, A. and Miškulin Saletović, L. (2014). <i>English for Communication Management 1</i> : Zagreb: Edward Bernays College of Communication Management (selected units)																				
3.11. Supplementary Literature	1. Miškulin Saletović, L., Vojković Estatiev, V. and Beljo, A. (2012) <i>English Academic Vocabulary for Social Sciences and Humanities</i> : Zagreb: Hrvatski studiji Sveučilišta u Zagrebu (selected units)																				



2. Student's choice of English Grammar

3. Monolingual English language dictionary, student's choice

**3.12. Quality
Monitoring
Methods**

Observations and evaluation of teaching; student questionnaires