



## COURSE SYLLABUS

2018/2019 Academic Year

### GENERAL COURSE INFORMATION

1.1. Course Name	Business English II								
1.2. Study Programme	Tourist Destination Management and Marketing undergraduate professional study programme								
1.3. Course Short Name	PENG2	1.7. Year of Study	First						
1.4. Course Code	TDM19311	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	<a href="mailto:adrian.beljo@bernays.hr">adrian.beljo@bernays.hr</a>	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, to expand vocabulary related to the study programme, and to make students aware of common areas of difficulty that speakers of Croatian encounter when using English.
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<b>3.2. Enrolment Criteria</b>	There are no specific requirements for enrolment in this course.																	
<b>3.3. Learning Outcomes</b>	<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>																	
<b>3.4. Course Content</b>	<ol style="list-style-type: none"> <li>1. Reading and listening skills, vocabulary development on the topic of sports</li> <li>2. False pairs, listening skills</li> <li>3. Suffixes, speaking skills</li> <li>4. Reading and listening skills, vocabulary development on the topic of PR Tools</li> <li>5. Suffixes, listening and speaking skills</li> <li>6. Reading and listening skills, vocabulary development on the topic of social media</li> <li>7. Compound nouns, listening and speaking skills</li> <li>8. Reading and listening skills, vocabulary development on the topic of etiquette</li> <li>9. Idioms, listening and speaking skills</li> <li>10. Preliminary exam</li> </ol>																	
<b>3.5. Types of Class Activities</b>	X	Lectures	X	Exercises		Field Trips		Multimedia and Network		Mentored Paper								
		Seminars and Workshops		Distance Learning	X	Independent Assignments		Laboratory		Misc.								
<b>3.6. Course Language</b>	English Language																	
<b>3.7. Student Obligations</b>	Regular class attendance and active participation, obligatory assignments, preliminary exam, exam.																	
<b>3.8. Monitoring Student Work and ECTS</b>	1	Class Attendance	3	Written Exam		Seminar Paper		Preliminary Exam(s)		Project								
		Activities in Class		Oral Exam		Research		Essay		Misc.								
<b>3.9. Grading Students during Class and Final Exam</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="text-align: left;">Grade Type</th> <th style="text-align: left;">Points</th> </tr> </thead> <tbody> <tr> <td>1. Class Attendance</td> <td style="text-align: center;">5</td> </tr> <tr> <td>2. Preliminary Exam / Exam</td> <td style="text-align: center;">95</td> </tr> <tr style="background-color: #cccccc;"> <td><b>Total Points (class attendance + final exam)</b></td> <td style="text-align: center;"><b>100</b></td> </tr> </tbody> </table>										Grade Type	Points	1. Class Attendance	5	2. Preliminary Exam / Exam	95	<b>Total Points (class attendance + final exam)</b>	<b>100</b>
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<b>3.10. Obligatory Literature</b>	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. Supplement ary Literature

1. Miškulin Saletović, L., Vojković Estatiev, V. and Beljo, A. (2012) *English Academic Vocabulary for Social Sciences and Humanities*: 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