

Study program-: Engineering Management			
Type and level of studies: Master studies (second level of studies)			
Course unit: BUSINESS ENGLISH			
Teacher in charge-: Vesna Kovačević			
Language of instruction: English			
ECTS: 6			
Prerequisites: basic knowledge of business English (passed BEC preliminary exam)			
Semester: Summer			
Course unit objective - Mastering business English skills			
Learning outcomes of Course unit – The level of business English sufficient for work environment – either in companies or other institutions such as banks, etc.			
Course unit contents			
Theoretical classes-: Developing and learning all four language skills – reading, writing, listening and speaking with emphasis on business English vocabulary, idioms and phrases, grammar structures, business communication both oral and written. Learning strategies for negotiations, telephoning, socializing, running meetings and advertizing campaigns, delivering presentations, etc.			
Practical classes Work in pairs and groups simulating meetings; chairing, running and participation; organising an advertizing campaign, project and product development, negotiating proposals and ideas, presenting ideas in public using modern equipment, etc.			
Literature Norman Whitby&Patricia Sanders (2014) <i>Business Benchmark – pre –intermediate to intermediate – course books, CUP</i> Guy Brook Hart (2012) <i>Business Benchmark- upper-intermediate –vantage - course book, CUP</i> Michael Mc Carty (2009) <i>Business English Vocabulary in Practice - CUP</i> <i>BBC Presentations in English (2008)</i> Susan Lowe&Louise Pile (2006) <i>Presenting – Delta Business Communication Skills</i> David King (2005) <i>Socialising – Delta Business Communicatrion Skills</i> Susan Lowe (2004) <i>Telephoning- Delta Business Communication Skills</i> Louise Pile (2004) <i>E-mailing – Delta Business Communication Skills</i> Simon Sweeney (2005) <i>English for Business Communication – CUP</i> Mark Powell (2007) <i>In Company – upper-intermediate – Macmillan</i> Michael Mc Carthy&Felicity O’Dell (2008) <i>English Vocabulary in Use - CUP</i>			
Number of active teaching hours			Other classes
Lectures: 2	Practice:2	Other forms of classes: <i>mentoring and monitoring – 1</i>	
Independent work: 1			
Teaching methods - <i>Communicative method, interdisciplinary and interactive</i>			
Examination methods (maximum 100 points)			
Exam prerequisites	No. of points:	Final exam	No. of points:
Student’s activity during lectures	10	oral examination	50
Practical classes/tests	40	written examination	50
Seminars/homework	30	
Project	20		
Other			
Grading system			
Grade	No. of points	Description	
10	91-100	Excellent	
9	81-90	Exceptionally good	
8	71-80	Very good	
7	61-70	Good	
6	51-60	Passing	
5	Less than 51	Failing	