**General information**

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| Course title: | **English LANGUAGE** |
| ISVU[[1]](#footnote-1) course code:  | 39198 |
| Studies in which the course is taught: | Hospitality |
| Course Instructor: | Davorka Rujevčan, mag.educ., senior lecturer |
| Course Assistant: | / |
| ECTS credits: | 4.0 |
| Semester of the course execution: | II |
| Academic year: | 2022/ 2023 |
| Exam prerequisites: | / |
| Lectures are given in a foreign language: | English |
| Aims: | Expansion of linguistic and grammatical structures (vocabulary, communication patterns, phonological and orthographic features), and adoption of business language phraseology. Translation of professional literature within the processed vocabulary (translation). Acquisition of competencies necessary for lifelong learning, i.e. training for communication in the conditions of increased international mobility and a changing labour market, encouragement of autonomous learning and raising awareness of intercultural aspects. |

**Course**

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| Course structure | Number of contact hours per week: | Number of contact hours per semester: | Student’s requirements by type of teaching: |
| Lectures: | 2  | 30 | attendance 60% |
| Tutorials: | 2 | 30 | attendance 60% |
| Practical (lab) sessions: | / | / |  |
| Seminars: | / | / |  |
| Field work: | / | / |  |
| Other: | / | / |  |
| TOTAL: | 4 | 60 |  |

**Monitoring of students' work, knowledge evaluation and learning outcomes**

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| Formation of the grade during the implementation of teaching:(Define from minimum 5 to maximum 10 learning outcomes)  | **LEARNING OUTCOMES**(upon completion of the course the student should be able to:) | **FACTORS AFFECTING THE GRADE** (e.g. term paper, practical work, presentation, ...) | **MAXIMUM NUMBER OF POINTS PER FACTOR** |
| **I1**: Analyse written text and / or speech from the professional field  | Oral examActive participation | Independent work (exam tasks) – 60 pointsActive participation and presentation -20 pointsOral exam – 20 points |
| **I2**: Interpret topics related to the profession as well as topics of personal interest | Oral exam Presentation Independent work  |
| **I3:** Apply appropriate grammatical structures in English | Independent work  |
| **I4**: Formulate a text on a topic in the professional field and / or personal interest | PresentationIndependent work  |
| **I5**: Translate expressions, sentences and text from general language and ESP | Independent work  |
| **I6**: |  |
| **I 7:** |  |
| **I 8:** |  |
| **I 9:** |  |
| **I 10:** |  |
| Alternative formation of the grade( I 1 – I 10) | **or alternative formation of the grade: I 1 – I 10**/ | TOTAL: 100 points |
| Students' competencies | Being able to use the English language to communicate in a personal and professional environment; knowledge of specific terminology and its use in written and spoken language. Independent application of the source of knowledge for the purpose of further education and meeting one's personal and professional needs; independent use of professional literature in a foreign language and application of the acquired know-how in unfamiliar situations. |

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| Prerequisites for course approval (lecturer’s signature): | Lecture attendance 60% |
| Prerequisites for taking exams: | Lecture attendance 60% |
| Grading scale: | (According to the Regulations on student assessment of Karlovac University of Applied Sciences, Article 9, Paragraph 5)90-100 - excellent (5) (A)80 to 89.9 - very good (4) (B)65 to 79.9 - good (3) (C)60 to 64.9 - sufficient (2) (D)50 to 59.9 - sufficient (2) (E)0 to 49.9 – fail (1) (F) |

**ECTS structure**

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| ECTS credits allocated to the course reflect the total burden to the student during adoption of the course content. Total contact hours, relative gravity of the content, effort required for exam preparation, as well as, every other possible burden are taken in account: |
| **Attendance (active participation)** | **Term paper** | **Composition** | **Presentation** | **Continuous assessment and evaluation** | **Practical work** |
| 0.5 |  |  | 1 |  |  |
| **Independent work** | **Project** | **Written exam**  | **Oral exam** | **Other** |
| 1.5 |  |  | 1 |  |

**Review of topics/units per week associated with learning outcomes**

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| Week | Lectures topics/units and learning outcomes: | Tutorials topics/units and learning outcomes: |
| 1. | Common mistakes (I1, I2) | Example analysis (I4, I5) |
| 2. | Word formation (I1, I2) | False Pairs / False Friends / Collocations (I5) |
| 3. | Adventures in Research Funding (I1, I2) | Case Study – CERN (I4) |
| 4. | International cooperation (I2, I4) | Subordinate clauses (I1, I2, I5) |
| 5. | Reading Graphs (I1, I3) | Describing a graph (I3) |
| 6. | Business and Economics (I1, I2) | Financial crisis (I4, I5) |
| 7. | Public opinion counts (I1, I2) | Presenting – Art or Skill? (I1, I2) |
| 8. | Presenting a company or a product (I4, I5) | Designing a presentation (I4) |
| 9. | Digital wonderland (I1, I3) | Academic verbs (I5) |
| 10. | Tourism and conservation (I1, I2) | Travel collocations (I5) |
| 11. | Business News (I1, I2) | Summarizing (I4) |
| 12. | A Sales Leaflet (I1) | Marketing skills (I2, I4) |
| 13. | Writing an Effective CV (I1, I2) | CV samples (I4, I5) |
| 14. | Job Interviews (I1, I2) | Typical questions and answers (I3, I4, I5) |
| 15. | Preliminary exam | Preliminary exam analysis |

**References**

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| REFERENCES (compulsory/additional): |
| compulsoryHandoutsMackenzie, I., Management and Marketing, Thomson & Heinle, I izdanje, 2002additionalVyroubal, V., English for Business, Veleučilište u Karlovcu, II izdanje, 2012Mackenzie, I, English for Business Studies, Cambridge University Press, II izdanje, 2002Trappe, T. & Tullis, G., Intelligent Business, Longman, I izdanje, 2006Emmerson, P., Business Vocabulary Builder, Macmillan, I izdanje, 2009Cotton, D. et al., Language Leader Advanced, Pearson Longman, 2010Bačić, M., Fabijanić, N., Karanikić, I., HEKON: rječnik ekonomskog nazivlja, Prolingua 2008websites:www.headsupenglish.com/index.php/better-language-teaching[www.theguardian.com](http://www.theguardian.com), etc. |

**Exams for the academic year: 2022/2023**

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| Exam dates: | According to the schedule of exams for academic year 2022/2023  |

**Contact information**

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| 1. Course Instructor/Lecturer: | Davorka Rujevčan, mag.educ., senior lecturer |
| e-mail: | davorka.rujevcan@vuka.hr |
| Office hours / Consultations: | According to the schedule of the Business Department |
| 2. Course Instructor/Lecturer: | / |
| e-mail: | / |
| Office hours / Consultations: | / |

1. ISVU – Information System of Higher Education Institutions in Croatia [↑](#footnote-ref-1)