

COURSE TITLE		BUSINESS ENGLISH II				
Course code	STT012	Year of study	1.			
Lecturer(s)	Edita Šalov, senior lecturer Ivana Vodogaz, senior lecturer	ECTS (Number of credits allocated)	4			
Associates		Total lesson hours per semester	Lecture	Seminar	Practical	Laboratory
			0	60	0	0
Course status	Compulsory	Percentage share of e-learning	20%			
COURSE DESCRIPTION						
Course Objectives	<ul style="list-style-type: none"> To introduce students to the world of international business, the basics of accounting and enable them to cope with different business situations. To adopt the corresponding lexical and grammatical elements. To develop language skills and language functions most used in business speech and related informal situations. 					
Course enrolment requirements and entry competencies required for the course	/					
Learning outcomes On successful completion of this course, student should be able to:	<ol style="list-style-type: none"> To define and adopt concepts in the field of business English related to topics such as working abroad, management, corporate culture, training and skills development, finance, digital business, and accounting. To discuss specific business environments and cultures, policies of different companies, known leaders as examples of extraordinary leadership, give an example of how to organize team building and reach an agreement during negotiations, describe solutions for managing an imaginary company, retell an anecdote. To apply grammatical, sociolinguistic and communication knowledge and skills. To use the adopted professional terminology and express your opinion on the topic. To prepare and hold a presentation on the topic from the selected processed area. 					
Course content	<p>Working across cultures: Working in new markets. Prospective presentation topics. WORKING ABROAD: vocabulary. Adjectives, prefixes, opposites. Project: Research a different work or study culture. Listening: Working in other cultures. Past tenses. Tell an anecdote. Expressing preferences. Keeping a conversation going. Task: Meeting new people at induction day. Formal/neutral/informal language for recommendations. First and second conditional. Accounting vocabulary: Taxes / Depreciation. LEADERSHIP: vocabulary. Project: Discuss and write about a great leader. Reading: Business leaders need neuroscience. Relative clauses. Truth or lie game using relative clauses. Giving and responding to feedback. Listening: Managing a team meeting. Leading and managing meetings. Task: Lead a mini meeting. Formal and semi-formal language for decisions. Reduced relative clauses. Accounting vocabulary: The back office / Guiding principles of accounting. CORPORATE CULTURE: vocabulary. Project: Company policy. Future Continuous and Future Perfect Simple. Speaking: How do you see yourself in the future? Listening: Presenting yourself to a new project team. Structuring a company news blog. Phrases with be. Accounting vocabulary: Controllers / Cash and</p>					

	<p>liquidity. TRAINING AND DEVELOPMENT: vocabulary. Video: Types of training. Project: Induction to a new job. Listening: Strategy for training and development across a whole company. Modals in the passive voice. Exchanging ideas. Task: Organising a team-building event. Requests and reasons. Linking words for reason and purpose. Accounting vocabulary: Intangible assets. FINANCE: vocabulary. Video: Past crashes and crises. Finance and economic crises. Project: Research the history of a bank or financial institution. Reading: Adidas raises targets. Expressing certainty and probability; Position of adverbs and adverbial phrases. Discussing future changes. Video: Managing bad news. Responding to bad news. Strong and weak forms of <i>that</i>. Asking for clarification and paraphrasing. Useful phrases for annual report summaries. Articles - a/an, the, no article. Accounting vocabulary: Internal controls against mistakes and theft. DIGITAL BUSINESS: vocabulary. Video: A disruptive marketing start-up. Digital Business and technology. Zero, first and second conditionals. Linkers. Video: Handling difficult communicators. Keeping a meeting on track. Listening: Positional and principled negotiations. Reaching agreement in a negotiation. Accounting Vocabulary: Leverage - good or bad? Useful language for Business proposals. Noun phrases to replace verb phrases. Students' portfolio: Listening test and Reading comprehension test. Students' presentations.</p>					
Types of teaching:	<input type="checkbox"/> lecture <input checked="" type="checkbox"/> seminars and workshop <input type="checkbox"/> practical <input checked="" type="checkbox"/> combined e-learning <input type="checkbox"/> field research		<input checked="" type="checkbox"/> self-study <input checked="" type="checkbox"/> multimedia <input type="checkbox"/> laboratory <input type="checkbox"/> mentoring work <input type="checkbox"/> (others)			
Student obligations	<ul style="list-style-type: none"> • Class attendance (at least 70% for full-time students; 50% for part-time students). • Independent portfolio development. 					
Monitoring student work (enter the share in ECTS credits for each activity so that the total number of ECTS credits corresponds to the credit value of the course):	Class attendance	2 ECTS	Research		Practicals	
	Experimental work		Report		Mid-term exams	0,4 ECTS
	Essay		Seminar		(others)	
	Self-study	0,6 ECTS	Workshop		(others)	
	Portfolio	0,6 ECTS	Office hours and final exam	0,4 ECTS	(others)	
Assessment and evaluation of student work during classes and at the final exam	CONTINUOUS ASSESSMENT					
	Continuous testing indicators			Performance A_i (%)	Grade ratio k_i (%)	
	Class attendance and participation			70-100	10	
	Portfolio			0-100	30	
	First mid-term exam			50-100	30	
	Second mid-term exam			50-100	30	
	Students who have not passed the exam via the first and second mid-term exams, take the final exam. The same applies when students have to retake the exam.					
FINAL ASSESSMENT						

	Indicators checks	Performance A_i (%)	Grade ratio k_i (%)																		
	Final exam (written)	50 - 100	60																		
	Previous activities	0 - 100	40																		
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<p>The grade (in percentages) is formed on the basis of all indicators that describe the level of student activities according to the relation:</p> $Grade (\%) = \sum_{i=1}^N k_i A_i$ <p>k_i - weighting factor for each activity, A_i - success in percentage achieved for a particular activity, N - total number of activities.</p>																					
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Required reading	Dubicka, I., O'Keeffe, M., Dignen, B., Hogan, M., Wright, L., (2018) <i>Business Partner B1+</i> (Student's Book, units 7,8), Workbook), Longman, Pearson Education Limited Dubicka, I; O'Keeffe, M.; Rosenberg, M; (2021) <i>Business Partner B2</i> (Student's Book, units 1-4, Workbook), Longman, Pearson Education Limited																				
Optional reading	<ol style="list-style-type: none"> Hornby, A. S. (2007) <i>Oxford Advanced Learner's Dictionary</i>, OUP. Oxford. Murphy, R. (2004) <i>English Grammar in Use</i>, Cambridge University Press. Mascull, B. (2007) <i>Business Vocabulary in Use</i>. CUP. Cambridge. <i>Oxford Business English Dictionary</i> (2006) OUP. Oxford. 																				
Quality monitoring to ensure the acquisition of established learning outcomes	<ul style="list-style-type: none"> Records of class attendance and success in performing student obligations Updating detailed course curricula Supervision of teaching activities Continuous quality control of all parameters of the teaching process in accordance with the Action Plans Semester-based student survey in accordance with the "Ordinance on the 																				

	procedure of student evaluation of teaching work at the University of Split" (UNIST, Centre for Quality Improvement).
Other information	Detailed course curricula found on the MOODLE learning platform are accessed by all students and teachers of the University Department. For the purpose of providing information to the general public, shortened versions of course syllabi (in Croatian and English) are directly accessible on the website of the University Department.