

COURSE TITLE		BUSINESS ENGLISH III				
Course code	STT023	Year of study	2.			
Lecturer(s)	Jasmina Rogulj, PhD, college professor Edita Šalov, senior lecturer Ivana Vodogaz, senior lecturer	ECTS (Number of credits allocated)	3			
Associates		Total lesson hours per semester	Lecture	Seminar	Practical	Laboratory
			0	45	0	0
Course status	Compulsory	Percentage share of e- learning	20%			
COURSE DESCRIPTION						
Course Objectives	<ul style="list-style-type: none"> <li>To introduce students to the world of international business and enable them to cope with different business situations.</li> <li>To adopt the corresponding lexical and grammatical elements.</li> <li>To develop language skills and language functions most used in business speech and related informal situations.</li> </ul>					
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"> <li>To define and adopt concepts in the field of business English related to topics such as corporate culture, training and development, finance, digital business.</li> <li>To understand original written texts and audio/video materials related to business topics.</li> <li>To use grammatical and lexical structures typical for written and oral business communication.</li> <li>To understand professional business interviews, presentations and other talks held by business experts.</li> <li>To use a wide range of critical thinking skills i.e. to apply them for solving different business cases.</li> <li>To deliver a presentation on the chosen business topic.</li> </ol>					
Course content	<p>PERFORMANCE</p> <p>Starting up discussion: Video: The cyber manager</p> <p>Vocabulary: Rewarding performance</p> <p>Reading: How to develop a rewarding culture</p> <p>Vocabulary practice</p> <p>Language: Linking words and concessive clauses</p> <p>Speaking and assignment: Concessions and compromise in your own life</p> <p>Language: Phrasal verbs</p> <p>Listening: A project review meeting</p> <p>Functional language: Positive comment and constructive criticism</p>					

	<p><b>ETHICS</b>  Introduction: video: Ethics in the fashion industry  Vocabulary: Business ethics  Topic- related assignment: How ethical are your fashion choices?  Video: Transparency in business – vocabulary analysis and discussion  Grammar: Third conditional  Selection of idioms most commonly used in business  Third conditional: practice sentences  Functional language: Voicing and responding to concerns with a colleague</p> <p><b>TIME MANAGEMENT</b>  Introduction - Video: Time management  Vocabulary: Managing time  Project: The working from home debate  Speaking: Are you good at managing time?  Reading: Cutting overtime in Japan  Grammar: Adverbials and time expression  Listening: A difficult meeting  Task: Dealing with difficult people at work</p> <p><b>CHANGE</b>  Vocabulary: Change management  Listening: Difficult decisions and changes  Video: Discussing future options: vocabulary and discussion  Functional language: coaching and mentoring  Reading comprehension  Grammar: Reported speech and reporting verbs  Passive voice with reporting verbs</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"> <li>• Class attendance (at least 70% for full-time students; 50% for part-time students).</li> <li>• Independent portfolio development.</li> </ul>					
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	1,5 ECTS	Research		Practicals	
	Experimental work		Report		Mid-term exams	0,3 ECTS
	Essay		Seminar		(others)	
	Self-study	0,5 ECTS	Workshop		(others)	
	Portfolio	0,5 ECTS	Office hours and final exam	0,2 ECTS	(others)	
Assessment and evaluation of student work during classes and at the final exam	<b>CONTINUOUS ASSESSMENT</b>					
	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.		
	<b>FINAL ASSESSMENT</b>		
	Indicators checks	Performance $A_i$ (%)	Grade ratio $k_i$ (%)
	Final exam (written)	50 - 100	60
	Previous activities	0 - 100	40
	Indicators checks	Performance $A_i$ (%)	Grade ratio $k_i$ (%)
Final exam (written)	50 - 100	60	
Previous activities	0 - 100	40	
The grade (in percentages) is formed on the basis of all indicators that describe the level of student activities according to the relation:			
$Grade (\%) = \sum_{i=1}^N k_i A_i$			
$k_i$ - weighting factor for each activity, $A_i$ - success in percentage achieved for a particular activity, $N$ - total number of activities.			
<b>PERFORMANCE AND GRADE</b>			
Percentage	Criteria	Grade	
od 50% do 62,4%	<i>basic criteria met</i>	sufficient (2)	
od 62,5% do 74,9%	<i>average performance with some errors</i>	good (3)	
od 75% do 87,4%	<i>above average performance with minor errors</i>	very good (4)	
od 87,5% do 100%	<i>outstanding performance</i>	outstanding (5)	
Required reading	Dubicka, I., Rosenberg, M., Dignen, B., Wright, L. <i>Business Partner B2</i> (Student's Book – units 5 - 8, Workbook), Pearson, 2021		
Optional reading	<ol style="list-style-type: none"> <li>Hornby, A. S. (2007) <i>Oxford Advanced Learner's Dictionary</i>, OUP. Oxford.</li> <li>Murphy, R. (2004) <i>English Grammar in Use</i>, Cambridge University Press.</li> </ol>		

	<p>3. Mascull, B. (2007) <i>Business Vocabulary in Use</i>. CUP. Cambridge.</p> <p>4. <i>Oxford Business English Dictionary</i> (2006) OUP. Oxford.</p>
<p>Quality monitoring to ensure the acquisition of established learning outcomes</p>	<ul style="list-style-type: none"> <li>• Records of class attendance and success in performing student obligations</li> <li>• Updating detailed course curricula</li> <li>• Supervision of teaching activities</li> <li>• Continuous quality control of all parameters of the teaching process in accordance with the Action Plans</li> <li>• 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).</li> </ul>
<p>Other information</p>	<p>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.</p>