

UČNI NAČRT PREDMETA / COURSE SYLLABUS

Predmet: Strokovni tuji jezik – angleščina
Course title: Foreign Language – Professional

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Tehnologije in sistemi – prva stopnja	Tehnologije in sistemi	prvi	drugi
Technologies and systems – 1st cycle	Technologies and systems	first	second

Vrsta predmeta / Course type obvezni/obligatory

Univerzitetna koda predmeta / University course code: TS 1 UN 11

Predavanja Lectures	Seminar Seminar	Vaje Tutorial	Klinične vaje work	Druge oblike študija	Samost. delo Individ. work	ECTS
15		45			85	4

Nosilec predmeta / Lecturer: Tina Zrilič Ferbežar, pred.

Jeziki / Languages:

Predavanja / Lectures:	slovenski/Slovenian angleški/English
Vaje / Tutorial:	slovenski/Slovenian angleški/English

Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:

- vpis v prvi letnik študija,
- znanje splošnega angleškega jezika kot prvega tujega jezika po uspešno zaključeni srednji šoli,
- študent mora pred izpitom pripraviti in predstaviti seminarsko nalogo, opraviti nastop in oddati jezikovno mapo s poročili seminarskega dela in oblik sprotnega preverjanja.

Prerequisites:

- enrollment in the first year of study,
- knowledge of general English as the first foreign language after successfully completing secondary school,
- before the exam, the student must prepare and present a seminar assignment, make a presentation and submit a language folder with reports of the seminar work and forms of on-the-spot testing.

Vsebina:

- *Uvod.* Cilji. Metode učenja in dela. Načrtovanje. Ponovitev slovnice, besedišča in besedotvorja.
- *Pisna in ustna komunikacija z uporabo strokovnih izrazov s strokovnih področij. Govorjenje in poslušanje.* Branje in pisanje. Razumevanje slušnih in pisnih besedil s področja tehnologij. Pisno komuniciranje (tehnična dokumentacija in poročila, poslovno pismo, dopisi, e-pošta). Poročanje, citiranje, povzetki, eseji, ključne besede, predstavitve.
- Reševanje poslovnih problemov.
- *Oblike komuniciranja v poslovnem svetu.* Poslovni pogovori. Sestanki, razprave, posvetovanja. Pogajanja, dogovarjanja.
- *Nastop, predavanje.* Metode posredovanja informacij.
- *Uporaba medijev* (avdio, video, avdiovizualna prezentacija, internet).
- *Procesi.* Proizvodnja.
- *Materiali.*
- *Elektrotehnika in elektronika.*
- *Mehanika.*
- *Stroji in naprave.*
- *Ekonomika.*
- *Kakovost.*
- *Industrijsko pravo.*
- *Okolje.*

Content (Syllabus outline):

- *Introduction.* Objectives. Learning and working methods. Planning. Revision of grammar, vocabulary and word formation.
- *Written and oral communication using professional terms. Speaking and listening skills.* Reading and writing. Comprehension of listening and written texts related to technology. Written communication (technical documentation and reports, business letters, letters, e-mails). Reporting, citation, summaries, essays, keywords, presentations.
- Solving business problems.
- *Forms of communication* in the business world. Business conversations. Meetings, discussions, consultations. Negotiations, agreements.
- *Performance, lecture.* Methods of information transmission.
- *Use of media* (audio, video, audiovisual presentation, internet).
- *Processes.* Production.
- *Materials.*
- *Electrical engineering and electronics.*
- *Mechanics.*
- *Machines and devices.*
- *Economics.*
- *Quality.*
- *Industrial law.*
- *Environment.*

Temeljni literatura in viri / Readings:**Obvezna**

Brieger, N., Pohl, A. (2008) *Technical English: Vocabulary and Grammar*. Oxford: Summertow.
Murphy, R. (2010) *English Grammar in Use: a Self-Study Reference and Practice Book for Intermediate Students of English*. Cambridge: Cambridge University Press.

Hornby, A. S. (2011) *Oxford Advanced Learner's Dictionary of Current English*. Oxford: Oxford University Press.

Priporočljiva

Glendinning, E. H., Glendinning, N. (2001) *Oxford English for Electrical and Mechanical Engineering*. Oxford: Oxford University Press.

Breščak, D. (2002) *Business English*. Novo mesto: Visoka šola za upravljanje in poslovanje.

Kosel, B. (2006). *The Product Is You: English for Students of Mechanical Engineering*. Ljubljana: Fakulteta za strojništvo.

Grad, A., Škerlj, R., Vitorovič, N. (2004) *Veliki angleško-slovenski slovar*. Ljubljana: DZS.

Grad, A., Leeming, H. (2006) *Slovensko-angleški slovar*. Ljubljana: DZS.

Avtentična in prirejena gradiva z interneta, radia, TV, časopisov in revij. Video vsebine.

Dodatna literatura je študentom dostopna na spletni strani šole, internetu, v šolski knjižnici ter drugih splošnih in specialnih knjižnicah in mednarodnih bazah.

Cilji in kompetence:

Učna enota prispeva predvsem k razvoju naslednjih splošnih in specifičnih kompetenc:

- poznavanje in razumevanje socialnih sistemov v poslovnem okolju,
- razvoj komunikacijskih sposobnosti in spretnosti v domačem in mednarodnem poslovnem okolju,
- uporaba strokovnega tujega jezika v ustni in pisni obliki,
- kooperativnost, usposobljenost za timsko delo,
- sposobnost interdisciplinarnega povezovanja znanja za izdelovanje, spremljanje in vodenje tehnične dokumentacije,
- usposobljenost za organiziranje in vodenje oddelka ali skupine,
- usposobljenost za komuniciranje z interesnimi skupinami (dobavitelji, kupci, konkurenco, strokovnjaki z različnih področij, politiki itd.).

Objectives and competences:

The learning unit mainly contributes to the development of the following general and specific competences:

- knowledge and understanding of social systems in the business environment;
- development of communication skills and abilities in the national and international business environment;
- use of a professional foreign language in oral and written form,
- willingness to cooperate and work in a team,
- production, monitoring and management of technical documentation,
- competence in organizing and managing a department or group,
- competence in communicating with interest groups (suppliers, customers, competition, experts from various fields, politicians, etc.).

Predvideni študijski rezultati:

Znanje in razumevanje:

Študent/študentka:

- pozna in razume pomen pisne in ustne komunikacije v angleškem jeziku,
- pozna in razume vlogo komuniciranja v poslovnih odnosih,
- pozna in uporablja komunikacijske strategije,
- pozna in uporablja osnovne komunikacijske spretnosti v angleškem jeziku,
- pridobljeno znanje uporablja pri pisnem, verbalnem in neverbalnem komuniciranju in pri vodenju poslovnih pogovorov, sestankov, razprav in dogovarjanj,

Intended learning outcomes:

Knowledge and understanding:

Student:

- knows and understands the importance of written and oral communication in English,
- knows and understands the role of communication in business relationships,
- knows and uses communication strategies,
- knows and uses basic communication skills in English,
- applies acquired knowledge in written, verbal and non-verbal communication and in conducting business conversations, meetings, discussions and agreements,
- reflects on and critically evaluates various communication experiences (own and observed),

- reflektira in kritično ovrednoti različne (lastne in opazovane) komunikacijske izkušnje,
- izbere in spremlja gradiva iz drugih strokovnih disciplin in jih poveže s področjem,
- proaktivno in kritično spremlja aktualno dogajanje,
- v povezavi z drugimi predmeti pozna, razume in vrednoti nekatere strokovne in družbene naloge zaposlenih na različnih področjih, še posebej etično in profesionalno odgovornost, in je pripravljen na ustvarjalno soočanje s komunikacijskimi problemi v delovnem okolju,
- pozna in razume umeščenost svojega strokovnega področja v širše družbene, kulturne in vrednostne kontekste ter z refleksijo teh kontekstov oblikuje intelektualno aktiven in profiliran odnos do sveta,
- zna uporabiti znanje in sposobnost reševanja problemov v novem okolju,
- zna posredovati zaključke splošni in strokovni javnosti,
- pozna vpliv tehnoloških odločitev na okolje,
- ima učne navade, ki ji/mu bodo omogočale samostojno nadaljevati učenje.

- selects and observes materials from other disciplines and relates them to the field,
- proactively and critically follows current events,
- knows, understands and values, in connection with other subjects some of the professional and social responsibilities of employees in various fields, especially ethical and professional responsibilities, and is prepared to deal creatively with communication problems in the work environment,
- knows and understands the placement of his/her professional field in larger social, cultural and value contexts and forms an intellectually active and distinguished attitude toward the world through reflection on these contexts,
- knows how to apply knowledge and skills to solve problems in a new environment,
- is able to communicate conclusions to the general and professional public,
- knows the impact of technological decisions on the environment,
- has study habits that enable him/her to continue learning independently.

Metode poučevanja in učenja:

- *seminarske vaje* v povezavi s prakso (refleksija izkušenj, projektno delo, timsko delo, metode kritičnega mišljenja, diskusija, sporočanje povratne informacije, socialne igre) in temelječe na izkušnjskem, sodelovalnem in problemskem učenju (personalizacija individualnega dela, vključevanje v omrežno delo in terminsko usklajevanje s skupino, interaktivne debatne skupine, diskusija, razlaga, opazovanje, timsko delo, študija primera, metode kritičnega branja in pisanja, igra vlog, sodelovalno učenje, slušno razumevanje in aktivnosti ob poslušanju in branju, videu in internetu, mapa, evalvacija, samoocenjevanje),

Learning and teaching methods:

- *seminar tutorials* in connection with practice (reflection of experience, project work, team work, methods of critical thinking, discussion, providing feedback, social games) and based on experiential, collaborative and problem-based learning (personalization of individual work, involvement in network work and term coordinating with a group, interactive debate groups, discussion, explanation, observation, teamwork, case study, methods of critical reading and writing, role play, cooperative learning, listening comprehension and activities with listening and reading, video and internet, folder, evaluation, self-assessment),

<ul style="list-style-type: none"> • individualne in skupinske <i>konzultacije</i> (diskusija, dodatna razlaga, obravnava specifičnih vprašanj), • <i>oblikovanje mape in samostojni študij</i> (motiviranje, usmerjanje, samoopazovanje, samouravnavanje, refleksija, samoocenjevanje). 	<ul style="list-style-type: none"> • individual and group <i>consultations</i> (discussion, additional explanation, treatment of specific issues), • <i>folder design and independent study</i> (motivation, guidance, self-observation, self-regulation, reflection, self-assessment).
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Načini ocenjevanja:	Delež (v %) / Weight (in %)	Assessment:
<p>Način (pisni izpit, ustno izpraševanje, naloge, projekt):</p> <ul style="list-style-type: none"> • pisni izpit • ustni izpit • jezikovna mapa s poročili seminarskega dela in oblik sprotnega preverjanja ter nastop <p>Ocenjevalna lestvica: ECTS.</p>	<p>50% ocene 30% ocene 20% ocene</p>	<p>Type (examination, oral, coursework, project):</p> <ul style="list-style-type: none"> • written exam • verbal exam • language folder with reports of seminar work and forms of on-going checks and performances <p>Grading scale: ECTS.</p>