

# Business language courses

International students, who come to our faculty within the Socrates/Erasmus programme or other forms of international exchange, can attend business language courses as well.

Course code	Business language courses	ECTS
02-064	Business English Basics	6
02-008	Business English 1	6
02-019	Business English 2	6
02-067	Business English 3 (Preparation Course for BEC Vantage)	6
02-065	Business Italian Basics	6
02-009	Business Italian 1	6
02-020	Business Italian 2	6
02-066	Business German Basics	6
02-010	Business German 1	6
02-021	Business German 2	6

## Business English Basics

Course code: 02-064, basic level to pre-intermediate level, 6 ECST

The course is aimed for students with basic or pre-intermediate knowledge of general English. During the course, students develop reading, writing, speaking and listening skills used in various business situations. They also revise and upgrade basic grammatical structures, which are studied in an appropriate general or business context. The vocabulary studied at pre-intermediate level covers the following topics: preparing business trips, arranging appointments, telephoning, negotiating and dealing with problems, visiting a company, describing products, looking for a job and presenting information. Students prepare a mini presentation on the topic they choose.

The end of course assessment consists of a written, oral exam and an oral presentation.

### Literature:

- Collins Cobuild English dictionary*. 1995. London: Harper Collins.
- Grant, D., and R. McLarty. 2001. *Business basics: Student's book*. Oxford: Oxford University Press.
- Grant, D., and R. McLarty. 2001. *Business basics: Workbook*. Oxford: Oxford University Press.

## Business English 1

Course code: 02-008, upper-intermediate level, 6 ECTS

Students develop speaking, listening, reading and writing skills used in different business situations (telephone conversations, presentations, business meetings, negotiations, business correspondence and others). At the same time students enhance their knowledge of general English (vocabulary, language functions and grammatical structures) and enrich their vocabulary with terminology related to the fields of management and other business related studies.

The end of course assessment consists of a written, oral exam and a presentation.



### Literature

Bratož, S., and N. de Bondt. 2002. *A guide to business correspondence*. Koper: Visoka šola za management.

Bratož, S., and N. de Bondt. 2003. *English for business and management*. Koper: Fakulteta za management.

*Collins Cobuild English dictionary*. 1995. London: Harper Collins.

*Oxford advanced learner's dictionary*. 1996. Oxford: Oxford University Press.

## **Business English 2**

Course code: 02-019, upper-intermediate to advanced level, 6 ECTS

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By actively participating in discussions and simulated business situations students develop the ability to independently present their opinions and interpret information, texts and situations in a foreign language. The topics discussed develop and upgrade the students' vocabulary in the fields of management, entrepreneurship, marketing, banking, international trade, the European Union and other related areas by taking into account the current trends and developments in the fields in question.

The end of course assessment consists of a written and oral exam.

### Literature

*Collins Cobuild English dictionary*. 1995. London: Harper Collins.

*Oxford advanced learner's dictionary*. 1997. Oxford: Oxford University Press.

Tullis, G., and T. Trappe. 2000. *New insights into business: Student's book*. Harlow: Longman.

Tullis, G., and T. Trappe. 2000. *Insights into business: Workbook*. Harlow: Longman.

## **Business English 3 (Preparation course for BEC Vantage)**

Course code: 02-067, 6 ECTS

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Students are prepared to take the international business English exam (Business English Certificate – Vantage) carried out by the Examination Centre for English as a Foreign Language at the Cambridge University. Students upgrade their knowledge of general and business English and get acquainted with the content and form of the exam. The emphasis is on reading comprehension of business texts, business correspondence, listening comprehension of authentic texts and oral communication skills.

The end of course assessment consists of a written and oral exam.

(This is only a preparation course for the University of Cambridge BEC Vantage exam and does not cover the costs of the actual examination. Students can later decide to take this exam which is organized by the British Council in most countries in Europe and thus receive an International Business English Certificate).

### Literature

Wood, I. 2001. *Pass Cambridge BEC vantage: Workbook*. Oxford: Summertown.

Wood, I., P. Sanderson, and A. Williams. 2001. *Pass Cambridge BEC vantage: Student's book*. Oxford: Summertown.



## Business Italian Basics

Course Code 02-065, beginners' level

6 ECTS

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Students acquire basic language notions (vocabulary, grammatical structures, language functions) and develop the four language skills (listening, reading, writing and speaking) at beginner's level with special attention paid to spoken communication. The course provides language skills for basic communicative situations in everyday life dealing with topics such as introducing oneself, meeting guests, presenting a town, asking for directions, commenting on the weather, etc.

The end of course assessment consists of a written and oral exam.

### Literature

Brambilla, R., A. Crotti, and L. von Albertini. 1999.

*Buon giorno! Italianščina za začetnike*. Ljubljana: DZS.

Marin, T., and S. Magnelli. 2003. *Progetto Italiano 1:*

*Corso di lingua e civiltà italiana; Libro dei testi*. 8th ed. Atene: Edilingua.

Marin, T., and S. Magnelli. 2003. *Progetto Italiano 1:*

*Corso di lingua e civiltà italiana; Libro degli esercizi*. 8th ed. Atene: Edilingua.

## Business Italian 1

Course code: 02-009, upper-intermediate level to advanced level, 6 ECTS

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Students revise and enhance their grammar knowledge: tenses, aspect, implicit verbal forms, different forms of the passive, conditional clauses, reported speech, use of capital letters, types of addressing people, punctuation, etc. Practical classes are intended for strengthening grammar structures by means of different tests and exercises, broadening general and technical vocabulary, learning how to use abbreviations. Students learn to analyse, summarise, and adapt texts from the daily and magazine press. They also explain the terminology, summarise, and compare the economic and business situation in Slovenia and abroad.

The end of course assessment consists of a written, oral exam and an oral presentation.

### Literature

Ceglar Jurinčič, M. 2004. *Communicare in azienda*.

Koper: Fakulteta za management.

Dardano, M., and P. Trifone. 1995. *Grammatica italiana*. Milano: Zanichelli.

Katerinov, K. 2003. *La lingua italiana per stranieri: Corso medio*. Perugia: Guerra.

Reale, G. 1999. *La nuova corrispondenza commerciale*. Milano: De Vecchi.

## Business Italian 2

Course code: 02-020, advanced level, 6 ECTS

The course focuses on writing business letters, the presentation of a group paper, and practising the use of technical language. Types of texts to be analysed: company description, product description, chronicle, review, evaluation. Students read and compare economic and social situations in Italy and at home (Il Mondo, Panorama) and learn about the relation between the general communication language and technical language, between the micro-language of management and other micro-languages, such as business systems, financing, marketing. The course also provides the basics of translation: invitations, advertisements in two languages, etc.

The end of course assessment consists of a written, oral exam, oral presentation and written assignments.

### Literature

- Ceglar Jurinčič, M. 2002. *Come leggere*. Koper: Visoka šola za management.
- Chiuchì, A., and M. Bernacchi. 1994. *Manuale di tecnica e corrispondenza commerciale*. Perugia: Guerra.
- Fortuna, F., F. Ramponi, and A. Scucchia. 1999. *Compendio di economia aziendale*. Milano: Le Monier.
- Lenassi, N. 1999. *L'italiano per le relazioni commerciali*. Ljubljana: Ekonomska fakulteta.
- Reale, G. 1999. *La nuova corrispondenza commerciale*. Milano: De Vecchi.

## Business German Basics

Course Code 02-066, beginners' level, 6 ECTS

Students acquire basic language notions (vocabulary, grammatical structures, language functions) and develop the four language skills (listening, reading, writing and speaking) at beginner's level. The course provides language skills for basic communicative situations in a business environment (social contacts, telephoning, asking for and giving directions, inquiring about products, hotel and restaurant situations, fairs, etc.) and includes corresponding role-play exercises.

The end of course assessment consists of a written and oral exam.

### Literature

- Luscher, R. 1998. *Übungsgrammatik für Anfänger*. Ismaning: Verlag für Deutsch.
- Macaire, D., and G. Nicolas. 2004. *Wirtschaftsdeutsch für Anfänger: Grundstufe*. Stuttgart: Klett.

## Business German 1

Course code: 02-010, intermediate level, 6 ECTS

Students upgrade and improve the knowledge acquired in secondary school and develop the four language skills (listening, reading, writing and speaking) on a higher level with particular attention paid to the specific needs and principles of business life. The course focuses on enhancing general knowledge (grammatical structures, vocabulary, language functions), learning business terminology and practices in communication skills based on texts and role-plays (telephone conversations, writing faxes, business meetings, presentations, negotiations, etc.).

The end of course assessment consists of a written, oral exam, interim examination, oral presentation and written assignments.

#### Literature

Buscha, A., and G. Linthout. 1997.

*Geschäftskommunikation: Verhandlungssprache; Kursbuch Deutsch als Fremdsprache.* Ismaning: Hueber.

Luscher, R. 1998. *Übungsgrammatik für Anfänger.* Ismaning: Verlag für Deutsch.

Miebs, U., and L. Vehovirta. 1997. *Kontakt Deutsch: Deutsch für berufliche Situationen; Kursbuch.* Berlin: Langenscheidt.

Miebs, U., and L. Vehovirta. 1997. *Kontakt Deutsch: Deutsch für berufliche Situationen; Redemittelbuch.* Berlin: Langenscheidt.

## **Business German 2**

Course code: 02-021, upper-intermediate level

6 ECTS

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Students develop their basic language skills with the emphasis on written communication in German. They are trained to provide and receive business information, use technical literature and present business activities in German. The course includes lectures on advanced language and grammar structures, extended business terminology, business correspondence (business letters, faxes, minutes), the style of contracts and agreements, financial statements, a contrastive overview of company law, role-play exercises reflecting complex situations in business life, technical texts analysis, and presentations of diagrams.

The end of course assessment consists of a written, oral exam, interim examination, oral presentation and written assignments.

#### Literature

Hering, A., and M. Matussek. 1996.

*Geschäftskommunikation: Schreiben und Telefonieren.* Ismaning: Max Hueber.

Luscher, R. 1998. *Übungsgrammatik für Anfänger.* Ismaning: Verlag für Deutsch.

Sachs, R. 1991. *Deutsche Handelskorrespondenz: Der Briefwechsel in Export und Import.* Ismaning: Max Hueber.

