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| **ВИСОКА ПОСЛОВНА ШКОЛА СТРУКОВНИХ СТУДИЈА НОВИ САД** | | | | | | | |
| **Школска година и семестар** | | 2018/2019  зимскисеместар | | | | | |
| **Студијски програм** | | ТУРИЗАМ И ХОТЕЛИЈЕРСТВО | | | | | |
| **Назив предмета** | | **ПРВИ СТРАНИ ПОСЛОВНИ ЈЕЗИК 3 ЕНГЛЕСКИ** | | | | | |
| **Наставник** | | Нина Кисин | | | | | |
| **Aсистент** | | Нина Кисин | | | | | |
| **Статус предмета** | | Изборни | | | | | |
| **Број ЕСПБ** | | 5 | | | | | |
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| **Циљпредмета:**  Циљ предмета је усавршавање низа језичких знања, способности и вештина са посебним фокусом на пословање тако да студенти могу самостално да тумаче стручне текстове, да компетентно пословно комуницирају и да самостално израђују краће писмене форме у функцији струке. | | | | | | | |
| **Исходпредмета:**  По завршетку курса студент ће поседовати довољно језичко и прагматичко знање које ће му омоћити да аргументовано изнесе и одбрани своје ставове у вези са струком, као и да аргументовано одбије туђе предлоге; способан је да комуницира на енглеском језику у низу различитих свакодневних пословних ситуација; биће у стању да уз помоћ речника, самостално детаљно тумачи аутентичне текстове из области пословања; поседује способност течног изражавања нумеричких података; способан је да без тешкоћа самостално састави и протумачи имејл, пословно писмо и састави детаљан CV. | | | | | | | |
| **Садржајпредмета:**  *Теоријска настава*  Teмaтика:   * Туризам и хотелијерство:   каријера и послови у туризму; туристичке организације, агенције, инфраструктура; путовања; глобализација и туризам; културолошке разлике; транспорт, маркетинг и рекламирање хотела и дестинација; хотелијерство, врсте хотела, садржаји, услуге; културно-историјске знаменитости; еко-туризам; банкарство, осигурање и IT у туризму   * Граматика:   present and past tenses – active and passive, future forms, conditonal sentences, modals; gerund, infinitive;participles as adjectives, participles instead of clauses | | | | | | | |
| **ПЛАН И ПРОГРАМ РАДА** | | | | | | | |
| **Недеља** | **Наставнајединица** | | | | | | |
| **1.** | ***Lectures****:* Introduction to the course. | | | | | | |
| **2.** | ***Lectures****:* Unit 1 – Careers in tourism. Vocabulary: jobs and duties, the word *skill*. Reading: Job advertisements; What is a CV? Writing CVs.  ***Practice classes****:*Unit 1 –Careers in tourism. Listening: Travel sales consultant; Writing: Write a cover letter; Speaking: Choosing the best candidate (*group-work*). | | | | | | |
| **3.** | ***Lectures****:* Unit 2 – Destinations. Vocabulary: Reasons for travelling, Describing a destination Reading: Los Angeles; Language focus (Question forms; Present simple, present continuous). Case study writing – *a sample*.  ***Practice classes****:*Unit 2 – Destinations. Professional practice: Preparing a short talk; Listening: Visiting Moscow; Speaking: Choosing a place to visit (*pair-work*). | | | | | | |
| **4.** | ***Lectures****:* Unit 3–Hotel facilities.Vocabulary: hotel facilities. Reading: A superior night's sleep; Language focus (Have/Get something done, Making comparisons).  ***Practice classes****:* Unit 3–Hotel facilities. Professional practice: Compare hotels; Decide how to refurbish a hotel; Listening: Paragon Hotel; Writing: Write a hotel description; Speaking: Choosing a hotel (*pair-work*). | | | | | | |
| **5.** | ***Lectures****:* Unit 4 – Tour operators. Vocabulary: Tour operators; package holidays; Reading: Dealing with complaints; Language focus (Present perfect and past simple).  ***Practice classes****:* Unit 4 – Tour operators. Professional practice: Persuade a client to buy a package tour; Speaking: Role play – tourist and tour operator (A nightmare holiday); Listening: Hotel Calderón; Writing: Write a letter of apology. | | | | | | |
| **6.** | ***Lectures****:* Unit 5 – Dealing with guests. Vocabulary: Describing people, Misunderstanding; Reading: Communication problems; Language focus: Articles (*a*/*the*/*zero* article).  ***Practice classes****:*Unit 5 – Dealing with guests. Consolidation 1 – evaluating students' progress (grammar and vocabulary) from units 1-4. Listening: Dealing with complaints; Professional practice: Deal with a complaint (*pair-work*).  MID-TERM EXAM (kolokvijum 1-5) | | | | | | |
| **7.** | ***Lectures****:* Unit 6 – Travel agencies. Vocabulary: Telephone language, The word *time*; Reading: The Educational Report, A weekend break - Madrid; Language focus: The future.  ***Practice classes****:*Unit 6 – Travel agencies.Professional practice: Take a telephone booking, Prepare an itinerary, Reply to an enquiry;Speaking: Futures game (The future) (*pair-work/ group-work*). | | | | | | |
| **8.** | ***Lectures****:* Unit 7 – Hotel reservations. Vocabulary: Text messaging, Conferences and conventions. Language focus: Reported speech, indirect questions.  ***Practice classes****:*Unit 7 – Hotel reservations.Professional practice:Take messages, Send text messages, Sell a conference venue; Writing: write a formal letter. | | | | | | |
| **9.** | ***Lectures****:* Unit 8 – Seeing the sights. Vocabulary: Places of interest, exhibitions;  Language focus: The passive.  ***Practice classes****:*Unit 8 – Seeing the sights. Listening: Tourist Information Centre, How Guinness is made; Professional practice: Recommend sights, Describe an exhibition, Guide for a famous sight. | | | | | | |
| **10.** | ***Lectures****:*Unit 9 – Getting around. Vocabulary: Checking-in, using a dictionary;  Language focus: Modal verbs.  ***Practice classes****:*Unit 9 – Getting around. Consolidation 2 – evaluating students' progress (grammar and vocabulary) from units 5-8. Professional practice: Getting around Sydney; Speaking: asking for and giving directions (*pair-work*/*group-work*). | | | | | | |
| **11.** | ***Lectures****:*Unit 10 – Eating out. Vocabulary: Verbs of food preparation; Reading: Eating out in Paris; Language focus: Countable and uncountable nouns, quantifiers.  ***Practice classes****:*Unit 10 – Eating out. Listening: Choosing a restaurant, Ordering a meal; Professional practice: Describe dishes, Recommend a restaurant, Prepare a menu, Take an order. | | | | | | |
| **12.** | ***Lectures****:*Unit 11 – Traditions. Vocabulary: Traditions, the theatre; Reading: The Tea Ceremony, Festival; Language focus: Defining relative clauses, vague language (*kind of, sort of*...).  ***Practice classes****:*Unit 11 – Traditions. Listening: Japanese theatre, Public holiday; Professional practice: Describe a festival, Exchange historical facts, Recommend a festival. Relative clauses crossword (relative clauses, vocabulary from units 9-11) (*pair-work*). | | | | | | |
| **13.** | ***Lectures****:*Unit 12 – Special interest tours. Vocabulary: Special interest tours; Language focus: Conditionals.  ***Practice classes****:*Unit 12 – Special interest tours. Listening: A radio call-in/A meeting; Professional practice: Exchange hobbies, Sell a holiday, Organise a three-day cruise, The hotel management game. | | | | | | |
| **14.** | ***Lectures****:*Unit 13 – Exploring different cultures.Cultural differences. Reading: Festivals around the world; Advising on cultural norms.  ***Practice classes****:*Unit 13 – Countries and cultures. Listening: Cultural differences; Speaking: Making plans, Prepare a presentation about a festival. | | | | | | |
| **15.** | Revision.Consolidation 3 – evaluating students' progress (grammar and vocabulary) from units 9-12.FINAL EXAM (ispit) | | | | | | |
| **Литература**  Strutt, P. (2011). *English For International Tourism* Intermediate Student Book. Longman, UK.  Strutt, P. (2011). English *For International Tourism* Intermediate Workbook. Longman, UK.  Murphy R. (2005).*EnglishGrammar in Use,* Cambridge University Press, Cambridge  Sweeney, S. (2004).*Communicating in Business*, Cambridge Professional English, UK  Употреба аудио-визуелног материјала. | | | | | | | |
| **Број часова активне наставе** | | | **Теоријска настава: 30** | | **Практична настава: 30** | | |
| **Оцена знања (максимални број поена 100)** | | | | | | | |
| **Предиспитне обавезе** | | | | **45** | | **Завршни испит** | **55** |
| присуство на предавањима и вежбама | | | | **5** | | писмени испит | **55** |
| провера знања у току наставе (колоквијум-и) | | | | **30** | | усмени испит | *-* |
| остале активностии учешће студената у раду на предавањима и вежбама | | | | **5** | |  |  |
| практичан рад: студијаслучаја | | | | **5** | |  |  |