



# UNIVERSITY OF NIŠ

**Course Unit Descriptor**

**Faculty**

Faculty of Mechanical Engineering

## GENERAL INFORMATION

Study Program	<b>Engineering Management</b>
Study Module (if applicable)	-
Course Title	English Language 3
Level of Study	<input checked="" type="checkbox"/> Bachelor <input type="checkbox"/> Master's <input type="checkbox"/> Doctoral
Type of Course	<input type="checkbox"/> Obligatory <input checked="" type="checkbox"/> Elective
Semester	<input checked="" type="checkbox"/> Autumn <input type="checkbox"/> Spring
Year of Study	II
Number of ECTS Allocated	3
Name of Lecturer/Lecturers	Miloš B. Tasić
Teaching Mode	<input checked="" type="checkbox"/> Lectures <input type="checkbox"/> Group tutorials <input type="checkbox"/> Individual tutorials <input type="checkbox"/> Laboratory work <input type="checkbox"/> Project work <input type="checkbox"/> Seminar <input type="checkbox"/> Distance learning <input type="checkbox"/> Blended learning <input type="checkbox"/> Other

## Purpose and Overview (max. 5 sentences)

The purpose of the course is to introduce students to the basic business and management terminology with the development of the existing knowledge of general English. The course comprises reading and comprehension of business and management texts with a particular emphasis on terminology, comparing and contrasting the native and foreign language for specific purposes, and enabling students to use scientific and professional literature independently. Students practice all forms of communication in English as a language for specific purposes.

## Syllabus (brief outline and summary of topics, max. 10 sentences)

- Studying contemporary texts within the fields of business and management;
- Development of the existing vocabulary by enriching it with both general and professional terms;
- Writing of various forms of e-mails, faxes, memos, etc.;
- Creating and writing CVs and job applications;
- Specific situations: company language policy, finding the right job, recruiting the right person for the job, company vision and mission, export and import issues, developing market strategy, and solving sales problems.

## Language of Instruction

- Serbian (complete course)       English (complete course)       Other \_\_\_\_\_ (complete course)
- Serbian with English mentoring       Serbian with other mentoring \_\_\_\_\_

## Assessment Methods and Criteria

<b>Pre exam Duties</b>	<b>Points</b>	<b>Final Exam</b>	<b>Points</b>
<b>Activity During Lectures</b>	<b>10</b>	<b>Written Examination</b>	<b>30</b>
<b>Practical Teaching</b>	<b>0</b>	<b>Oral Examination</b>	<b>30</b>
<b>Teaching Colloquia</b>	<b>30</b>	<b>Overall Sum</b>	<b>100</b>

**\*Final examination mark is formed in accordance with the Institutional documents**