



## POLYTECHNIC OF MEĐIMURJE IN ČAKOVEC

## COURSE SYLLABUS

ACADEMIC YEAR:	2020/2021
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## 1. GENERAL COURSE INFORMATION

<b>1.1 Course name</b>	<b>English language – obligatory elective</b>			
<b>1.2 Study program/s</b>	Undergraduate professional study Tourism and Sports Management			
<b>1.3 Course status (O,E)</b>	O	<b>1.6 Mode of instruction (number of hours)</b>	<b>Lectures</b>	30
<b>1.4 Course code</b>			<b>Exercises</b>	15
<b>1.5 Course abbreviation</b>			<b>Seminars</b>	
<b>1.6 Semester</b>	VI		<b>E-learning</b>	
<b>1.7 ECTS</b>	4	<b>1.7 Place and time of instruction</b>	Premises of the Polytechnic of Međimurje in Čakovec, according to the schedule published on the website.	

## 2. TEACHING STAFF

<b>2.1 Course leader/s-title</b>	Martina Sobočan, senior lecturer	<b>contact</b>	martina.sobocan@mev.hr
		<b>contact</b>	
<b>2.2 Assistant/s- title</b>		<b>contact</b>	
		<b>contact</b>	
<b>2.3 Instruction held by- title</b>		<b>contact</b>	

### 3. COURSE DESCRIPTION

[illegible]

3.7 Monitoring students' work (enter the number of ECTS credits for each activity so that the total number of ECTS credits is equal to the total ECTS value of the course, 1 ECTS = 30 hours)	1.5	Class attendance		Seminars		Essay																																																															
		Class activity		Project		Presentation																																																															
	1.5	Midterm exams		Practical task		Continuous knowledge check																																																															
		Written exam		Experimental work																																																																	
	1	Oral exam		Research																																																																	
3.8 Assessment and evaluation of students' work during classes and at the final exam	<table><tr><th>Activity specification</th><th>Percent %</th><th>Points</th></tr><tr><td colspan="3">Assessment during instruction</td></tr><tr><td></td><td></td><td></td></tr><tr><td>Midterm exam 1</td><td>35%</td><td>35</td></tr><tr><td>Midterm exam 2</td><td>35%</td><td>35</td></tr><tr><td>Oral exam</td><td>30%</td><td>30</td></tr><tr><td colspan="3"><i>Exam assessment for the students who failed to fulfill all the obligatory requirements during the semester</i></td></tr><tr><td><i>Written exam</i></td><td><i>70%</i></td><td><i>70</i></td></tr><tr><td><i>Oral exam</i></td><td><i>30%</i></td><td><i>30</i></td></tr><tr><td><b>Total:</b></td><td><b>100%</b></td><td><b>100</b></td></tr></table>						Activity specification	Percent %	Points	Assessment during instruction						Midterm exam 1	35%	35	Midterm exam 2	35%	35	Oral exam	30%	30	<i>Exam assessment for the students who failed to fulfill all the obligatory requirements during the semester</i>			<i>Written exam</i>	<i>70%</i>	<i>70</i>	<i>Oral exam</i>	<i>30%</i>	<i>30</i>	<b>Total:</b>	<b>100%</b>	<b>100</b>																																	
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	3.9 Assessment criteria –analysis per learning outcomes	<table><tr><th colspan="6">Ways of evaluating learning outcomes</th><th></th></tr><tr><th></th><th>Presentation</th><th>Mid-term exam 1</th><th>Mid-term exam 2</th><th>Oral exam</th><th></th><th>Total</th></tr><tr><td>Outcome 1</td><td></td><td>20</td><td>10</td><td>10</td><td></td><td>40</td></tr><tr><td>Outcome 2</td><td></td><td>5</td><td>5</td><td>5</td><td></td><td>15</td></tr><tr><td>Outcome 3</td><td></td><td></td><td>10</td><td></td><td></td><td>10</td></tr><tr><td>Outcome 4</td><td></td><td>10</td><td>10</td><td>15</td><td></td><td>35</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Outcome not-related</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><b>Total</b></td><td></td><td>35</td><td>35</td><td>20</td><td></td><td>100</td></tr></table>						Ways of evaluating learning outcomes								Presentation	Mid-term exam 1	Mid-term exam 2	Oral exam		Total	Outcome 1		20	10	10		40	Outcome 2		5	5	5		15	Outcome 3			10			10	Outcome 4		10	10	15		35								Outcome not-related							<b>Total</b>		35	35	20	
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Grading of outcomes (in order to pass the mid-term exam/exam the student must achieve at least 50% points for each learning outcome)																																																																					
Points      Grade																																																																					
89 – 100    excellent (5)																																																																					
76 – 88    very good (4)																																																																					
63 – 75    good (3)																																																																					
50 – 62    pass (2)																																																																					
0 – 49    fail (1)																																																																					
3.10 Specific features related with taking the course	If a student collects 50% of the points of each outcome, he / she directly takes the oral exam. The condition is that he made a presentation. If a student does not achieve a sufficient number of points on the midterm exam, he / she cannot take the next midterm exam. Once won points in intermediate exams for each learning outcome are no longer deleted unless the student decides to correct the result for a particular learning outcome, whereby the points won until then are deleted and newly earned points are entered for that learning outcome. A student cannot access the exam period if he has not made a presentation. The final grade is obtained at the exam deadline.																																																																				

<b>3.11 Students obligations</b>	<p>Full-time students are required to attend at least 70% of the total number of hours of lectures and exercises in order to exercise the right to take the exam. Part-time students are required to attend at least 30% of the total number of hours of lectures and exercises in order to exercise the right to take the exam. If the student has not fulfilled all the obligations set by the course, he is obliged to attend the lectures again and meet the conditions for taking the exam. Attendance can be offset by online tuition, organised webinars and added assignments given by teachers. One lesson lasts 45 minutes, and several hours form a teaching unit. Absence from one teaching unit is counted as one absence. Delays and apologies are recorded separately. In that case, if the student missed more than 50% of classes, and has a justifiable reason/apology, the request should be submitted to the Department Council, which then decides on the justification of student absences with the obligatory opinion of the course leader.</p>	
<b>3.12 Written assignments - Presentations</b>	<p>Presentations must be written on a computer, can be made in PowerPoint or students can use other tools, e.g. Prezi, PowToon, etc. The presentation must last a minimum of 5 and a maximum of 10 minutes. The presentation must contain an introduction, main part and conclusion, where the introductory slide must contain the key points of the presentation. The presentation must not contain long sentences or text. Instead, there must be only keywords on the slides, and the content, i.e. the topic of the presentation, must be freely presented, without reading from the slides. The last slide (s) of the presentation must contain a list of used literature. After the presentation, it is necessary to seek feedback from the audience, i.e. fellow students.</p>	
<b>3.13 Required reading</b>	1.	K. Golub, M. Miščančuk: Nastavni materijali, Engleski jezik izborni, Čakovec 2013.
	2.	
	3.	
<b>3.14 Additional reading</b>	1.	B. Mascull: Business Vocabulary in Use – Elementary, CUP
	2.	Oxford English Dictionary
	3.	R. Murphy: Grammar in Use, Cambridge University Press, Third Edition 2007
<b>4 ADDITIONAL COURSE INFORMATION</b>		
<b>4.1 Quality control</b>	<p>The quality of the program, teaching process, teaching skills and level of mastery of the material will be established by conducting a written evaluation based on questionnaires, and in other standardised ways and in accordance with the by-laws of the Polytechnic of Međimurje in Čakovec.</p>	
<b>4.2 Contact the teacher</b>	<p>Students can contact the teacher during the office hours and during classes, while for short questions and explanations they can contact him/her any day during working hours by coming in person or by landline. It is also possible to ask questions by e-mail, which will be answered in 48 hours at the latest. It is desirable for students to come as often as possible for any possible questions during the teacher's office hours.</p>	
<b>4.3 Information about the course</b>	<p>It is the obligation of each student to be regularly informed about the course. All notifications about the classes or possible postponement of classes will be posted on the bulletin board and on the website of the Polytechnic at least 24 hours in advance.</p>	

<b>4.4 Course contribution to the study program</b>	Communicate using basic language principles in an appropriate way in business situations in a foreign language.
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#### 5. ANALYSIS OF COURSE TOPICS (the number of hours is equal to the number of lectures and exercises of the course)

LECTURES				
Classes	Topic and description	Method <ul style="list-style-type: none"> <li>• Direct teaching (lecture, instruction, pp presentation)</li> <li>• Discovery learning (individual, lead, discussion)</li> <li>• Group learning</li> <li>• Case study</li> <li>• Field classes...</li> </ul>	Learning outcomes	Course outcome
1.	Introduction - introducing students to the way of working, obligations and the way of testing knowledge, choosing topics for presentations. Introductions.	Direct teaching	Introduce oneself in English	O1
2.	Nationalities, Numbers	Direct teaching, Discovery learning, Group learning	List nationalities and numbers in English	O1
3.	What do you do?	Direct teaching (lecture, instruction, Discovery learning, Group learning	Use the appropriate present tense to express facts or actions in progress	O1
4.	Daily routines and free time	Direct teaching, Discovery learning, Group learning	Talking about everyday activities.	O1
5.	Home and office, family	Direct teaching (lecture, instruction, Discovery learning, Group learning	Describe an office, talk about family	O1
6.	Emails, pronouns	Direct teaching (lecture, instruction) Discovery learning, Group learning	Write a short email	O3
7.	Now and around now, Present Continuous, Days of the week	Direct teaching (lecture, instruction), Discovery learning, Group learning	Talk about present activities	O1
8.	What can I do?	Individual learning	Talk about abilities	O4
9.	Giving directions, Dates	Direct teaching (lecture, instruction) Discovery learning, Group learning	Give directions	O4
10.	What did I do?	Direct teaching (lecture, instruction) Discovery learning	Talk about past and completed activities	O1
11.	It's cold, The Weather	Direct teaching (lecture, instruction) Discovery learning, Group learning	Talk about the weather	O1

12.	Comparison of adjectives, Telephone conversations	Direct teaching (lecture, instruction) Discovery learning, Group learning	Take part in a simple telephone conversation	O2
13.	Tomorrow – expressing future	Direct teaching (lecture, instruction) Discovery learning	Use will future, going to or the present continuous to talk about future	O2
14.	CV	Direct teaching (lecture, instruction) Discovery learning	Write a CV in English.	O3
15.	What if ...?	Direct teaching, Discovery learning	Use conditionals in English.	O3
<b>EXERCISES/ SEMINARS</b>				
<b>Classes</b>	<b>Topic and description</b>	<b>Method</b> <ul style="list-style-type: none"> <li>• Direct teaching (lecture, instruction, pp presentation)</li> <li>• Discovery learning (individual, lead, discussion)</li> <li>• Group learning</li> <li>• Case study</li> <li>• Field classes...</li> </ul>	<b>Learning outcomes</b>	<b>Course outcome</b>
1.	The verb to be	Discovery learning, Group learning	Use the verb to be in the present tense	O2
2.	Present Simple	Discovery learning, Group learning	Use verbs in the present tense	O2
3.	What's the time?	Discovery learning, Group learning	Tell the time	O4
4.	In a hotel	Discovery learning, Group learning	Use appropriate language at a hotel reception	O4
5.	In the office	Discovery learning, Group learning	Use learned structures to describe an office, office supplies and furniture	O4
6.	In a restaurant	Direct teaching (lecture, instruction), Discovery learning, Group learning	Use learned structures for conversation in a restaurant	O4
7.	At the train station	Direct teaching (lecture, instruction), Discovery learning, Group learning	Use learned structured to converse at the train station	O4
8.	Midterm exam	-	-	-
9.	In a shop	Discovery learning, Group learning	Use learned structures for shopping	O4
10.	Past Simple – regular and irregular verbs	Discovery learning, Group learning	Use learned structures to describe past completed activities	O2

<b>11.</b>	Present Perfect	Discovery learning, Group learning	Use learned structures to talk about present and past activities	O2
<b>12.</b>	A job interview	Discovery learning, Group learning	Use learned structures and phrases in a job interview in English	O2
<b>13.</b>	Conditionals	Direct teaching (lecture, instruction), Discovery learning, Group learning	Express a condition in English	O2
<b>14.</b>	Adjectives for describing people	Discovery learning, Group learning	Describe personality traits in English using adjectives	O2
<b>15.</b>	Midterm exam	-	-	-