



UČNI NAČRT PREDMETA / COURSE SYLLABUS

Predmet:	Tuja terminologija/Angleški jezik
Course title:	Foreign Terminology/English Language

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Državne in evropske študije I. stopnje		1	2
Governmental and European Studies, level 1		1	2

Vrsta predmeta / Course type

obvezni /mandatory

Univerzitetna koda predmeta / University course code:

Predavanja Lectures	Seminar Seminar	Vaje Tutorial	Klinične vaje work	Druge oblike študija	Samost. delo Individ. work	ECTS
40	0	30	0	0	80	6

Nosilec predmeta / Lecturer:

lekt. Srečko Kecman, prof.

Jeziki /

Predavanja / Lectures: Angleščina / English

Languages:

Vaje / Tutorial: Angleščina / English

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

Prerequisites:

Vpis v 1. letnik. Vsaj 80% prisotnost na predavanjih in vajah.

Seminarska naloga, ki jo je potrebno oddati vsaj en teden pred izpitom.

1st year enlistment. At least 80% attendance at the lectures and tutorials.

Seminar paper, submittable at least a week prior to the exam.



Vsebina:

Slušatelji obravnavajo angleško terminologijo na naslednjih področjih:

- poslovna komunikacija – pisna in verbalna,
- pravno-upravna terminologija, s poudarkom na EU zakonodaji,
- organizacija in delovanje organov EU,
- organizacija in delovanje organov OZN,
- mednarodni odnosi ter
- diplomatska komunikacija in korespondenca.

Content (Syllabus outline):

Following topics of the English terminology are dealt with:

- business communication – written and oral,
- legal and administrative terminology, with emphasis on the EU legislation,
- organisation and functioning of the EU,
- organisation and functioning of the UN,
- international relations,
- diplomatic communication and correspondence.

Temeljna literatura in viri / Readings:

Angleška terminologija:

American Bar Association, You and the courts, Emerson, P. Business Grammar Builder. 2002. Macmillan Education Jones, L. 2001. Working in English. Cambridge: CUP

Appleby R., Bradley J., Brennan B., Hudson J., business one:one – intermediate⁺, Oxford University Press, first published 2006

Yaylar Yasin, Diplomatic Correspondence, 2017,

United Nations Correspondence Manual, United Nations Digital Library, 2000

lekt. Srečko Kecman, prof., Vaje iz pravne in upravne angleške terminologije

Cilji in kompetence:

Jezikovna raven se nanaša na poglobljeno poznavanje jezikovnih pravil s področja oblikoslovja, skladnje in besedja, komunikativna pa na rabo jezika v okoliščinah, ki so čim bližje avtentičnim, in na usposobljenost za doseg specifičnih komunikativnih nalog. Namen predmeta je razviti jezikovno in komunikativno raven znanja tujega jezika, predvsem sposobnosti za uspešno razumevanje in oblikovanje ustnih in pisnih besedil, značilnih za strokovno sporočanje na akademski ravni. Poudarek je tudi na samostojni uporabi raznih virov (slovarjev, priročnikov), branju

Objectives and competences:

The language expertise is concentrated on thorough knowledge of rules regarding the morphology, syntax and vocabulary, whereas the communication expertise is concentrated on the usage of the language in the authentic circumstances as well as fulfilling specific communicative tasks. The aim of the course is to develop the level of communicative component of the language, especially skills which are necessary in comprehension and forming oral as well as written compositions at the academic level. Emphasis is added to autonomous use of different sources (dictionaries, reference books), reading and



besedil v tujem jeziku (različna strokovna literatura, časopisni članki), pisnemu sporočanju (pisni poslovni stiki, pisanje povzetkov) ter ustnemu sporočanju (ustni poslovni stiki, sestanki in telefonski pogovori, intervju, argumentiranje, razpravljanje, predstavitve). Slušatelje spodbujamo k razvijanju sposobnosti samostojne analize, zbiranja podatkov, oblikovanja sklepov ter na ustvarjalno miselno aktivnost. Prav tako jih spodbujamo k samostojni in strokovni analizi pravnih aktov.

comprehension of English texts (expert literature and articles), written communication (letters, briefs, reports) as well as oral communication (business contacts, telephone conversations, interviews, presentations, discussions, debates). The students are encouraged to develop the skills of independent analysis, data gathering, forming conclusions as well as creative mentality. They are also encouraged towards independent expert analysis of legal acts.

Predvideni študijski rezultati:

Znanje in razumevanje angleške upravnopravne terminologije ter samostojna uporaba v praksi. Strokovno razumevanje in analiza pravnih aktov. Samostojna ustna in pisna komunikacija z različnimi poslovnimi, pravnimi, upravnimi in diplomatskimi subjekti. Znanje in razumevanje pravnih aktov in mednarodnih pogodb vezanih za delovanje Evropske unije in Organizacije združenih narodov.

Intended learning outcomes:

Knowledge and comprehension of English administrative and legal terminology and independent use in practice. Expert comprehension and analysis of legal documents. Independent communication with various business, legal, administrative and diplomatic subjects. Knowledge and comprehension of legal documents and international treaties regarding the functioning of the European Union and the United Nations.

Metode poučevanja in učenja:

Angleška terminologija:

Predavanja bodo potekala v aktivnem dialogu s študenti, ob pomoči sokratske metode ter z diskusijo, vprašanji in odgovori na vprašanja. E-učenje.

Learning and teaching methods:

English language:

Lectures are organised as an active interaction between the lecturer and the students in the form of dialogues and discussions, with the aid of Socratic method. E-learning.

Načini ocenjevanja:

Način (pisni izpit, ustno izpraševanje, naloge, projekt)

Pisni izpit, ki se sestoji iz štirih sklopov:

1. Bralno razumevanje,
2. terminologija,
3. slovnica,

Delež (v %) /

Weight (in %) /

100%

Assessment:

Type (examination, oral, coursework, project):

Written exam, which consists of four parts – fields of expertise:

1. Reading comprehension,
2. Terminology,



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4. pisno sporočanje		3. Grammar, 4. Written assignment.
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Ob najmanj 90% prisotnosti na predavanjih in vajah se slušatelju prizna 10% dosežek pri izpitu.	With at least 90% attendance at lectures and tutorials the candidate is awarded 10% score at the exam.
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Reference nosilca / Lecturer's references:

Srečko Kecman, prof.:

Nosilec predmeta je diplomiral na Filozofski fakulteti v Ljubljani kot profesor zgodovine in angleškega jezika s književnostjo. Že trideset let poučuje zgodovino in angleščino na osnovni šoli Majde Vrhovnik v Ljubljani. Bil je dolga leta nosilec in izvajalec tečajev iz angleške pravne, poslovne, diplomatske in upravne terminologije na Ustavnem sodišču RS, kjer je poučeval tako sodnike ustavnega sodišča kakor svetovalce, različne strokovne delavce in poslovne sekretarje. Prevaja različno strokovno literaturo s področja prava, medicine, stomatologije, pedagogike, umetnostne zgodovine, zgodovine, kakor tudi leposlovje. Do sedaj je izdal dva zgodovinska romana. Na Fakulteti za državne in evropske študije poučuje že od njene ustanovitve.

The lecturer has graduated at the Faculty of Arts of the University of Ljubljana, holding a BA in History and a BA in English language with literature. He has been teaching History and English language at the Majde Vrhovnik Primary School in Ljubljana. He organised and led courses in English legal, business, diplomatic and administrative terminology at the Constitutional Court of the Republic of Slovenia for judges, counsellors, various experts and personal assistants. He translates a wide range of expert texts in the field of Law, Medicine, Dental Medicine, Pedagogy, History, as well as literature. Mr kecman has published two historical novels. He has been a lecturer at the Graduate School of Government and European Studies since its establishment.