

Study program: Waste management			
Course title: Business English			
Professor/assistant: PhD Slađana S. Živković			
Type of course: elective			
ECTS credits: 6			
Pre-requisites: -			
Aims of the course: Preparing student to: recognize the different genres of the profession language in the field of environmental protection and waste management, adopt specific discursive characteristics of the language of their profession, as well as specific terminology, adopt the characteristic grammatical structures typical for the business English in general, learn about various case studies analyzing concrete problems of the profession in order to be able to discuss, explain their opinions and actively participate in the decision-making process in English, adopt and use an adequate style of oral expression and written treatment, depending on the particular business situation, perform professional translations, write in English and prepare oral presentations.			
Learning outcomes: Student is able to: define and explain various terms on English language that are closely related to his profession, ask questions and give argued answers in English on issues important for the profession, actively participating in communication and discussions, present presentations in English on professional topics, analyze professional texts, keep notes while listening to material in English in order to collect important information, overcome the technique of persuading read or listened language material, write essays in professional English, prepare reports and write business letters, translate professional texts from English into Serbian and vice versa.			
Syllabus			
<i>Theoretical part</i> Ozone Layer Depletion. Acid Rain. Air and Water Pollution. Municipal Waste. Hazardous Waste. Medical and E-Waste. Waste Handling and Transport. Waste Disposal. Waste Treatment. Recycling. Waste Monitoring. Sustainable Development. Environment Policies in the EU. European Regulations on Waste Management. Tenses. Conditional Sentences. Modal Verbs. Passive Structures.			
<i>Practical part</i> Filling in Application Forms. Preparing for Job Interviews. Writing Business Letters and E-mails. Motivational Letters. Letters of Complaint. Giving Presentations. Making Reports. Handling Business Meetings. Discussing Projects. Grammar Exercises and Vocabulary Checks. Translation.			
Literature			
<ol style="list-style-type: none"> Y.-T. Hung, L.K. Wang, N.K. Shammass, <i>Handbook of Environment and Waste Management- Land and groundwater pollution control</i>, World Scientific Publishing, 2014. A. Mihajlov, M. Ilić, H. Stevanović-Čarapina, S. Tošović, A. Jovović, <i>Englesko-srpskirečnikterminologije u oblastiupravljanjaotpadom</i>, Misija OEBS, Beograd, 2004. 			
Number of active classes			Other forms of teaching:
Lectures: 2	Practical classes: 2	Research work:	
Teaching methods Interactive classes, consultations, colloquiums.			
Grading system (maximum 100 points), grading scale from 5 to 10: below 51 points grade 5, grade 6 from 51-60 points, grade 7 from 61-70 points, grade 8 from 71-80 points, grade 9 from 81-90 points, grade 10 from 91-100 points.			
Pre-exam obligations	points	Final exam	points
activity during theoretical lectures	5	written exam	15
practical training	5	oral exam	15
colloquium(s)/seminar papers	40/20		
Sum	70	Sum	30