

# Materijal za pripremu ispita iz predmeta Poslovni engleski jezik 1

Udžbenik: *Intelligent Business, Pre-Intermediate Business English*  
(*Coursebook and Workbook*), Christine Johnson  
Longman

Za **pismeni deo ispita** treba pripremiti:

Gramatika:

- Unit 1 Present simple and present continuous, *pages 11, 157*
- Unit 2 Countable and uncountable nouns, *pages 20, 157*
- Unit 3 Modal verbs (offers and requests), *pages 28, 158*
- Unit 4 Comparatives and superlatives, *pages 37, 158*
- Unit 5 Past simple, *pages 46, 159*
- Unit 6 Modals of possibility, *page 54*
- Unit 7 Future plans and intentions, *pages 63, 64*
- Unit 8 The imperative, *page 72*

Vokabular:

- Unit 1 Roles and activities; Word building, *page 10*
- Unit 2 Using the Internet; Quantity and number, *pages 18, 19*
- Unit 3 Synonyms; Prefixes, *page 26*
- Unit 4 The fashion industry; Word building, *pages 34, 36*
- Unit 5 Opposites; Business failure; Collocations, *page 44*
- Unit 6 Financing ventures, *page 52*; Collocations, *page 52*
- Unit 7 Multi-part verbs, *page 62*; Collocations, *pages 62, 63*
- Unit 8 The application process, *page 70*; Finding a job, *page 70*

Tekstovi:

- Unit 1 *Move over game boys*, *page 9*
- Unit 2 *No hiding place*, *page 17*
- Unit 3 *Office workers 'admit being rude'* *page 25*
- Unit 4 *Fashion's favourite*, *page 35*
- Unit 5 *Passion into profit*, *page 43*
- Unit 6 *An elevator to space*, *page 51*
- Unit 7 *Arabia's field of dream*, *page 61*
- Unit 8 *The online job market*, *page 69*

Za **usmeni deo ispita** treba pripremiti tekstove (čitanje, prevod i analiza vokabulara) i komentarisanje poslovnih tema koje se obrađuju u okviru lekcija i datih tekstova.

Tekstovi za čitanje i prevod:

- Unit 1 *Move over game boys*, *page 9*
- Unit 2 *No hiding place*, *page 17*
- Unit 3 *Office workers 'admit being rude'* *page 25*
- Unit 4 *Fashion's favourite*, *page 35*
- Unit 5 *Passion into profit*, *page 43*
- Unit 6 *An elevator to space*, *page 51*
- Unit 7 *Arabia's field of dream*, *page 61*
- Unit 8 *The online job market*, *page 69*

Teme za diskusiju:

- Unit 1 **Types of companies and their activities**  
*Career skills – Explaining your job*  
*Culture at work – Greeting people*
- Unit 2 **Data collection in companies and organisations (purpose, benefits, dangers)**  
*Culture at work – Precise or approximate information?*
- Unit 3 **Business etiquette**
- Unit 4 **Creating brand image**
- Unit 5 **What makes a successful company?**  
*Setting up a new business*
- Unit 6 **Venture capital and new projects**
- Unit 7 **Location as an important factor in business**  
*Culture at work – Flexible or fixed plans in business?*
- Unit 8 **Job-seeking – the application process**  
*Recruitment procedure*  
*Preparing a CV*

Načini polaganja ispita:

1. polaganje samo pismenog dela ispita, sa maksimalnom krajnjom ocenom 6 ( za prolaz je neophodno da se uradi 55% tačnih zadataka na testu)
2. polaganje pismenog i usmenog dela ispita, krajnja ocena 6 – 10 ( za prolaz je neophodno da se uradi 55% tačnih zadataka na testu, nakon čega student izlazi na usmeni deo ispita)

***Položeni pismeni deo ispita važi tri roka i u tom periodu student je dužan da upiše ocenu ili izade na usmeni deo ispita (studenti koji žele da polažu usmeni deo ispita, a ne izadu u roku u kome su položili pismeni, ponovo prijavljuju ispit za naredni rok).***

**Primeri zadataka na testu:**

**Grammar**

**Circle the best word to complete these sentences:**

1. Chinese people \_\_\_\_\_ a lot of rice.

- a) are eating                      b) eating                                      c) eat    d) are eat

**Vocabulary**

**Choose the correct word to complete each sentence**

1. When you arrange to meet someone, it is a good idea to send an e-mail to \_\_\_\_ the date and time of your meeting.

- a) cancel                      b) order                                      c) place    d) confirm

**Give appropriate words or expressions for the following definitions**

1. To send goods to a place \_\_\_\_\_

**Read the following text and circle the right answer**

Studenti treba da pročitaju tekst a zatim odgovore na pitanja zaokruživanjem tačnog od ponuđenih odgovora. Ovom vežbom se testira razumevanje nepoznatog teksta čija težina ne prelazi nivo znanja predviđen za ovu godinu učenja. Primer teksta za razumevanje nalazi se u radnoj svesci na str. 70