

Materijal za pripremu ispita iz predmeta Poslovni engleski jezik 2

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

Za **pismeni deo ispita** treba pripremiti:

Gramatika:

- Unit 9 Modals of obligation, p.79, 80, 158
- Unit 10 Present perfect, p. 89, 90, 160
- Unit 11 Passives, p.98, 160
- Unit 12 Conditional sentences 1, p.105, 106, 160
- Unit 13 Adjectives and adverbs, p. 115, 116, 161
- Unit 14 Conditional sentences 2, 123, 124, 160
- Unit 15 Present perfect and past simple, p. 131, 132, 159, 160
Narrative tenses (past simple, past continuous, past perfect, present perfect)

Vokabular:

- Unit 9 Key terms of marketing mix; Word building, p.78
- Unit 10 Words for describing business trends and changes, p. 88 (and additional material)
- Unit 11 Words related to insurance and insurance fraud, p.94, 95, 97
- Unit 12 Feedback on services, p.102
Dealing with complaints, p.104
Synonyms, p.104
Collocations, p.104
- Unit 13 Delivery, p.114
Just-in-time production, p.114
Word building, p.114
Efficient stock control, p.115
Dodatni materijal
Meetings (word combinations with 'meeting', procedures before and during the meeting, follow up)
- Unit 14 Multi-part verbs, p.122
Suffixes, p.122
- Unit 15 Management styles, p.130
Multi-part verbs, p.130, 131

Tekstovi:

- Unit 9 *Marketing to students*, p.77
- Unit 10 *Make it cheaper and cheaper*, p. 87
- Unit 11 *Fighting fraud*, p. 96
- Unit 12 *Getting better service*, p.103
- Unit 13 *Revolution in the car industry*, p. 113
- Unit 14 *A different perspective*, p.121
- Unit 15 *The kids are all right*, p.129

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 9 *Marketing to students*, p.77
- Unit 10 *Make it cheaper and cheaper*, p. 87
- Unit 11 *Fighting fraud*, p. 96
- Unit 12 *Getting better service*, p.103
- Unit 13 *Revolution in the car industry*, p. 113
- Unit 14 *A different perspective*, p.121

Unit 15 *The kids are all right*, p.129

Teme za diskusiju:

- Unit 9 Discuss marketing mix
Culture at work – showing reactions
- Unit 10 Discuss pricing strategy
- Unit 11 Discuss insurance and insurance fraud
- Unit 12 Discuss customer satisfaction (how to achieve it and how to deal with complaints)
Culture at work - Dealing with problems at work – showing or not showing emotions?
- Unit 13 Discuss factors that can help to increase productivity
Discuss just-in-time production
Discuss meetings - procedures before and during the meeting, follow up
- Unit 14 Discuss the importance of developing company creativity
Culture at work - Showing disagreement in business (how to negotiate successfully)
- Unit 15 Discuss factors that motivate employees to work harder
Culture at work - Discuss formal and informal presentations

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:

Vocabulary

I Choose the best word to complete these sentences:

1. How is our ___ of products different from theirs?
a) range b) size c) scope d) group

II Explain the underlined words in English in the following sentences either by giving a synonymous word or expression:

1. It may appear that everybody is trying to put his or her point across at once.

III Use the word in brackets to make a suitable form of it in the given context:

1. Customers don't have enough time to make _____ (judge) on which can of tomatoes is the best one, or which brand of coffee gives the best flavour.

Grammar

1. I am afraid I did not hear the doorbell. I ___ in the garden at the time.
a) worked b) have been working c) was working d) have worked

Read the following text and circle the right answer

Studenti treba da procitaju tekst a zatim odgovore na pitanja zaokruzivanjem tačnog od ponuđenih odgovora. Ovom vežbom se testira razumevanje nepoznatog teksta čija težina ne prelazi nivo znanja predviđen za ovu godinu učenja. Primer teksta je dat u radnoj svesci, str. 71, 72.