

ENGLJSKI JEZIK U INFORMATICI 2022/23.

Plan rada po nastavnim sedmicama

radna sedmic	datumi	predavanja	vezbe	radne subote
1	03.10.- 07.10.	Globalization (pp.9-13), Business Communication (ppt)	Present tenses (pp. 14-24); Additional exercises in class + ppt	
2	10.10.-15.10.	The history and the present of business (pp.25-29), Role of computers in business (ppt), Vocabulary skills 1 (ppt)	Past tenses, used to/would for past habits; Comparison of adjectives and adverbs (pp. 30-38); Vocabulary and grammar exercises (ppt and / or handouts)	
3	17.10. - 22.10.	Starting up and growing a business (pp. 39-43), Vocabulary skills 2 (ppt)	Future tenses, Modals (pp. 44-47); Writing a business plan (pp. 48); Vocabulary and grammar exercises (ppt and/or handouts)	nastava za utorak (V, MS Teams) - Numbers, Figures and Trends (ppt)
4	24.10.- 28.10.	Organization (pp.53-57) + ppt	Infinitive and Gerund (pp. 84-85), Articles (106); Vocabulary and grammar exercises (ppt and/or handouts)	
5	31.10.-05.11.	Introduction to business correspondence 1 (pp.143 -154) +ppt	Business meetings, agenda, minutes (pp. 175-178); Vocabulary and grammar exercises (ppt and/or handouts)	nastava za petak (V, MS Teams) - Business emails (pp. 165-169); Vocabulary and grammar exercises (ppt and/or handouts)
6	07.11.-10.11.	Introduction to business correspondence (pp.155-164) + ppt	Business emails (pp. 165-169); Vocabulary and grammar exercises (ppt and/or handouts)	
7	14.11.-18.11.	History of Computers (pp. 78-83) + ppt	Mock mid-term exam	
kolokvijumska nedelja				
8	28.11.-03.12.	The internet (pp. 91-95) + ppt	Passive (pp.96-97, 99 -100); Vocabulary and grammar exercises (ppt and/or handouts)	nastava za sreu (P, MS Teams) - Hardware and software (ppt)

9	05.12.-10.12.	The use of ICT in business (pp. 101-105) + ppt	Conditionals (pp. 72-73); Vocabulary and grammar exercises (ppt and / or handouts)	nastava za četrtek (P, MS Teams) - Hardware and software (ppt); (V, MS Teams) - Numbers, Figures and Trends (ppt)
10	12.12.-17.12.	On the way to work (pp. 119-123); On the job (pp. 137-142) + ppt	Reported Speech (pp.58-61); Vocabulary and grammar exercises (ppt and/or handouts)	nastava za petak (V, MS Teams) - Numbers, Figures and Trends (ppt)
11	19.12.- 23.11.	Job hunting (pp. 125-128) + ppt	CV, cover letter writing, Job interviews (pp. 129 - 136)	
12	26.12.- 30.12.	Final revision	Final revision	