**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 obradjuju 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 izađe na usmeni deo ispita (studenti koji žele da polažu usmeni deo ispita, a ne izađu 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 cija tezina ne prelazi nivo znanja predvidjen za ovu godinu ucenja***.*** Primer teksta je dat u radnoj svesci, str. 71, 72.