



Bosna i Hercegovina, Federacija Bosne i Hercegovine, AGENCIJA ZA DRŽAVNU SLUŽBU
Босна и Херцеговина, Федерација Босне и Херцеговине, АГЕНЦИЈА ЗА ДРЖАВНУ СЛУЖБУ
Bosnia and Herzegovina, Federation of Bosnia and Herzegovina, CIVIL SERVICE AGENCY

Individualni „one to one“ kurs engleskog jezika

Online, august/septembar 2023. godine

DNEVNI RED

❖ PRVI MODUL

- **Mastering Conversation**

(Students watch a talk and consider appropriate conversation topics in their own culture, both in a professional and a personal context. They will also work on vocabulary development and use the points raised in the talk to improve their future conversations.)



❖ DRUGI MODUL

- **Managing Phone Calls and Writing Emails**

(Students learn how to handle phone conversations in English and study vocabulary related to telephone etiquette. They listen to a phone call and analyze expressions used to guide and shift the conversation's focus. Additionally, the lesson covers useful words and phrases for composing emails in English. The class starts with a vocabulary exercise that introduces common terms associated with emails, such as attachment, read receipt, disclaimer, etc. The worksheet includes various words and expressions that can be used in formal and informal writing styles. Students practice using this language at the conclusion of the lesson.)

❖ TREĆI MODUL

• Business Idioms

(Students learn English idioms used in business. The worksheet focuses on vocabulary and speaking practice)



❖ ČETVRTI MODUL

• Phrasal Verbs in Business

(This lesson introduces students to common phrasal verbs used in a business context. These phrasal verbs are presented in their natural context. The lesson plan includes a speaking activity in which students interview each using the target language)

Business Phrasal Verbs	
Break into	To start a new market or industry.
Call off	To cancel a meeting or event.
Carry out	To execute or perform a task.
Come up with	To invent or create an idea or solution.
Cut back	To reduce expenses or staff.
Fill in	To provide necessary information or complete a form.
Get ahead	To advance in one's career or business.
Go over	To review or examine something in detail.
Hold on	To wait for a moment.
Look into	To investigate or examine a situation.
Make up	To compensate for a loss or mistake.
Put together	To assemble or create something from individual parts.
Run into	To encounter a problem or difficulty.

❖ PETI MODUL

- **Reported Speech and Direct and indirect questions in business**

*(This module teaches **reported speech**. The rules for changing the verb tense from **direct speech** are presented and practiced. It also presents and compares **direct questions** and **indirect questions**.)*



❖ ŠESTI MODUL

- **Diplomatic Language**

(This module looks at ways of being more diplomatic in a business context. Students will read an article on the subject and look at different grammatical structures to improve diplomacy in difficult situations (agreeing/disagreeing politely, interrupting politely, etc.)

ZAKLJUČCI/ PREPORUKE

- Procenat prolaznosti na ulaznom testu je 75%
- Obuka se može realizovati kao individualna ili poluindividualna
- Kod poluindividualne maksimalan broj polaznika dvoje ili troje pod uslovom da imaju približno isti nivo poznavanja jezika

KONTAKTI AGENCIJE



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