

# English for Tax Administration 1

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Session 1, 2 Oct 2018

# Introduction to the course



## English for Tax Administration 1 – Course outline

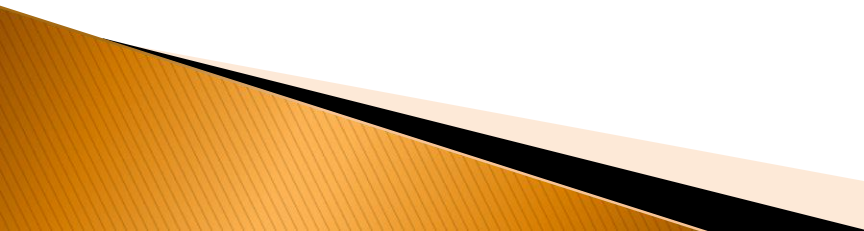
- ▶ Coursebook: Sočanac, L., Matijašević, M., Javornik Čubrić, M., Husinec, S., Horvatić Bilić, I., *English for the Legal Profession*, Narodne novine d.d., 2017.
- ▶ stranica Katedre: [www.pravo.hr/sj](http://www.pravo.hr/sj)
  - predmeti – Engleski jezik porezne struke I
  - obavijesti
  - teaching materials – Miljen Matijašević

# English for Tax Administration I-IV

## YEAR ONE

- ▶ **EFT 1:** Language and Law, About Law, Branches of Law, State Governance and Administration of Justice, Parliament and Legislation
- ▶ **EFT 2:** tax system, tax legislation, taxes in Croatia, VAT, personal income tax, corporate income tax


## YEAR TWO

- ▶ **EFT 3:** criminal law, tort law, company law, contract law
  - ▶ **EFT 4:** the Tax Administration, EMU, Taxation in the EU, the European Court of Auditors, OLAF
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# English for Tax Administration 1 – syllabus

	DATE	CONTENT
1	2 Oct 2018	Introduction to the Course
2	9 Oct 2018	Language and Law
3	16 Oct 2018	About Law
4	23 Oct 2018	About Law
5	30 Oct 2018	Branches of Law
6	20 Nov 2018	Branches of Law
7	27 Nov 2018	State Governance and Administration of Justice
8	4 Dec 2018	State Governance and Administration of Justice
9	11 Dec 2018	Parliament and Legislation
10	18 Dec 2018	Parliament and Legislation
11	8 Jan 2019	Final Revision
12	15 Jan 2019	<b>End-of-term test</b>
13	22 Jan 2019	Signatures and Tutorials

# Attendance

- ▶ Optional
  - ▶ Regular attendance  
(missing no more than 3 sessions)
    - opportunity to take the end-of-term exam  
(two weeks before the first regular term)
    - opportunity to do a presentation
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# Early exam (kolokvij)

- ▶ 15 January (two weeks before the first exam date)
- ▶ Only available with regular attendance (missing no more than 3 sessions)
- ▶ Za upis ocjene u indeks i ISVU potrebno prijaviti ispit na redovnom roku i doći na upis ocjene TIJEKOM redovnog roka (u dogovoreno vrijeme)

# The final examination

- ▶ TEST: Mastering relevant vocabulary
- ▶ ORAL EXAM: Being able to talk about the topics covered in the syllabus, using relevant terms



# The final examination

- ▶ problems with English?
  - take steps in time!
- ▶ come and talk to me – there is help available!
- ▶ STUDENT-MENTORS

[http://www.pravo.unizg.hr/SJ/engleski/studenti\\_mentori](http://www.pravo.unizg.hr/SJ/engleski/studenti_mentori)

# Recommended dictionaries

## ▶ GENERAL ENGLISH:

- Oxford Advanced Learner's Dictionary

## ▶ LEGAL ENGLISH:

- Gačić, M. *Englesko-hrvatski rječnik prava i međunarodnih poslovnih odnosa*. Zagreb: Školska knjiga, 2010


### ◦ ONLINE:

- [legal-dictionary.thefreedictionary.com](http://legal-dictionary.thefreedictionary.com)
- [www.legal-dictionary.org](http://www.legal-dictionary.org)
- [dictionary.law.com](http://dictionary.law.com)

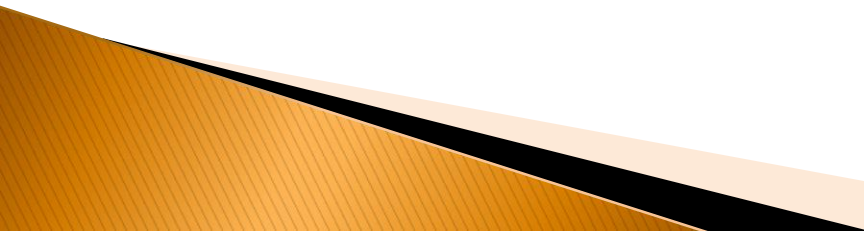
## ● Otherwise:

- Black's Law Dictionary, West Group

# SUMMARY

- ▶ Attendance optional but with benefits
  - ▶ Collect the signature in time!!
  - ▶ Whenever in doubt talk to ME!
  - ▶ You are not responsible to me but to YOURSELF!
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# Optional student assignment

- ▶ carrying out research and doing a presentation
  - ▶ research tasks at the end of each unit in the coursebook
  - ▶ additional topics may be chosen
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# Presentations

- ▶ duration: approx. 15 minutes
- ▶ 2-3 students prepare each presentation as a joint project

# Presentations

- ▶ REWARD for participating in a successful presentation:
  - you can SKIP the oral examination
- ▶ HOWEVER...
  - you still have to take the written test
  - you MUST attend the classes (75 %)

# Presentations

- ▶ Before giving the presentation, students **MUST**:
  1. consult the lecturer about the topic
  2. consult the lecturer about the sources
  3. show the entire PP presentation, as well as the outline and notes at least two weeks before giving the presentation
  4. consult the lecturer about the pronunciation of difficult words

# Presentations


## RESOURCES

- ▶ Department library (come and talk to me)
- ▶ Tempus reading room
  - TMT 3, weekdays 10-14
- ▶ online resources




# Hints for a successful presentation

## ▶ DOs:

1. involve the audience
  2. study your sources and compile the most interesting bits of information into your presentation
  3. make eye contact with your audience
  4. address your audience and use plain English
  5. include questions and discussion questions
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# Hints for a successful presentation

## ▶ DON'Ts:

1. copy from source word for word
  2. read from a piece of paper – it's BORING!!!
  3. include full, complex sentences on your slides
  4. use language you don't understand
  5. suffocate the presentation with images and animations (especially if you do not make use of them!)
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**Thank you for your attention!**

