

## PREFACE

The handbook submitted, presents a part of a model for creating of oral language competences in Slavic languages (Bulgarian, Slovene, Slovak, Czech) with a view to the needs of the tourism. In addition to the handbook, the model includes also a multilingual (four languages) training dictionary, a system for evaluation and self-evaluation of the language competences and a software for a translation from and into the four languages.

The model is provided to be used in an electronic version (the all 4 components), as well as in a “paper” version,” (without using the translation software).

The model is worked out under the **project No BG/06/B/F/LA-166036 Three level lexically oriented model for teaching, learning, and evaluation of oral Slavic languages competences in respect with the needs of tourism** within “Leonardo Da Vinci” Programme of the EC.

The supporting points of the model are as follows:

1. there is still existing a near relationship between the Slavic languages, being a prerequisite for their easier study by the representatives, speaking other Slavic languages;

2. working out a model for an effective learning of related languages by “non -specialists” could contribute the language diversity in Europe to be kept and other languages to be instituted as “lingva franka”, such position is taken today exclusively by the English language;

3. the sphere of tourism as a field, where people most frequently get in a language contact and feel the need to find an easy- to- learn instrument for communication;

4. the closer binding of the science with the economic structure could lead to positive results for both parties.

The submitted handbook is not to be treated as a complete language course in the relevant languages. It includes selectively those lexical and grammatical features, common for the four languages and absolutely necessary for the creation of *oral language competences* in the people, working in the tourist sector.

The handbook consists of 10 thematic modules + one introductory module. Its structure is based on the thematic principle, following (if possible thoroughly) all the situations, during which the people working in the tourist sector, could get in contact with the tourists and could feel the need to enter into a language communication.

Each module consists of 4 parts:

1. Lexical - *Words you know* - (at the very beginning here are pointed the common lexis for the four languages). Here are summarized the words, which because of historical reasons or because of near contact are common for the 4 languages (i.e. related Slavic or international borrowings) and could become a basis for the creation of language skills in the relevant sphere. The tasks of this part are informative, as well as psychological, („to unlock” the confidence in the communication) and stimulating (to activate the thought for the related words – the tests made had shown, that the non-specialists had quite unclear vision for the stage of the „relationship” and the closeness between the four languages).
2. Dialogical – follows after the *Sign for dialogues* – the real situations in the tourism are presented as dialogues, identical for the four languages. The dialogues are divided into three levels in accordance with the level of difficulty. Having in mind that the activities in the tourist sector in most of the cases are in fact seasonal activities for young people with a different experience and different duration of practice, we have planned dialogues

for the most elementary communication, as well as quite difficult dialogues, i.e. for people with longer professional and language experience.

3. Grammar part – follows after *The Grammar sign*. The structure of the grammar part is identical for the four languages with a view to the included categories and differs in accordance with the peculiarities of the categories themselves. The special grammatical features are summarized in a table, as there are avoided – as far as possible – all kinds of additional explanations. The grammar part includes mostly the acquaintance with the basic categories, i.e. person, tenses and the moods for the verbs, the cases (the definiteness) and numbers for the nouns. The basic types of pronouns are presented, quite detailed– the personal pronouns and the numerals, as far as our experience has shown, that during the oral communication in the sphere of tourism the good mastering of the figures and the personal pronouns is very important. The second moment to which certain attention is paid is the basic construction types, by means of which are expressed a request, a command, a prohibition, addressing and psychical/physical conditions. Because of the variety of tourist activities and the fact that the handbook is designed for users with different language experience, the handbook includes – in the verb sphere– the imperative and conditional categories, intended for users who already possess some language knowledge on the relevant language. The basic ways for structuring the time and space, the quantity and the degree in the relevant languages are generalized. From the syntactical phenomena are presented the basic coordinative and subordinating conjunctions (one of each kind).

4. *Exercises.* Two types of exercises are included in the handbook. The first are following the theme, worked out in the dialogues, and are aiming direct creation of communication skills – on one hand is checked the level of comprehension of the people trained, and on the other hand is activated their chance to participate in dialogues. The other types of exercises are the grammatical ones. They are also right after the worked grammar theme. Most of the grammar exercises are using the means of replacement and choice (I level) or a transformation under a model (II level); a much smaller part of them are aiming the self-dependent generating of sentences. The accent of the grammar exercises is again put not that much on the creating of some certain types of forms, but on the creation of ability to express confirmation/denial, to ask questions and to perform other types of speeches.

A basic principle of the whole handbook is searching and emphasizing on the common features between the four Slavic languages, which to be used as a basis for the creation of language competences in the other Slavic languages.

The vocabulary used in the handbook is presented in the Four-language training dictionary, that's the reason why to the separate modules is not given a separate lexical part (with the exception of the introductory common words).

The model is worked out by representatives of the following research institutes (Institute for Bulgarian Language, Sofia University „St Kliment Ochridski”, Institute for Czech Language, Center for studying Slovene as a second/ foreign language to the University of Lublana) and business organizations (Tourist agency Alexandria, International business and consultations, Ппо-Orava).