



## Subject card

Subject name and code	Business English, PG_00050228						
Field of study	Engineering Management						
Date of commencement of studies	October 2019	Academic year of realisation of subject	2019/2020				
Education level	first-cycle studies	Subject group	Obligatory subject group in the field of study				
Mode of study	Part-time studies	Mode of delivery	at the university				
Year of study	1	Language of instruction	English				
Semester of study	2	ECTS credits	2.0				
Learning profile	general academic profile	Assessment form	assessment				
Conducting unit	Language Centre -> Vice-Rector for Education						
Name and surname of lecturer (lecturers)	Subject supervisor	mgr Beata Klimas					
	Teachers	mgr Marek Adamczyk mgr Anita Mieszowska					
Lesson types and methods of instruction	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	16.0	0.0	0.0	0.0	16
	E-learning hours included: 0.0						
	Additional information: The label course  <b>Język obcy Business English, WZIE, zarządzanie inżynierskie, I st, 2 sem, niestacj.</b>  <b>with information on all online courses supplementing traditional classes.</b>						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan	Participation in consultation hours	Self-study	SUM		
	Number of study hours	16	2.0	32.0	50		
Subject objectives	1. Develop all four language skills: speaking, writing, reading and listening.  2. Develop speaking and written business communication skills to function effectively in the working environment.  3. Improve and consolidate Business English vocabulary, grammar and structure.  4. Acquire fluency and language correctness.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[K6_U82] is able to obtain and process information related to field of study and academic environment in foreign language at B2 level of the Common European Framework of Reference for Languages (CEFR)	Knowledge of professional vocabulary. Ability to understand specialist texts. Ability to use online sources in English.	[SU5] Assessment of ability to present the results of task [SU1] Assessment of task fulfilment
	[K6_W81] has knowledge of grammatical structures and lexical resources needed to communicate in foreign language in terms of general and specialist language related to field of study	Ability to create grammatically correct linguistic structures. Ability to distinguish between formal and informal registers. Knowledge of basic business vocabulary.	[SW1] Assessment of factual knowledge
	[K6_K82] is equipped to participate in lectures, seminars and laboratory classes conducted in foreign language	Knowledge of specialist terminology. Ability to understand lectures. Ability to understand professional literature.	[SK4] Assessment of communication skills, including language correctness
Subject contents	<p>Vocabulary: Extending the knowledge of basic and specialist terms and expressions used in business and academic language as well as the language of work. Exercises concerning lexical structures, describing the types of companies and their structures, basic mathematical terminology, describing trends and interpreting graphs. Introduction of specialist language in the field of management, marketing and finance.</p> <p>Grammar: Using grammar appropriate to a given language level. Practising structures essential for written and verbal communication in academic and professional environments.</p> <p>Writing: Developing skills in writing texts essential in academic and work environments, including: reports, CVs, emails, summaries, notes, abstracts, instructions and descriptions of processes.</p> <p>Reading: Developing reading comprehension skills on the basis of original academic and professional texts.</p> <p>Listening: Developing listening comprehension skills concerning workplace, academic and everyday life situations, such as: telephone conversations, interviews, customer service, lectures and presentations.</p> <p>Speaking: Practising communication skills in academic and work environments, such as: giving presentations, job interviews, formal and informal conversations, negotiating, presenting arguments, solving problems, participating in case studies, conducting formal meetings, etc. Practising correct pronunciation and intonation.</p>		
Prerequisites and co-requisites	Before joining a language group at a particular level, the student must first attain the preceding level, i.e. A1 before joining an A2 group, A2 before joining B1, B1 before joining B2, B2 before joining C1 and C1 before joining C2.		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	writing	60.0%	10.0%
	class participation	60.0%	20.0%
	tests	60.0%	60.0%
	oral presentation	60.0%	10.0%
Recommended reading	Basic literature	Dubicka, O'Keefe, Market Leader 3rd Edition Extra (B1-C2). Pearson Education Ltd, Harlow, England, 2016	
	Supplementary literature	<p>Mascull, Business Vocabulary in Use (intermediate-advanced). CUP, Cambridge, 2004</p> <p>Godwin, Strutt, Test Your Vocabulary in Use (intermediate-advanced). CUP, Cambridge, 2005.</p>	
	eResources addresses		
Example issues/ example questions/ tasks being completed	Vocabulary connected with the recruitment process, writing a report, negotiating a contract		

Work placement	Not applicable
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