



Subject card

Subject name and code	BUSINESS ENGLISH, PG_00040593						
Field of study	Engineering Management						
Date of commencement of studies	October 2020	Academic year of realisation of subject			2020/2021		
Education level	first-cycle studies	Subject group			Obligatory subject group in the field of study		
Mode of study	Full-time studies	Mode of delivery			e-learning		
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 Ewa Rogala					
	Teachers	mgr Witold Zbirohowski-Kościa mgr Lara Kalenik mgr Joanna Pawlak-Mikuć mgr Hanna Rembowska					
Lesson types and methods of instruction	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	30.0	0.0	0.0	0.0	30
	E-learning hours included: 30.0						
	Address on the e-learning platform: https://enauczanie.pg.edu.pl/moodle/course/view.php?id=15526 Adresy na platformie eNauczanie:						
	Additional information: The label course Język obcy Business English, WZiE, zarządzanie inżynierskie, 1 st, 2 sem with information on all online courses supplementing traditional classes.						
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	30	2.0	18.0	50		
Subject objectives	Students reach B2 or C1 level of business English. The course is concluded with the ACERT exam.						
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_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		
	[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		

Subject contents	<p>Vocabulary:</p> <p>Introduction of specialist language in the field of management, economics, marketing and finance.</p> <p>Grammar:</p> <p>Developing B2/C1 level grammar structures essential for written and verbal communication.</p> <p>Writing:</p> <p>Practising skills in writing various texts essential in work environment such as reports, CVs, emails, summaries, notes, abstracts, instructions and descriptions of processes.</p> <p>Reading:</p> <p>Developing various techniques of reading texts in the field of management, economics, marketing and finance.</p> <p>Listening:</p> <p>Developing listening comprehension skills concerning workplace and everyday life situations, such as: telephone conversations, interviews, customer service, lectures and presentations.</p> <p>Speaking:</p> <p>Practising communication skills such as giving presentations, job interviews, formal and informal conversations, negotiating, presenting arguments, solving problems, participating in case studies, conducting formal meetings, etc. Practising the correct pronunciation and intonation of expressions.</p>														
Prerequisites and co-requisites	Before joining a language group, students are expected to be at level B1 or higher.														
Assessment methods and criteria	<table border="1"> <thead> <tr> <th data-bbox="451 1247 794 1283">Subject passing criteria</th> <th data-bbox="794 1247 1139 1283">Passing threshold</th> <th data-bbox="1139 1247 1477 1283">Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td data-bbox="451 1283 794 1319">writing</td> <td data-bbox="794 1283 1139 1319">60.0%</td> <td data-bbox="1139 1283 1477 1319">20.0%</td> </tr> <tr> <td data-bbox="451 1319 794 1355">class participation</td> <td data-bbox="794 1319 1139 1355">60.0%</td> <td data-bbox="1139 1319 1477 1355">20.0%</td> </tr> <tr> <td data-bbox="451 1355 794 1391">tests</td> <td data-bbox="794 1355 1139 1391">60.0%</td> <td data-bbox="1139 1355 1477 1391">60.0%</td> </tr> </tbody> </table>			Subject passing criteria	Passing threshold	Percentage of the final grade	writing	60.0%	20.0%	class participation	60.0%	20.0%	tests	60.0%	60.0%
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Recommended reading	Basic literature	Dubicka, O'Keefe, Market Leader 3rd Edition Extra (B2-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> <p>BEC Testbuilder (Vantage/Higher), Macmillan.</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														