



## Subject card

Subject name and code	BUSINESS ENGLISH, PG_00041009						
Field of study	Engineering Management						
Date of commencement of studies	October 2020	Academic year of realisation of subject			2021/2022		
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	2	Language of instruction			English		
Semester of study	4	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 Anita Mieszkowska				
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						
	Address on the e-learning platform: <a href="https://enauczanie.pg.edu.pl/moodle/course/view.php?id=15526">https://enauczanie.pg.edu.pl/moodle/course/view.php?id=15526</a> Adresy na platformie eNauczanie:						
	Additional information: The label course  Język obcy Business English, WZiE, zarządzanie inżynierskie, I 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	16	2.0	32.0	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_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		
	[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.			[SU1] Assessment of task fulfilment [SU5] Assessment of ability to present the results of task		

Subject contents	<p><b>Vocabulary:</b></p> <p>Introduction of specialist language in the field of management, economics, marketing and finance.</p> <p><b>Grammar:</b></p> <p>Developing B2/C1 level grammar structures essential for written and verbal communication.</p> <p><b>Writing:</b></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><b>Reading:</b></p> <p>Developing various techniques of reading texts in the field of management, economics, marketing and finance.</p> <p><b>Listening:</b></p> <p>Developing listening comprehension skills concerning workplace and everyday life situations, such as: telephone conversations, interviews, customer service, lectures and presentations.</p> <p><b>Speaking:</b></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" data-bbox="448 1218 1477 1357"> <thead> <tr> <th data-bbox="448 1218 794 1256">Subject passing criteria</th> <th data-bbox="794 1218 1141 1256">Passing threshold</th> <th data-bbox="1141 1218 1477 1256">Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 1256 794 1290">writing</td> <td data-bbox="794 1256 1141 1290">60.0%</td> <td data-bbox="1141 1256 1477 1290">20.0%</td> </tr> <tr> <td data-bbox="448 1290 794 1323">tests</td> <td data-bbox="794 1290 1141 1323">60.0%</td> <td data-bbox="1141 1290 1477 1323">60.0%</td> </tr> <tr> <td data-bbox="448 1323 794 1357">class participation</td> <td data-bbox="794 1323 1141 1357">60.0%</td> <td data-bbox="1141 1323 1477 1357">20.0%</td> </tr> </tbody> </table>			Subject passing criteria	Passing threshold	Percentage of the final grade	writing	60.0%	20.0%	tests	60.0%	60.0%	class participation	60.0%	20.0%
Subject passing criteria	Passing threshold	Percentage of the final grade													
writing	60.0%	20.0%													
tests	60.0%	60.0%													
class participation	60.0%	20.0%													
Recommended reading	<table border="1" data-bbox="448 1364 1477 1868"> <tbody> <tr> <td data-bbox="448 1364 794 1547">Basic literature</td> <td colspan="2" data-bbox="794 1364 1477 1547">Dubicka, O'Keefe, Market Leader 3rd Edition Extra (B2-C2). Pearson Education Ltd, Harlow, England, 2016</td> </tr> <tr> <td data-bbox="448 1547 794 1834">Supplementary literature</td> <td colspan="2" data-bbox="794 1547 1477 1834"> Mascull, Business Vocabulary in Use (intermediate-advanced). CUP, Cambridge, 2004   Godwin, Strutt, Test Your Vocabulary in Use (intermediate-advanced). CUP, Cambridge, 2005.   BEC Testbuilder (Vantage/Higher), Macmillan. </td> </tr> <tr> <td data-bbox="448 1834 794 1868">eResources addresses</td> <td colspan="2" data-bbox="794 1834 1477 1868"></td> </tr> </tbody> </table>			Basic literature	Dubicka, O'Keefe, Market Leader 3rd Edition Extra (B2-C2). Pearson Education Ltd, Harlow, England, 2016		Supplementary literature	Mascull, Business Vocabulary in Use (intermediate-advanced). CUP, Cambridge, 2004  Godwin, Strutt, Test Your Vocabulary in Use (intermediate-advanced). CUP, Cambridge, 2005.  BEC Testbuilder (Vantage/Higher), Macmillan.		eResources addresses					
Basic literature	Dubicka, O'Keefe, Market Leader 3rd Edition Extra (B2-C2). Pearson Education Ltd, Harlow, England, 2016														
Supplementary literature	Mascull, Business Vocabulary in Use (intermediate-advanced). CUP, Cambridge, 2004  Godwin, Strutt, Test Your Vocabulary in Use (intermediate-advanced). CUP, Cambridge, 2005.  BEC Testbuilder (Vantage/Higher), Macmillan.														
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														