



## Subject card

Subject name and code	Business English, PG_00050228						
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	Part-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 Beata Klimas				
	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: 16.0						
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	<p>1. Develop all four language skills: speaking, writing, reading and listening.</p> <p>2. Develop speaking and written business communication skills to function effectively in the working environment.</p> <p>3. Improve and consolidate Business English vocabulary, grammar and structure.</p> <p>4. Acquire fluency and language correctness.</p>						
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	<p>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.</p>																	
Assessment methods and criteria	<table border="1"> <thead> <tr> <th data-bbox="456 920 794 947">Subject passing criteria</th> <th data-bbox="799 920 1137 947">Passing threshold</th> <th data-bbox="1142 920 1481 947">Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td data-bbox="456 954 794 981">class participation</td> <td data-bbox="799 954 1137 981">60.0%</td> <td data-bbox="1142 954 1481 981">20.0%</td> </tr> <tr> <td data-bbox="456 987 794 1014">tests</td> <td data-bbox="799 987 1137 1014">60.0%</td> <td data-bbox="1142 987 1481 1014">60.0%</td> </tr> <tr> <td data-bbox="456 1021 794 1048">oral presentation</td> <td data-bbox="799 1021 1137 1048">60.0%</td> <td data-bbox="1142 1021 1481 1048">10.0%</td> </tr> <tr> <td data-bbox="456 1055 794 1081">writing</td> <td data-bbox="799 1055 1137 1081">60.0%</td> <td data-bbox="1142 1055 1481 1081">10.0%</td> </tr> </tbody> </table>			Subject passing criteria	Passing threshold	Percentage of the final grade	class participation	60.0%	20.0%	tests	60.0%	60.0%	oral presentation	60.0%	10.0%	writing	60.0%	10.0%
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Recommended reading	Basic literature	<p>Dubicka, O'Keefe, Market Leader 3rd Edition Extra (B1-C2). Pearson Education Ltd, Harlow, England, 2016</p>																
	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	<p>Vocabulary connected with the recruitment process, writing a report, negotiating a contract</p>																	
Work placement	<p>Not applicable</p>																	