



## Subject card

Subject name and code	BUSINESS ENGLISH, PG_00040594						
Field of study	Engineering Management						
Date of commencement of studies	October 2021	Academic year of realisation of subject			2023/2024		
Education level	first-cycle studies	Subject group			Obligatory subject group in the field of study		
Mode of study	Full-time studies	Mode of delivery			at the university		
Year of study	3	Language of instruction			English		
Semester of study	6	ECTS credits			2.0		
Learning profile	general academic profile	Assessment form			exam		
Conducting unit	Language Centre -> Vice-Rector for Education						
Name and surname of lecturer (lecturers)	Subject supervisor		mgr Ewa Rogala				
	Teachers						
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: 0.0						
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	30		4.0		16.0	50
Subject objectives	<ol style="list-style-type: none"> <li>1. Use different techniques and communication channels to function effectively in the business environment</li> <li>2. Develop speaking and written business communication skills</li> <li>3. Consolidate and broaden knowledge and practice of business vocabulary (grammar and structure)</li> <li>4. Acquire fluency as well as language awareness and correctness</li> <li>5. Develop all four language skills: speaking, writing, reading and listening</li> </ol>						
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)		Upon finishing the semester student can: 1. Understand most lectures and participate in discussions on finance and management- related topics 2. Make use of vocabulary from the field of finance, risk-management and advertising 3. Employ suitable business vocabulary to express clearly one's viewpoints			[SU1] Assessment of task fulfilment [SU5] Assessment of ability to present the results of task	
	[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						
	[K6_K82] is equipped to participate in lectures, seminars and laboratory classes conducted in foreign language						

<p>Subject contents</p>	<p><b>Vocabulary:</b></p> <p>Deepening knowledge of basic and specialist terms and expressions used in technical and academic language as well as the language of work. Exercises concerning lexical structures, describing the physical properties of materials, shapes, basic mathematical terminology, interpreting figures and diagrams, and explaining processes. Introduction of specialist language in the field of management, economics, marketing and finance.</p> <p><b>Grammar:</b></p> <p>Using grammar appropriate to the given language level. Learning of structures essential for written and verbal communication in academic and professional environments.</p> <p><b>Writing:</b></p> <p>Practising skills in writing various texts essential in academic and work environments, including: reports, CVs, emails, summaries, notes, abstracts, instructions and descriptions of processes.</p> <p><b>Reading:</b></p> <p>Deepening reading comprehension of original academic and professional texts in the field of management, economics, marketing and finance.</p> <p><b>Listening:</b></p> <p>Developing listening comprehension skills concerning workplace, academic and everyday life situations, such as: telephone conversations, interviews, customer service, lectures and presentations.</p> <p><b>Speaking:</b></p> <p>Practising communication skills in academic and work environments, such as: the giving of 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>
<p>Prerequisites and co-requisites</p>	<pre>&lt;!-- /* Font Definitions */ @font-face {font-family:"Cambria Math"; panose-1:2 4 5 3 5 4 6 3 2 4; mso-font-charset:1; mso-generic-font-family:roman; mso-font-pitch:variable; mso-font-signature:0 0 0 0 0 0;} /* Style Definitions */ p.MsoNormal, li.MsoNormal, div.MsoNormal {mso-style-unhide:no; mso-style-qformat:yes; mso-style-parent:""; margin:0cm; margin-bottom:.0001pt; mso-pagination:widow-orphan; font-size:12.0pt; font-family:"Times New Roman",serif; mso-fareast-font-family:"Times New Roman";}.MsoChpDefault {mso-style-type:export-only; mso-default-props:yes; font-size:10.0pt; mso-ansi-font-size:10.0pt; mso-bidi-font-size:10.0pt;} @page WordSection1 {size:612.0pt 792.0pt; margin:70.85pt 70.85pt 70.85pt 70.85pt; mso-header-margin:35.4pt; mso-footer-margin:35.4pt; mso-paper-source:0;} div.WordSection1 {page:WordSection1;} --&gt;</pre> <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	Subject passing criteria	Passing threshold	Percentage of the final grade
	homework	60.0%	10.0%
	tests	60.0%	40.0%
	presentation	60.0%	30.0%
	class participation	60.0%	20.0%
Recommended reading	Basic literature	<p>Basic literature:</p> <ol style="list-style-type: none"> <li>1. Cotton, Falvey, Kent, Market Leader New Edition (A1-C2). Pearson Longman, Harlow, England, 2007.</li> <li>2. Strutt, Business Grammar and Usage New Edition. Pearson Longman, Harlow, England, 2010.</li> <li>3. Kozierkiewicz, Dictionary of Business Terms, angielsko-polski, polsko-angielski. Wydawnictwo C.H.Beck, Warszawa 2005</li> <li>4. Collin, Słupski, Słownik Biznesu, Wydawnictwo Wilga, Warszawa, 2000.</li> <li>5. Treger, Słownik terminów Unii Europejskiej, angielsko-polski, polsko-angielski. Wydawnictwo Placet, Warszawa, 2006.</li> </ol> <ol style="list-style-type: none"> <li>1. Cotton, Falvey, Kent, Market Leader New Edition (A1-C2). Pearson Longman, Harlow, England, 2007.</li> <li>2. Strutt, Business Grammar and Usage New Edition. Pearson Longman, Harlow, England, 2010.</li> <li>3. Kozierkiewicz, Dictionary of Business Terms, angielsko-polski, polsko-angielski. Wydawnictwo C.H.Beck, Warsaw 2005</li> <li>4. Collin, Słupski, Słownik Biznesu, Wydawnictwo Wilga, Warsaw, 2000.</li> <li>5. Treger, Słownik terminów Unii Europejskiej, angielsko-polski, polsko-angielski. Wydawnictwo Placet, Warsaw, 2006.</li> </ol>	
	Supplementary literature	<ol style="list-style-type: none"> <li>1. Cambell, English for Business. Thomson, Croatia,2000.</li> <li>2. Mascull, Business Vocabulary In Use (intermediate-advanced). Cambridge University Press, Cambridge, 2004.</li> <li>3. Godwin, Strutt, Test Your Business Vocabulary in Use (intermediate-advanced). Cambridge University Press, Cambridge, 2005.</li> <li>4. Badger, Everyday Business English. Pearson Longman, Harlow, England, 2003.</li> <li>5. Taylor, Model Business Letters, E-mails &amp; Other Business Documents (sixth edition). Pearson Longman, Harlow, England, 2004.</li> <li>6. Professional English in Use (Finance, Marketing, Management), Cambridge, 2007-11.</li> <li>7. Oxford Business English – Express Series: (English for...: Negotiating, Emails, Marketing and Advertising, Accounting), 2007-10.</li> <li>8. Business English Dictionary, Longman, 2007.</li> <li>9. Swan, Practical English Usage. Oxford University Press, Oxford, 1993.</li> <li>10. Strutt, Business English Usage. Longman, Harlow, England,1992 .</li> </ol>	
	eResources addresses		

Example issues/ example questions/ tasks being completed	Describe differences between cultures during business meeting (advice, necessity, obligation)  Presentation structure
Work placement	Not applicable