



## Subject card

Subject name and code	Business English, PG_00041012						
Field of study	Engineering Management						
Date of commencement of studies	October 2022	Academic year of realisation of subject			2024/2025		
Education level	first-cycle studies	Subject group			Obligatory subject group in the field of study		
Mode of study	Part-time studies (on-line)	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 Jurkiewicz-Sękiewicz				
	Teachers						
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						
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		4.0		30.0	50
Subject objectives	Developing and consolidating the ability to use English in the business environment with reference to all four language skills: reading, speaking, listening, writing and translating.						
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						
	[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_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)						

Subject contents	<p>1. planning/ words for talking about planning/ talking about future plans: going to, present continuous</p> <p>2. meetings: interrupting and clarifying/ planning collocations: sales forecast, to keep within a budget, to submit a report, etc.</p> <p>3. managing people/ qualities and skills of a good manager- vocabulary/ linkers (for instance, in addition, that is why, etc.)</p> <p>4. developing socialising skills/ words for entertainment/ verbs and prepositions</p> <p>5. managing conflict/ negative prefixes: adjectives/ Reported Speech</p> <p>6. negotiating a solution to a problem with an employee/ formal English for business letters/ conditionals</p> <p>7. starting new businesses/ economic terms/ time clauses</p> <p>8. dealing with numbers- describing a table/ statistics- vocabulary/ phrasal verbs- finances (mark up, cash up, put down, etc.)</p> <p>9. presenting a product/ adjectives for products/ Passive Voice</p> <p>10. talking about your favourite brands/ words that go with BRAND, PRODUCT &amp; MARKET/ future simple vs. continuous</p> <p>11. telephoning: making arrangements/ British &amp; American English: travel words</p> <p>12. writing business e-mails: apologising for the inconvenience and offering compensation/ verbs: mixed tenses</p> <p>13. changes at work/ words for describing change/ present perfect: the use of for, since, how</p> <p>14. describing company structure/ talking about status within an organisation/ noun combinations</p> <p>15. introductions and networking/ useful language: talking about common interests and networking (common phrases)</p>																	
Prerequisites and co-requisites	A student applying to be admitted to a group at a given level knows the vocabulary range and grammar structures required after finishing a lower level of language competence, as stated in the Common European Framework of Reference for Languages (for level A2 – A1, for B2 – A2 and so on).																	
Assessment methods and criteria	<table border="1"> <thead> <tr> <th data-bbox="453 1666 794 1697">Subject passing criteria</th> <th data-bbox="799 1666 1141 1697">Passing threshold</th> <th data-bbox="1145 1666 1485 1697">Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td data-bbox="453 1697 794 1729">tests</td> <td data-bbox="799 1697 1141 1729">60.0%</td> <td data-bbox="1145 1697 1485 1729">60.0%</td> </tr> <tr> <td data-bbox="453 1729 794 1760">writing</td> <td data-bbox="799 1729 1141 1760">60.0%</td> <td data-bbox="1145 1729 1485 1760">10.0%</td> </tr> <tr> <td data-bbox="453 1760 794 1792">class participation</td> <td data-bbox="799 1760 1141 1792">60.0%</td> <td data-bbox="1145 1760 1485 1792">20.0%</td> </tr> <tr> <td data-bbox="453 1792 794 1823">e-learning</td> <td data-bbox="799 1792 1141 1823">60.0%</td> <td data-bbox="1145 1792 1485 1823">10.0%</td> </tr> </tbody> </table>			Subject passing criteria	Passing threshold	Percentage of the final grade	tests	60.0%	60.0%	writing	60.0%	10.0%	class participation	60.0%	20.0%	e-learning	60.0%	10.0%
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Recommended reading	Basic literature	<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>
	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. Swan, Practical English Usage. Oxford University Press, Oxford, 1993.</li> <li>7. Strutt, Business English Usage. Longman, Harlow, England, 1992.</li> <li>8. Vaughan, Business Studies. Prentice Hall, Hertfordshire, 1997.</li> <li>9. Yates, Economics. Prentice Hall, Hertfordshire, 1998.</li> </ol>
	eResources addresses	
Example issues/ example questions/ tasks being completed	<ol style="list-style-type: none"> <li>1. Speaking - expressing one's point of view</li> <li>2. Reading - magazines and websites</li> <li>3. Writing - a report</li> <li>4. Active listening</li> </ol>	
Work placement	Not applicable	