



Subject card

| | | | | | | | |
|---|--|--|---|-------------------------------------|---|------------|-----|
| Subject name and code | BUSINESS ENGLISH, PG_00040594 | | | | | | |
| 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 | 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 | 1. Use different techniques and communication channels to function effectively in the business environment 2. Develop speaking and written business communication skills 3. Consolidate and broaden knowledge and practice of business vocabulary (grammar and structure) 4. Acquire fluency as well as language awareness and correctness 5. Develop all four language skills: speaking, writing, reading and listening | | | | | | |
| 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) | | 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 | | [SU5] Assessment of ability to present the results of task [SU1] Assessment of task fulfilment | | |

| | |
|---------------------------------|---|
| Subject contents | <p>Vocabulary:</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>Grammar:</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>Writing:</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>Reading:</p> <p>Deepening reading comprehension of original academic and professional texts in the field of management, economics, marketing and finance.</p> <p>Listening:</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>Speaking:</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> |
| Prerequisites and co-requisites | <pre><!-- /* 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;} --></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 | Basic literature: 1. Cotton, Falvey, Kent, Market Leader New Edition (A1-C2). Pearson Longman, Harlow, England, 2007. 2. Strutt, Business Grammar and Usage New Edition. Pearson Longman, Harlow, England, 2010. 3. Kozierkiewicz, Dictionary of Business Terms, angielsko-polski, polsko-angielski. Wydawnictwo C.H.Beck, Warszawa 2005 4. Collin, Słupski, Słownik Biznesu, Wydawnictwo Wilga, Warszawa, 2000. 5. Treger, Słownik terminów Unii Europejskiej, angielsko-polski, polsko-angielski. Wydawnictwo Placet, Warszawa, 2006. 1. Cotton, Falvey, Kent, Market Leader New Edition (A1-C2). Pearson Longman, Harlow, England, 2007. 2. Strutt, Business Grammar and Usage New Edition. Pearson Longman, Harlow, England, 2010. 3. Kozierkiewicz, Dictionary of Business Terms, angielsko-polski, polsko-angielski. Wydawnictwo C.H.Beck, Warsaw 2005 4. Collin, Słupski, Słownik Biznesu, Wydawnictwo Wilga, Warsaw, 2000. 5. Treger, Słownik terminów Unii Europejskiej, angielsko-polski, polsko-angielski. Wydawnictwo Placet, Warsaw, 2006. | |
| | Supplementary literature | 1. Cambell, English for Business. Thomson, Croatia, 2000. 2. Mascull, Business Vocabulary In Use (intermediate-advanced). Cambridge University Press, Cambridge, 2004. 3. Godwin, Strutt, Test Your Business Vocabulary in Use (intermediate-advanced). Cambridge University Press, Cambridge, 2005. 4. Badger, Everyday Business English. Pearson Longman, Harlow, England, 2003. 5. Taylor, Model Business Letters, E-mails & Other Business Documents (sixth edition). Pearson Longman, Harlow, England, 2004. 6. Professional English in Use (Finance, Marketing, Management), Cambridge, 2007-11. 7. Oxford Business English – Express Series: (English for...: Negotiating, Emails, Marketing and Advertising, Accounting), 2007-10. 8. Business English Dictionary, Longman, 2007. 9. Swan, Practical English Usage. Oxford University Press, Oxford, 1993. 10. Strutt, Business English Usage. Longman, Harlow, England, 1992. | |
| | eResources addresses | Adresy na platformie eNauczanie: | |

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

Document generated electronically. Does not require a seal or signature.