



Subject card

Subject name and code	BUSINESS ENGLISH, PG_00040614						
Field of study	Engineering Management						
Date of commencement of studies	October 2022	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	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						
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		2.0		18.0	50
Subject objectives	<p>The aim of the course is to:</p> <ol style="list-style-type: none"> 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_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. Articulate opinions concerning companies and conduct phone calls 2. Present and interpret data also shown in the form of graphs and tables, and write a report based on them 3. Use English for social interactions as well as participate in formal discussions 4. Use vocabulary in the field of marketing			[SU5] Assessment of ability to present the results of task [SU4] Assessment of ability to use methods and tools [SU1] Assessment of task fulfilment		
	[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 [SK2] Assessment of progress of work		
	[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.			[SW2] Assessment of knowledge contained in presentation		

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	Before joining a language group, students are expected to be at level B1 or higher.												
Assessment methods and criteria	<table border="1"> <thead> <tr> <th data-bbox="456 1771 794 1798">Subject passing criteria</th> <th data-bbox="799 1771 1137 1798">Passing threshold</th> <th data-bbox="1142 1771 1469 1798">Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td data-bbox="456 1805 794 1832">tests</td> <td data-bbox="799 1805 1137 1832">60.0%</td> <td data-bbox="1142 1805 1469 1832">60.0%</td> </tr> <tr> <td data-bbox="456 1839 794 1865">class participation</td> <td data-bbox="799 1839 1137 1865">60.0%</td> <td data-bbox="1142 1839 1469 1865">20.0%</td> </tr> <tr> <td data-bbox="456 1872 794 1899">writing</td> <td data-bbox="799 1872 1137 1899">60.0%</td> <td data-bbox="1142 1872 1469 1899">20.0%</td> </tr> </tbody> </table>	Subject passing criteria	Passing threshold	Percentage of the final grade	tests	60.0%	60.0%	class participation	60.0%	20.0%	writing	60.0%	20.0%
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Recommended reading	Basic literature	1. Cotton, Falvey, Kent, Market Leader New Edition (A1-C2). Pearson Longman, Harlow, England, 2007.
	Supplementary literature	<ol style="list-style-type: none"> 1. Mascull, Business Vocabulary In Use (intermediate-advanced). Cambridge University Press, Cambridge, 2004. 2. Godwin, Strutt, Test Your Business Vocabulary in Use (intermediate-advanced). Cambridge University Press, Cambridge, 2005. 3. Taylor, Model Business Letters, E-mails & Other Business Documents (sixth edition). Pearson Longman, Harlow, England, 2004. 4. BEC Testbuilder (Vantage/Higher), Macmillan.
	eResources addresses	
Example issues/ example questions/ tasks being completed	Vocabulary connected with risk, managing risks, skills: reaching agreement, holding a meeting	
Work placement	Not applicable	