Subject card

Subject name and code	Business Language, PG_00053779
Field of study	Management

Date of commencement of studies	October 2022	Academic year of realisation of subject	2022/2023
Education level	second-cycle studies	Subject group	Optional subject group
Mode of study	Part-time studies	Mode of delivery	at the university
Year of study	1	Language of instruction	Polish
Semester of study	1	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	mgr Anita Mieszkowska
		mgr Ewa Rogala
		mgr Witold Zbirohowski-Kościa

Lesson types and methods of instruction	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	18.0	0.0	0.0	0.0	18
	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	18	0.0	0.0	18

Subject objectives	The aim of the course is to develop the ability to use English effectively in the academic and professional environments

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[K7_W81] has knowledge of complex grammatical structures and diverse 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 [SW3] Assessment of knowledge contained in written work and projects
	[K7_K82] is equipped to participate actively 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
	[K7_U82] is able to proficiently 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	[SU2] Assessment of ability to analyse information [SU4] Assessment of ability to use methods and tools

Subject contents	**Vocabulary:**
	Professional language development enhanced by scenario-based exercises, case studies, comprehension tasks, reading assignments, professional articles, vocabulary exercises contextualized in the field of management.
	Developing skills in writing various texts essential in the academic and work environments, including an abstract of an academic thesis, a report, a data analysis, a process description, a covering letter/personal statement, a formal letter and email. Developing writing techniques such as style and register, coherence and cohesion, using in-text references, paraphrasing.
	Listening and speaking:
	Developing listening comprehension and communication skills in the academic and work environments. Practising giving presentations and pitching an idea for a new product, participating in formal business meetings, videoconferences, negotiations and work performance appraisals. Developing intercultural awareness and critical thinking as well as the skills of team building, project and time management.
	Reading:
	Developing comprehension skills in reading academic and professional texts, with particular emphasis on critical reading, skimming and scanning, selecting and prioritising information, recognising and understanding implicit meanings, and note taking.

Prerequisites and co-requisites	Before joining a language group, students are expected to demonstrate language ability at level B2.

Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	tests	60.0%	60.0%
	participation	60.0%	10.0%
	writing	60.0%	20.0%
	oral presentation	60.0%	10.0%

Recommended reading	Basic literature	Cambridge Academic English, CUP
		Cambridge English for Scientists, Upper - Intermediate, CUP
		Professional English in Use, CUP
		Dynamic Presentations, CUP
	Supplementary literature	Business Vocabulary in Use, Advanced, CUP
		Intelligent Business, Advanced, Pearson
		Market Leader, Advanced, Pearson
		Academic English For Engineers, PŁ
	eResources addresses	Adresy na platformie eNauczanie:

Example issues/ example questions/ tasks being completed	• vocabulary concerning marketing • writing a report • negotiating a contract
Work placement	Not applicable