

Subject card

Subject name and code	English Business Correspondence, PG_00134546						
Field of study	Eastern Studies						
Date of commencement of studies	October 2025		Academic year of realisation of subject		2027/2028		
Education level	Bachelor's studies		Subject group		Obligatory subject group in the field of study Subject group related to scientific research 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	academic		Assessment form		credit		
Conducting unit	Division of Russian Studies, Russian Literature and Culture -> Institute of Russian and Eastern Studies -> Faculty of Languages -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		mgr Magdalena Kruk				
	Teachers						
Lesson types	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	The aim is to teach students how to write a variety of basic business documents, and how to translate such texts from Polish to English.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[SWSCHL3_W07] He/she has well-organized detailed knowledge in the field of selected economic and legal issues, also oriented towards practical application in a selected sphere of cultural and economic activity, primarily in the context of international cooperation related to the Polish and Russian language areas, as well as the second chosen language area	The student is familiar with the chosen economic issues, and can use this knowledge to write business documents.	[SW4] test/exam - oral or written [SW3] text preparation/written work
	[SWSCHL3_K01] Is aware of the scope of their professional knowledge and skills, as well as understands the need for further, continuous development of professional, personal, and social competencies	The student is aware of his/her knowledge and skills in English; recognizes the need to constantly develop professional, personal and social skills.	[SK3] text preparation/written work [SK4] test/exam - oral or written [SK5] implementation of a problem task [SK6] demonstration of practical skills
	[SWSCHL3_U07] Is able to recognize various types of texts characteristic of the Russian language, the second language of study, Polish, and English, and conduct their critical analysis and interpretation from a linguistic perspective to determine their meanings, genre and discursive affiliation, communicative effectiveness in professional activities, as well as social impact.	The student can differentiate between different business documents, which enables him/her to conduct business correspondence in English.	[SU3] text preparation/written work [SU4] test/exam - oral or written [SU5] implementation of a problem task [SU6] demonstration of practical skills
	[SWSCHL3_U04] Is able to independently and under the guidance of a supervisor acquire knowledge and develop research skills, utilizing sources in Polish, Russian, English, as well as the second foreign language of study	The student can develop his/her knowledge of business correspondence, using sources in English.	[SU3] text preparation/written work [SU5] implementation of a problem task [SU6] demonstration of practical skills
	[SWSCHL3_U10] Defines, explains, and correctly applies basic concepts relevant to humanities as well as political science, law, and economics in working on selected topics in Polish, Russian, English, and the second language of study, both orally and in writing	The student can use in business documents basic economic phrases and terms.	[SU3] text preparation/written work [SU4] test/exam - oral or written [SU6] demonstration of practical skills
	[SWSCHL3_U01] Is able to search, analyze, evaluate, select, and utilize information using modern techniques for obtaining, classifying, and analyzing information from sources in Polish, Russian, and a second foreign language, following the guidelines of the academic supervisor	The student is able to broaden the knowledge of the English language, organize and use the material gathered from English sources.	[SU2] presentation/project/paper/report [SU3] text preparation/written work [SU5] implementation of a problem task [SU6] demonstration of practical skills
	[SWSCHL3_W12] Is aware of the comprehensive nature of language, as well as its complexity and the historical variability of its meanings	The student is aware of the complex nature of the English language, as well as the changes that the English language has been subjected to.	[SW4] test/exam - oral or written [SW3] text preparation/written work
	[SWSCHL3_W13] He/she has knowledge of the structure and functions of the cultural system, primarily concerning Russian culture and the selected linguistic area	The student is familiar with business culture in English-speaking countries.	[SW4] test/exam - oral or written [SW3] text preparation/written work
Subject contents	Variety of styles - official and semi-official; salutations, complementary closes, layout of documents, punctuation. Writing and translating business documents such as orders, complaints, reports, meeting documentation, invitation, thanks and job-related documents.		
Prerequisites and co-requisites	The student demonstrates the language skills necessary to actively participate in classes.		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	active participation in classes; systematic preparation of assignments	80.0%	50.0%
	written tests	51.0%	50.0%

Recommended reading	Basic literature	Taylor S., Model business letters, emails and other business documents, Pearson, Harlow 2004 Banks T., Writing for Impact, Cambridge University Press, Cambridge 2013 Mascull B., Business Vocabulary in Use, Cambridge University Press, Cambridge 2011
	Supplementary literature	Kienzler I., English business letters, Wyd. Ivax, Gdynia 2001
	eResources addresses	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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