

Subject card

Subject name and code	Business Correspondence, PG_00134550						
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		Russian		
Semester of study	5		ECTS credits		2.0		
Learning profile	academic		Assessment form		credit		
Conducting unit	Division of Russian Language Pragmatics, Communication and Didactics -> Institute of Russian and Eastern Studies -> Faculty of Languages -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		mgr Małgorzata Marciszewska				
	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	Developing the ability to draft in Russian and translate from Polish into Russian various types of business letters.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[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	Has practical skills related to communicating in writing with a Russian-speaking partner.	[SU6] demonstration of practical skills
	[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	He is aware of the scope of his knowledge and professional skills, and understands the need for further continuous development of competence in the chosen specialty.	[SK8] observation of student's independent or team work
	[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.	He can recognize different types of texts, characteristic of the Russian language area, as well as conduct their critical analysis and interpretation from a linguistic point of view in order to determine their meanings, communicative effectiveness in the sphere of professional activity.	[SU4] test/exam - oral or written
	[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	Able to search and analyze information using various sources in Russian.	[SU5] implementation of a problem task
	[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	Has a structured detailed knowledge of selected economic issues, oriented also to practical application in the selected sphere of economic activity, primarily in the field of international cooperation related to the area of the Russian language.	[SW4] test/exam - oral or written
	[SWSCHL3_U11] Has the ability to create typical written works in Russian and Polish languages	Has the ability to produce typical written work in Russian.	[SU3] text preparation/written work
	[SWSCHL3_W12] Is aware of the comprehensive nature of language, as well as its complexity and the historical variability of its meanings	He is aware of the complex nature of language and its complexity and historical variability of its meanings.	[SW4] test/exam - oral or written
	[SWSCHL3_W13] He/she has knowledge of the structure and functions of the cultural system, primarily concerning Russian culture and the selected linguistic area	He has a basic knowledge of different types of social structures and institutions.	[SW1] oral statement/ conversation/discussion
	[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	Able to use information technology, multimedia and Internet resources.	[SU5] implementation of a problem task
Subject contents	Layout and structure of business letters and e-mails in Russian. Drafting business letters: cover letter, invitation, request, notice, confirmation, invitation, thank you, inquiry, offer, order, complaint, response to complaint.		
Prerequisites and co-requisites	Knowledge of the Russian language at a level to meet the established learning outcomes.		

Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Written colloquia.	51.0%	70.0%
	Systematic preparation in the form of written issues indicated by the teacher.	51.0%	30.0%
Recommended reading	Basic literature	1. Stmirska-Mietlińska A., Modern business correspondence in Russian, Poltext 2019. 2. Materials prepared by the teacher.	
	Supplementary literature	1. Kuca Z., Russian language in business, WSiP 2010. 2. Siskind J., Russian language in business, Polish Economic Publishing House 2015.	
	eResources addresses		
Example issues/ example questions/ tasks being completed	1. Compose and format a business letter according to the business letter template. 2. Complete the phrases from business letters by selecting the correct option. 3. Based on the information, write a complaint letter and a response to the letter: A shipment of refrigerators under contract (number) has arrived. One refrigerator is damaged. The buyer demands a discount. The seller rejects the claim.		
Work placement	Not applicable		

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