University of Gdańsk

Subject card

Subject name and code	Basics of official language - auditorium classes, PG_00131934		
Field of study	Law in administration and economy		
Date of commencement of studies	October 2026	Academic year of realisation of subject	2026/2027
Education level	Master's studies	Subject group	Obligatory subject group in the field of study
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	academic	Assessment form	credit
Conducting unit	Faculty of Law and Administration -> Rector		
Name and surname of lecturer (lecturers)	Subject supervisor	dr Joanna Ginter	
	Teachers		

Lesson types							
	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	10.0	0.0	0.0	0.0	10
	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	10	0.0	40.0	50

Subject objectives	Understanding and acquiring by students the basic principles of the administrative Polish and methods of writing in an understandable manner. Raising competences in the area of preparing official letters - understandable and correct in terms of style, syntax, choice of vocabulary and spelling.

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[PAGMU2_WG01] At an advanced level, the student identifies and understands the facts, phenomena, and their interactions related to the functioning of public authorities, administration, civil servants, the economy, and economic entities. He also knows the terminology, methods, and theories derived from legal sciences and related disciplines, relevant to issues concerning administration and the economy.	He/She understands that the quality of a civil servant's (official's) work depends, among other things, on the quality of the language he uses	[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion
	[PAGMU2_UK02] The student is able to communicate professionally on issues related to administration and the economy, including formulating clear messages for both specialists and non-specialists in administration. He can also prepare an independent, in-depth written report and an oral presentation on topics related to administration and the economy.	He/She adapts communication in professional work to the recipient's capabilities. Can replace terms from the field of legal sciences and related disciplines with everyday and generally understandable vocabulary	[SU1] oral statement/conversation/ discussion [SU4] test/exam - oral or written
	[PAGMU2_UO04] The student is able to take on the role of the leading participant in a team whose activities are related to public administration or the economy.	He/She is able to independently (also as a team leader) select the most appropriate linguistic means for a given communication situation	[SU1] oral statement/conversation/ discussion [SU4] test/exam - oral or written
	[PAGMU2_KO02] The student is capable and willing to use the knowledge and skills acquired in social activities; he is also ready to initiate the pursuit of the public interest, particularly through substantive support for a specific organization, performing his profession diligently and ethically; he is prepared to carry out tasks in the organization in an entrepreneurial manner.	He/She is ready to initiate (in his/ her organization / represented institution) activities aimed at introducing and popularizing plain language and correct Polish	[SK1] oral statement/conversation/ discussion
Subject contents	1. Characteristics of official language (style). 2. Factors influencing the comprehensibility of official texts. 3. Linguistic correctness in the context of preparing official documents: • syntactic correctness: sentence structure; • lexical correctness: fashionable and overused words; • inflectional correctness: declension of surnames; • orthographic correctness: selected problems concerning capital and lower case spelling as well as conjunctive, separable and hyphenated spelling.		
Prerequisites and co-requisites	Knowledge of Polish at a level that allows for the preparation of written statements, including simple official letters.		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	final colloquium	51.0%	80.0%
	participation in classes	80.0%	20.0%
Recommended reading	Basic literature	Ustawa z dnia 7 października 1999 r. o języku polskim (tj. Dz.U. z 2021 r., poz. 672). Czerwińska E., Pawelec R. (ed.), *Polski z urzędu. O poprawności języka urzędowego*, Warszawa 2013.	

	Supplementary literature	Kowalski J., Kuros K., *O prawie uczestnika postępowania administracyjnego do otrzymywania pism zrozumiałych*. W: Żmigrodzki P., Przęczek-Kisielak S. (ed.), *Bogactwo współczesnej polszczyzny*, Kraków 2014. Jadacka H., articles published in Biuletyn Rady Legislacyjnej - 1995 & 1996 (e.g. O kolejności wyrazów w zdaniu polskim; Od czego zależy zrozumiałość tekstu; O zdaniach za długich i za krótkich). Malinowska E. (ed.), *Język prawo społeczeństwo*, Opole 2004. Malinowska E., *O poprawności tekstów urzędowych*, "Poradnik Językowy" 1989, vol. 89. Pawelec R., *Poprawność w związkach zgody, rządu i przynależności; szyk wyrazów i skróty składniowe*. In: A. Malinowski (ed.), *Zarys metodyki pracy legislatora*, Warszawa 2009.
	eResources addresses	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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