

**Subject card**

<b>Subject name and code</b>	English Business Correspondence, PG_00197607						
<b>Field of study</b>	Eastern Studies						
<b>Date of commencement of studies</b>	October 2026	<b>Academic year of realisation of subject</b>			2028/2029		
<b>Education level</b>	Bachelor's studies	<b>Subject group</b>			Obligatory subject group in the field of study Humanistic-social subject group Subject group related to scientific research in the field of study		
<b>Mode of study</b>	full-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	3	<b>Language of instruction</b>			English		
<b>Semester of study</b>	6	<b>ECTS credits</b>			2.0		
<b>Learning profile</b>	academic	<b>Assessment form</b>			credit		
<b>Conducting unit</b>	Division of Russian Studies, Russian Literature and Culture -> Institute of Russian and Eastern Studies -> Faculty of Languages -> Rector						
<b>Name and surname of lecturer (lecturers)</b>	Subject supervisor		mgr Magdalena Kruk				
	Teachers						
<b>Lesson types</b>	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						
<b>Learning activity and number of study hours</b>	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
<b>Subject objectives</b>	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_U10] Is able to communicate with the environment using specialist terminology in the fields of cultural and religious studies, economics and finance, history, political science and administration, and socio-economic geography	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_U07] Is able to identify various types of texts characteristic of the Russian language area, the second language of the study programme, Polish, and English, and to carry out their critical analysis and interpretation in order to determine their meanings, genre and discourse affiliation, communicative effectiveness, and 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_U01] Is able to search for, analyse, evaluate, select, and use information by applying advanced information and communication technologies	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
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
	written tests	51.0%	50.0%
	active participation in classes; systematic preparation of assignments	80.0%	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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