

**Subject card**

Subject name and code	English Language IV, PG_00197713						
Field of study	Administration						
Date of commencement of studies	October 2026	Academic year of realisation of subject			2027/2028		
Education level	Bachelor's studies	Subject group			Obligatory subject group in the field of study Optional subject group		
Mode of study	full-time studies	Mode of delivery			at the university		
Year of study	2	Language of instruction			English		
Semester of study	4	ECTS credits			2.0		
Learning profile	academic	Assessment form			credit		
Conducting unit	Zespół lektorów języka angielskiego -> Foreign Languages Centre -> Vice-Rector for Education -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		mgr Anna Janiak-Sieniawska				
	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 students language skills: speaking, Reading, writing, listening so that they reflect learners academic, professional and personal needs, as well as job market requirements.						
Learning outcomes	Course outcome	Subject outcome			Method of verification		
	[ADMINL3_U03] possesses language skills in the scope of basic legal terminology as well as terminology related to administration and administrative activity, consistent with the requirements specified for level B2 of the Common European Framework of Reference for Languages.	-			[SU1] oral statement/conversation/discussion [SU2] presentation/project/paper/report [SU3] text preparation/written work [SU4] test/exam - oral or written [SU6] demonstration of practical skills [SU8] observation of student's independent or team work		

Subject contents	<p>I. Language and skills applicable to a specific job environment, in the context of the selected field of study, such as:</p> <ul style="list-style-type: none"> <li>• telephoning</li> <li>• meetings</li> <li>• teamwork and team building</li> <li>• business correspondence</li> <li>• presentations</li> <li>• negotiations</li> <li>• recruitment</li> <li>• cross-cultural communication</li> </ul> <p>II. ESP and academic language components up to 30% or less of the course contents.</p> <p>III. Revision and consolidation of grammar rules.</p>		
Prerequisites and co-requisites	Suggested foreign language entry level: B1 or higher (according to CEFR)		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Written and oral assignments, including student's self-study	51.0%	100.0%
Recommended reading	Basic literature	<ul style="list-style-type: none"> <li>• extra materials shared by the teacher, including those downloadable from <a href="http://cjo.ug.edu.pl/studenci">cjo.ug.edu.pl/studenci</a></li> </ul>	
	Supplementary literature	<ul style="list-style-type: none"> <li>• Duckworth Michael, et al., <i>Business Result</i> (2nd edition), Oxford University Press, 2018</li> <li>• Allison John, et al., <i>The Business 2.0</i>, Macmillan, 2014</li> <li>• MacKenzie Ian, <i>Financial English</i> (2nd edition), Cengage Learning, 2012</li> <li>• Dubicka, Iwonna, et al. <i>Business Partner</i>. Pearson, 2018. (poziomy od B1+ do C1)</li> </ul>	
	eResources addresses		
Example issues/ example questions/ tasks being completed	<p>Brands</p> <p>Globalisation</p> <p>Managing projects</p> <p>Recruitment</p> <p>Company structure</p>		
Work placement	Not applicable		

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