

**Subject card**

<b>Subject name and code</b>	English Language III, PG_00197967						
<b>Field of study</b>	Administration						
<b>Date of commencement of studies</b>	October 2026	<b>Academic year of realisation of subject</b>			2027/2028		
<b>Education level</b>	Bachelor's studies	<b>Subject group</b>			Obligatory subject group in the field of study Optional subject group		
<b>Mode of study</b>	part-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	2	<b>Language of instruction</b>			English		
<b>Semester of study</b>	3	<b>ECTS credits</b>			2.0		
<b>Learning profile</b>	academic	<b>Assessment form</b>			credit		
<b>Conducting unit</b>	Zespół lektorów języka angielskiego -> Foreign Languages Centre -> Vice-Rector for Education -> Rector						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		mgr Anna Janiak-Sieniawska				
	<b>Teachers</b>						
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	0.0	18.0	0.0	0.0	0.0	18
	E-learning hours included: 0.0						
<b>Learning activity and number of study hours</b>	<b>Learning activity</b>	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	<b>Number of study hours</b>	18		0.0		32.0	50
<b>Subject objectives</b>	Developing students language skills: speaking, Reading, writing, listening so that they reflect learners academic, professional and personal needs, as well as job market requirements.						
<b>Learning outcomes</b>	<b>Course outcome</b>		<b>Subject outcome</b>		<b>Method of verification</b>		
	[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	<table border="1" data-bbox="451 763 1477 860"> <thead> <tr> <th data-bbox="451 763 798 801">Subject passing criteria</th> <th data-bbox="798 763 1142 801">Passing threshold</th> <th data-bbox="1142 763 1477 801">Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td data-bbox="451 801 798 860">Written and oral assignments, including student's self-study</td> <td data-bbox="798 801 1142 860">51.0%</td> <td data-bbox="1142 801 1477 860">100.0%</td> </tr> </tbody> </table>	Subject passing criteria	Passing threshold	Percentage of the final grade	Written and oral assignments, including student's self-study	51.0%	100.0%		
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Written and oral assignments, including student's self-study	51.0%	100.0%							
Recommended reading	Basic literature	<ul style="list-style-type: none"> <li>• coursebook / 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>• <b>Allison John, et al., <i>The Business 2.0</i></b>, 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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