

**Subject card**

<b>Subject name and code</b>	English Language IV, PG_00197985						
<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>	4	<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"> <thead> <tr> <th data-bbox="456 685 786 707">Subject passing criteria</th> <th data-bbox="799 685 1139 707">Passing threshold</th> <th data-bbox="1152 685 1469 707">Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td data-bbox="456 714 786 759">Written and oral assignments, including student's self-study</td> <td data-bbox="799 714 1139 759">51.0%</td> <td data-bbox="1152 714 1469 759">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%		
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	<p>Basic literature</p> <p>Supplementary literature</p> <p>eResources addresses</p>	<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> <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>							
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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