

**Subject card**

<b>Subject name and code</b>	Business Correspondence, PG_00199204						
<b>Field of study</b>	International Economic Relations						
<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 Optional subject group		
<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>	Rector						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		mgr Agnieszka Błaszowska				
	<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	30.0	0.0	0.0	0.0	30
	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>	30		4.0		16.0	50
<b>Subject objectives</b>	Introduction and improvement of the main types of business correspondence in English						
<b>Learning outcomes</b>	<b>Course outcome</b>		<b>Subject outcome</b>		<b>Method of verification</b>		
	[MSG3_W16] has an advanced knowledge and understanding of the principles of entering into and conducting business transactions on the international market		knows basic terminology and is knowledgeable in international economic relations and related fields		[SW4] test/exam - oral or written [SW3] text preparation/written work		
	[MSG3_U09] can communicate in an international and culturally diverse environment, using the terminology of international economic relations (in connection with the chosen speciality within the field of International Economic Relations)		- knows how to use concepts from the field of international business relations correctly in connection with his/her field of specialisation  - is able to construct clear and effective written compositions in English, in the field of business, skilfully employing style of expression to achieve an appropriate purpose, using a variety of sources		[SU3] text preparation/written work [SU4] test/exam - oral or written		
	[MSG3_U11] has language skills in the field of economics, specific to the field of study of International Economic Relations, in accordance with the requirements of Level B2 of the Common European Framework of Reference for Languages		has the ability to write business correspondence at B2 level		[SU3] text preparation/written work [SU4] test/exam - oral or written		

Subject contents	<p>1. Introduction to business documents: layout and style  2. Structuring your communication  3. Proper register  4. Linguistic devices  5. Preparing routine business documents:</p> <p>e-mails  quotations, estimates and tenders  orders, letters requesting payment</p> <p>6. Constructing creative and persuasive business documents:</p> <p>complaints and replies  reports and proposals  notices and advertisements  publicity materials  memos  minutes of meetings  letters of application  testimonials</p> <p>The list of topics is subject to change according to group level.</p> <p>Any doubts arising during the implementation of the subject matter or interpretation issues will be resolved during consultations.</p>								
Prerequisites and co-requisites									
Assessment methods and criteria	<table border="1"> <thead> <tr> <th data-bbox="456 958 794 987">Subject passing criteria</th> <th data-bbox="799 958 1137 987">Passing threshold</th> <th data-bbox="1142 958 1469 987">Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td data-bbox="456 994 794 1021">written assignments and tests</td> <td data-bbox="799 994 1137 1021">51.0%</td> <td data-bbox="1142 994 1469 1021">100.0%</td> </tr> </tbody> </table>			Subject passing criteria	Passing threshold	Percentage of the final grade	written assignments and tests	51.0%	100.0%
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Recommended reading	<p>Basic literature</p> <p>Supplementary literature</p> <p>eResources addresses</p>	<p>Materials selected and proposed by the teacher</p> <p>Taylor, S. Model Business Letters, E-mails &amp; Other Business Documents. Prentice Hall</p> <p>Ashley, A. Oxford Handbook of Commercial Correspondence. New Edition. Oxford University Press.</p> <p>Hewings, M. Advanced Grammar in Use. Second edition. Cambridge University Press.</p> <p>authentic business documents</p> <p>up-to-date business correspondence manuals depending on the level of the group</p>							
Example issues/ example questions/ tasks being completed									
Work placement	Not applicable								

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