

Subject card

Subject name and code	English - Business Correspondence, PG_00199970						
Field of study	International Economic Relations						
Date of commencement of studies	October 2026	Academic year of realisation of subject				2028/2029	
Education level	Bachelor's studies	Subject group				Obligatory subject group in the field of study Optional subject group	
Mode of study	part-time studies	Mode of delivery				at the university	
Year of study	3	Language of instruction				English	
Semester of study	6	ECTS credits				2.0	
Learning profile	academic	Assessment form				credit	
Conducting unit	Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		mgr Agnieszka Błaszowska				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	14.0	0.0	0.0	0.0	14
	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	14		4.0		32.0	50
Subject objectives	Introduction and improvement of the main types of business correspondence in English						
Learning outcomes	Course outcome		Subject outcome			Method of verification	
	[MSGL3_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	
	[MSGL3_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	
	[MSGL3_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	

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 related to the lecture topics and questions regarding the course material are addressed during consultation hours. Participation in consultations enables the clarification of substantive issues and deepens the understanding of subject-related concepts.</p>								
Prerequisites and co-requisites									
Assessment methods and criteria	<table border="1"> <thead> <tr> <th data-bbox="456 981 794 1010">Subject passing criteria</th> <th data-bbox="799 981 1137 1010">Passing threshold</th> <th data-bbox="1142 981 1469 1010">Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td data-bbox="456 1016 794 1046">written assignments and tests</td> <td data-bbox="799 1016 1137 1046">51.0%</td> <td data-bbox="1142 1016 1469 1046">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 & 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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