

Subject card

Subject name and code	Business Correspondence in English, PG_00213755						
Field of study	Eastern Studies						
Date of commencement of studies	October 2027		Academic year of realisation of subject		2029/2030		
Education level	Bachelor's studies		Subject group		Obligatory subject group in the field of study Subject group related to scientific research in the field of study		
Mode of study	full-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	Division of Russian Studies, Russian Literature and Culture -> Institute of Russian and Eastern Studies -> Faculty of Languages -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		mgr Magdalena Kruk				
	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	The aim is to teach students how to write a variety of basic business documents, and how to translate such texts from Polish to English.						
Learning outcomes	Course outcome		Subject outcome		Method of verification		
	[SWSCHL3_U01] Is able to search for, analyse, evaluate, select, and use information by applying advanced information and communication technologies		The student is able to broaden the knowledge of the English language, organize and use the material gathered from English sources.		[SU2] presentation/project/paper/report [SU3] text preparation/written work [SU5] implementation of a problem task [SU6] demonstration of practical skills		
	[SWSCHL3_U09] Is able to communicate with diverse audiences using specialist terminology in the fields of cultural and religious studies, economics, and finance		The student can use in business documents basic economic phrases and terms.		[SU3] text preparation/written work [SU4] test/exam - oral or written [SU6] demonstration of practical skills		
Subject contents	Variety of styles - official and semi-official; salutations, complementary closes, layout of documents, punctuation. Writing and translating business documents such as orders, complaints, reports, meeting documentation, invitations, thanks and job-related documents.						
Prerequisites and co-requisites	The student demonstrates the language skills necessary to actively participate in classes.						
Assessment methods and criteria	Subject passing criteria		Passing threshold		Percentage of the final grade		
	systematic preparation of assignments		51.0%		50.0%		
	written tests		51.0%		50.0%		

Recommended reading	Basic literature	Taylor S., Model business letters, emails and other business documents, Pearson Mascull B., Business Vocabulary in Use, Cambridge University Press Trappe T., Intelligent Business, Longman
	Supplementary literature	Kienzler I., English business letters, Wyd. Ivax, Gdynia Banks T., Writing for Impact, Wyd. Cambridge University Press Cambridge Business English Dictionary, Cambridge University Press
	eResources addresses	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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