

Subject card

Subject name and code	Business Correspondence, PG_00122156						
Field of study	International Economic Relations						
Date of commencement of studies	October 2024	Academic year of realisation of subject				2026/2027	
Education level	Bachelor's studies	Subject group				Obligatory subject group 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 English: 90% Polish: 10%	
Semester of study	6	ECTS credits				2.0	
Learning profile	academic	Assessment form				credit	
Conducting unit	Zespół lektorów języka angielskiego -> Centrum Języków Obcych -> Prorektor ds. Studenckich i Jakości Kształcenia -> 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	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		0.0		0.0	30
Subject objectives	Introduction and improvement of the main types of business correspondence in English						
Learning outcomes	Course outcome		Subject outcome		Method of verification		
	[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		
	[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		

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>		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
Recommended reading	written assignments and tests	51.0%	100.0%
	Basic literature	Materials selected and proposed by the teacher	
	Supplementary literature	<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>	
	eResources addresses		
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

Document generated electronically. Does not require a seal or signature.