

**Subject card**

<b>Subject name and code</b>	Language and Form of Legal Documents, PG_00116151						
<b>Field of study</b>	Management of Artistic Institutions						
<b>Date of commencement of studies</b>	October 2024	<b>Academic year of realisation of subject</b>			2025/2026		
<b>Education level</b>	undergraduate studies	<b>Subject group</b>			Obligatory subject group in the field of study Optional subject group Humanistic-social subject group Subject group related to practical vocational preparation		
<b>Mode of study</b>	full-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	2	<b>Language of instruction</b>			Polish		
<b>Semester of study</b>	4	<b>ECTS credits</b>			2.0		
<b>Learning profile</b>	practical	<b>Assessment form</b>					
<b>Conducting unit</b>	Zakład Badań nad Sztukami Scenicznymi -> Instytut Anglistyki i Amerykanistyki -> Faculty of Languages						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		mgr Marta Nowicka				
	<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		2.0		18.0	50
<b>Subject objectives</b>	Introducing students to basic styles in written texts (mainly official style), familiarizing them with their characteristic features and text structures. Improving skills in analyzing texts in terms of stylistic devices used, and creating their own texts. The course program will include: editing texts with consideration of stylistic forms and spelling rules, exercises in writing argumentative texts and reports, and analyzing contracts such as employment contracts, work contracts, and EU documents (e.g., regulations, directives, applications).						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ZIAL3_U03] They are capable of communicating effectively using specialized terminology in arts studies, management and quality studies, literary studies, as well as auxiliary and related studies.	Is able to communicate effectively using specialized terminology used in regulations and official documents.	[SU3] text preparation/written work
	[ZIAL3_W08] They are acquainted with the fundamental economic, legal, ethical, and social determinants of managerial activity in the arts and culture sector and/or the practice of the artist's profession.	Is acquainted with the fundamental economic, legal, ethical, and social determinants of managerial activity in the arts and culture sector, especially with relation to preparing official documents.	[SW1] oral statement/conversation/discussion [SW3] text preparation/written work
	[ZIAL3_K05] They are ready to fulfill professional roles responsibly and adhere to and promote principles of professional ethics in their managerial and/or artistic activity.	Is ready to fulfill professional roles responsibly and adhere to and promote principles of professional ethics in their managerial activity, especially with regard to preparing official documents.	[SK1] oral statement/conversation/discussion
	[ZIAL3_K02] They are prepared to implement their knowledge of fields such as arts studies and management and quality studies; they are willing to seek expert opinions when implementing managerial and/or artistic tasks, whether those tasks are self-defined or assigned by others.	Is prepared to implement his/her knowledge of language and form of regulations and official documents; is willing to seek expert opinions when implementing managerial tasks, whether those tasks are self-defined or assigned by others.	[SK1] oral statement/conversation/discussion [SK3] text preparation/written work
	[ZIAL3_U01] They are able to apply their knowledge of arts studies, management and quality studies, and literary studies to solve cognitive problems and carry out professional tasks in managing arts and cultural institutions, and/or in realizing their own artistic designs, particularly in stage practice, selecting appropriate methods and tools.	Is able to apply his/her knowledge of the language and form of regulations and official documents to solve cognitive problems and carry out professional tasks in managing arts and cultural institutions, selecting appropriate methods and tools.	[SU3] text preparation/written work
	[ZIAL3_W10] They are familiar with the methodologies, standards, procedures, and best practices utilized in arts and cultural institutions, and they apply this knowledge in managerial and/or artistic activity.	Is familiar with the methodologies, standards, procedures, and best practices utilized in preparing official documents to be used by arts and cultural institutions, and applies this knowledge in managerial activity.	[SW1] oral statement/conversation/discussion [SW3] text preparation/written work
	[ZIAL3_W03] They possess detailed knowledge of specific topics within arts studies, management and quality studies, literary studies, as well as auxiliary and related studies, with a focus on practical applications in managerial and/or artistic activity.	Possesses a detailed knowledge of specific topics within language and form of regulations and official documents, with a focus on practical applications in managerial activity.	[SW3] text preparation/written work
[ZIAL3_U06] They are capable of preparing standard written works in both Polish and English for diverse purposes, in various formats, lengths, and styles, employing fundamental theoretical approaches and sources.	Is capable of preparing official documents for diverse purposes, in various formats, lengths, and styles, employing fundamental theoretical approaches and sources.	[SU3] text preparation/written work	
Subject contents	Language and style. Basic concepts of stylistics. Style and stylistic norms. Functional styles. Characteristics of good style and the problem of universal stylistic directives. Organization and coherence of texts. Types and hierarchy of official documents. Official style: features of official style, genres, language culture in official documents, stylistics of official texts. Layout of official documents, conventional formulas, most commonly used abbreviations. Editing official documents techniques, software programs. Common problems encountered in practical situations related to creating and receiving official documents. Use of legal acts in the content and argumentation of documents, creating substantively and stylistically correct attachments.		
Prerequisites and co-requisites	Choice of the managerial specialization. In justified cases, the lecturer may decide otherwise.		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	active participation in the classes	80.0%	30.0%
	partial assignments completed during the semester	51.0%	70.0%

Recommended reading	Basic literature	<ul style="list-style-type: none"> <li>• Choduń A., <i>Słownictwo tekstów aktów prawnych w zasobie leksykalnym współczesnej polszczyzny</i>, Warszawa 2007.</li> <li>• Malinowska E., <i>Wypowiedzi administracyjne struktura i pragmatyka</i>, Opole 2001.</li> <li>• Markowski A., <i>Jak dobrze mówić i pisać po polsku</i>, Warszawa 2000.</li> <li>• Wilkoń A., <i>Typologia odmian językowych współczesnej polszczyzny</i>, Katowice 2000.</li> <li>• Wiszniewski A., <i>Sztuka pisania</i>, Katowice 2003.</li> <li>• Wronkowska S., Zieliński M., <i>Problemy i zasady redagowania tekstów prawnych</i>, Warszawa 1993.</li> <li>• Zaśko-Zielińska M., Majewska-Tworek A., Piekot T., <i>Wzory tekstów użytkowych</i>, [in:] <i>Polszczyzna na co dzień</i>, ed. M. Bańko, Warszawa 2006.</li> </ul> <p>The lecturer updates the reading list at the start of each semester.</p>
	Supplementary literature	<ul style="list-style-type: none"> <li>• Malinowska E., <i>Język uzasadnień decyzji administracyjnych</i>, [in:] <i>W poszukiwaniu dobra wspólnego. Księga Jubileuszowa Profesora Macieja Zielińskiego</i>, Szczecin 2010.</li> <li>• <i>Współczesna polszczyzna mówiona w odmianie opracowanej (oficjalnej)</i>, ed. Z. Kurzowa, W. Śliwiński, Kraków 1994.</li> </ul> <p>The lecturer updates the reading list at the start of each semester.</p>
	eResources addresses	Adresy na platformie eNauczanie:
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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