

Subject card

Subject name and code	Basics of official language - auditorium classes, PG_00131934						
Field of study	Law in administration and economy						
Date of commencement of studies	October 2024	Academic year of realisation of subject			2024/2025		
Education level	postgraduate studies	Subject group			Obligatory subject group in the field of study		
Mode of study	part-time studies	Mode of delivery			at the university		
Year of study	1	Language of instruction			Polish		
Semester of study	1	ECTS credits			2.0		
Learning profile	academic	Assessment form					
Conducting unit	Faculty of Law and Administration						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Joanna Ginter				
	Teachers		dr Joanna Ginter				
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	10.0	0.0	0.0	0.0	10
	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	10	0.0	40.0	50		
Subject objectives	Understanding and acquiring by students the basic principles of the administrative Polish and methods of writing in an understandable manner. Raising competences in the area of preparing official letters - understandable and correct in terms of style, syntax, choice of vocabulary and spelling.						
Learning outcomes	Course outcome	Subject outcome			Method of verification		
	PAGMU2_KK01	He/She is ready to critically evaluate the language of official documents; he/she is able to find information on standards and errors in appropriate sources.			[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written [SK6] demonstration of practical skills		
	PAGMU2_WG01	He/She knows and understands the factors that influence the simplicity and comprehensibility of official documents.			[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion		
	PAGMU2_KR04	He/She is ready to expand his/her knowledge of language standards and skills related to preparing official documents.			[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written		
	PAGMU2_KR05	He/She is convinced that the language of official documents should be correct and understandable.			[SK1] oral statement/conversation/discussion [SK6] demonstration of practical skills		
	PAGMU2_WG02	He/She has in-depth knowledge of the exponents/features of the official style of the Polish language.			[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion		
	PAGMU2_WG04	He/She has structured and theoretically based knowledge of the syntax, orthography (use of uppercase and lowercase letters, combined and separated spelling) and punctuation (use of comma) of the Polish language.			[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW3] text preparation/written work		

Subject contents	<ol style="list-style-type: none"> 1. Characteristics of official language (style). 2. Factors influencing the comprehensibility of official texts. 3. Linguistic correctness in the context of preparing official documents: <ul style="list-style-type: none"> • syntactic correctness: sentence structure; • lexical correctness: fashionable and overused words; • inflectional correctness: declension of surnames; • orthographic correctness: selected problems concerning capital and lower case spelling as well as conjunctive, separable and hyphenated spelling. 		
Prerequisites and co-requisites	Knowledge of Polish at a level that allows for the preparation of written statements, including simple official letters.		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	participation in classes	80.0%	20.0%
	final colloquium	51.0%	80.0%
Recommended reading	Basic literature	<p>Ustawa z dnia 7 października 1999 r. o języku polskim (tj. Dz.U. z 2021 r., poz. 672).</p> <p>Czerwińska E., Pawelec R. (ed.), <i>Polski z urzędu. O poprawności języka urzędowego</i>, Warszawa 2013.</p>	
	Supplementary literature	<p>Kowalski J., Kuros K., <i>O prawie uczestnika postępowania administracyjnego do otrzymywania pism zrozumiałych</i>. W: Żmigrodzki P., Pręczyk-Kisielak S. (ed.), <i>Bogactwo współczesnej polszczyzny</i>, Kraków 2014.</p> <p>Jadacka H., articles published in Biuletyn Rady Legislacyjnej - 1995 & 1996 (e.g. O kolejności wyrazów w zdaniu polskim; Od czego zależy zrozumiałość tekstu; O zdaniach za długich i za krótkich).</p> <p>Malinowska E. (ed.), <i>Język prawo społeczeństwo</i>, Opole 2004.</p> <p>Malinowska E., <i>O poprawności tekstów urzędowych</i>, "Poradnik Językowy" 1989, vol. 89.</p> <p>Pawelec R., <i>Poprawność w związkach zgody, rządu i przynależności; szyk wyrazów i skróty składniowe</i>. In: A. Malinowski (ed.), <i>Zarys metodyki pracy legislatora</i>, Warszawa 2009.</p>	
	eResources addresses	<p>Podstawowe</p> <p>https://www.funduszeuropejskie.gov.pl/media/18476/Jak_pisac_o_Funduszach_Europejskich_120810.pdf - Miodek J. at al., <i>Jak pisać o Funduszach Europejskich?</i>, Warszawa 2010.</p> <p>http://publications.europa.eu/resource/cellar/725b7eb0-d92e-11e5-8fea-01aa75ed71a1.0016.01/DOC_1 - Komisja Europejska, <i>Jak pisać zrozumiale</i></p> <p>Uzupełniające</p> <p>Adresy na platformie eNauczanie:</p>	
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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