

**Subject card**

<b>Subject name and code</b>	Business Russian II, PG_00149628						
<b>Field of study</b>	Russian Studies						
<b>Date of commencement of studies</b>	October 2024	<b>Academic year of realisation of subject</b>			2026/2027		
<b>Education level</b>	Bachelor's studies	<b>Subject group</b>			Obligatory subject group in the field of study Subject group related to scientific research in the field of study		
<b>Mode of study</b>	full-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	3	<b>Language of instruction</b>			Russian Polish 50% Russian 50%		
<b>Semester of study</b>	5	<b>ECTS credits</b>			3.0		
<b>Learning profile</b>	academic	<b>Assessment form</b>			credit		
<b>Conducting unit</b>	Division of Russian Language and Translation Studies -> Institute of Russian and Eastern Studies -> Faculty of Languages -> Rector						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		dr Wanda Stec				
	Teachers						
<b>Lesson types</b>	<b>Lesson type</b>	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						
<b>Learning activity and number of study hours</b>	<b>Learning activity</b>	<b>Participation in didactic classes included in study plan</b>		<b>Participation in consultation hours</b>		Self-study	SUM
	Number of study hours	30		2.0		43.0	75
<b>Subject objectives</b>	Introduction of specialised vocabulary (terminology and phraseology) typical of Russian business correspondence. To perfect the linguistic skills necessary for reading and listening with understanding to economic texts. Deepening of knowledge and formation of lexical-grammatical skills in written business communication.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ROSL3_K01] He/she is aware of the extent of his/her professional knowledge and skills and understands the need for further continuous development of competences in cultural and religious sciences, social communication and media sciences, economics and finance, linguistics and history as well as personal and social competences.	Is aware of the extent of his/her knowledge and language skills and understands the need for further continuous development of his/her competence in Russian business language as well as personal and social competences for effective communication	[SK1] oral statement/conversation/discussion [SK3] text preparation/written work [SK4] test/exam - oral or written [SK8] observation of student's independent or team work
	[ROSL3_U13] It presents the results of its work in Polish and Russian in a clear, structured and well-thought-out form using a variety of modern methods and techniques, adapted to the relevant field of study.	presents the results of his/her (written) work on Russian business language in a clear, structured and well thought-out form using a variety of methods and techniques	[SU3] text preparation/written work [SU4] test/exam - oral or written [SU8] observation of student's independent or team work
	[ROSL3_K03] Appropriately sets priorities to achieve a task defined by him/herself or others.	Correctly sets priorities for the implementation of tasks resulting from the learning objectives and programme content the subject "Russian Business Language"	[SK1] oral statement/conversation/discussion [SK3] text preparation/written work [SK4] test/exam - oral or written [SK8] observation of student's independent or team work
	[ROSL3_W12] He is aware of the complex nature of language and the complexity and historical variability of its meanings.	is aware of the changes taking place in the language of business and of its complexity and diversity	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW3] text preparation/written work
	[ROSL3_W01] He/she is aware of the scope of his/her knowledge and professional skills and understands the need for further continuous development of his/her competences in cultural and religious sciences, social communication and media sciences, economics and finance, linguistics and history as well as personal and social competences	knows basic business vocabulary	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW3] text preparation/written work
	[ROSL3_W11] He/she is familiar with the methodology of tasks, norms, procedures and good practices used in institutions related to cultural, media and commercial activities in the field of international cooperation related to the area of Polish and Russian language.	has knowledge of business language culture and specifics of written communication in the business sphere in the Polish-Russian language pair	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW3] text preparation/written work
	[ROSL3_U11] Defines, explains and applies correctly orally and in writing basic issues specific to the humanities and political sciences, media sciences and economics in working on selected topics in Polish and Russian. media sciences, law and economics in working on selected topics in Polish and Russian.	is able to use Russian business language correctly both orally and in writing, carrying out written tasks assigned by the teacher in order to implement the content of the course	[SU1] oral statement/conversation/discussion [SU3] text preparation/written work [SU4] test/exam - oral or written [SU8] observation of student's independent or team work
Subject contents	Written communication in business (business correspondence): Language etiquette in business correspondence, business letter scheme. Simple business letters: covering letters, letters of request, notices (information letters), invitations, acknowledgements, confirmations, reminders (reminder letters). Complex commercial letters: request for an offer, rejection of an offer or a commercial offer (content and types of offers), reply to a commercial offer, order and acknowledgement of receipt, complaint, introduction to a contract.		
Prerequisites and co-requisites	Prior completion of the course "Russian Business Language I" in sem. 4. Knowledge of Russian and Polish at a level which enables active participation in classes and the achievement of the assumed learning outcomes.		

Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	active participation in the exercises and systematic preparation of oral and/or written assignments indicated by the instructor	51.0%	40.0%
	written checks and/or control tests	51.0%	60.0%
Recommended reading	Basic literature	Świrepo L., <i>Russian commercial correspondence</i> , Warsaw 2007. Strmiska-Mietlińska A., <i>Russian commercial correspondence</i> , Warsaw 2014. Strmiska-Mietlińska A., <i>Modern business correspondence in Russian</i> , Warsaw 2019. Mroczek T., <i>Russian commercial news agency. Sample letters and commercial documentation in modern Russian with translations</i> , Wrocław 2009. Siskind J., <i>Russian language in business</i> , Warsaw 2015.	
	Supplementary literature	Ziętała G., <i>Russian business correspondence in exercises with a Russian-Polish dictionary</i> , Rzeszów 2010. Krzemińska J., Polish and Russian business correspondence, in: 'Scientific Journals of the University of Rzeszow', 68/2011. Gołabek K., Balandyk P., <i>Russian language: culture of speech and writing in business communication</i> , Krakow 2012. Bazvanova T.N., Orlova T.K., <i>Business correspondence: a guide to teaching business writing for students of Russian as a foreign language</i> , Moscow 2013. Falina V.A., <i>Business Russian in the field of professional communication: textbook</i> , Ivanovo 2017.	
	eResources addresses		
Example issues/ example questions/ tasks being completed	Based on the description of the situation, please write a business letter in Russian, using typical expressions and linguistic phrases, and writing fictitious, but consistent with the description below, names and details of the sender and recipient of the letter. Please include all the elements of the situation description in your letter and use appropriate etiquette phrases.		
Work placement	Not applicable		

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