

Subject card

Subject name and code	Translation of Business Documents, PG_00150214						
Field of study	Russian Philology						
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 Optional subject group 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			Russian 50% Russian 50% Polish		
Semester of study	6	ECTS credits			2.0		
Learning profile	academic	Assessment form			credit		
Conducting unit	Institute of Russian and Eastern Studies -> Faculty of Languages -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Ewa Konefał				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	20.0	0.0	0.0	0.0	20
	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	20		2.0		28.0	50
Subject objectives	To familiarize students with the specifics of translating typical documentation used in business communication; to develop the ability to translate the above-mentioned texts efficiently from Russian into Polish and from Polish into Russian.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[FROSL3_K04] The student is ready to take on professional challenges; he or she is proactive, makes an effort and shows perseverance in the implementation of individual and team professional activities.	The student is ready to take on professional challenges in the field of translation.	[SK1] oral statement/conversation/discussion
	[FROSL3_W18] The student has advanced detailed knowledge of the selected specialty specific to the field of Russian philology.	The student has a structured detailed knowledge of the specialty of translation and business language.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW3] text preparation/written work
	[FROSL3_U04] The student uses information technology, multimedia and Internet resources. Can critically evaluate and develop the Internet resources used.	The student is able to use information technology, multimedia and Internet resources in the translation of business texts and critically evaluate and process them for use in translation.	[SU1] oral statement/conversation/discussion [SU3] text preparation/written work
	[FROSL3_W07] The student has advanced knowledge and understanding of specialized terminology and advanced knowledge of linguistic communication and communication strategies and language culture.	The student knows and understands the terminology of economics and business, and has a structured detailed knowledge of the specifics of written linguistic communication in the business sphere, as well as the communication strategies used in it and the culture of language in business.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW3] text preparation/written work
	[FROSL3_U08] Students will be able to recognize different types of texts, as well as conduct their critical analysis and interpretation using typical linguistic methods, in order to determine their meanings, genre and discursive affiliation, communicative effectiveness, as well as social impact and place in the historical-linguistic process.	Students will be able to recognize specialized texts in the field of business, as well as to conduct their critical analysis and interpretation using typical linguistic methods in order to determine their meanings, genre and discursive belonging, and communicative effectiveness.	[SU1] oral statement/conversation/discussion [SU3] text preparation/written work
	[FROSL3_U17] The student has linguistic and translation skills in Russian and Polish to identify different specialized varieties of the language and effectively communicate and translate - in written and oral form.	The student has language and translation skills in Russian and Polish to translate business documentation.	[SU1] oral statement/conversation/discussion [SU3] text preparation/written work
	[FROSL3_K06] The student has a belief in the importance of behaving in a professional manner, reflecting on ethical issues and adhering to professional ethics.	The student is convinced of the importance of behaving in a professional manner, reflecting on ethical issues and adhering to the ethics of the professional translator.	[SK1] oral statement/conversation/discussion
[FROSL3_W05] The student knows and understands specialized terminology and has advanced detailed knowledge in selected areas of knowledge of Russian culture and socio-economic realities.	The student knows and understands the terminology of economics and business and has a structured detailed knowledge of the economic realities of the Russian-speaking area.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW3] text preparation/written work	
Subject contents	Specifics of translation of business documentation. Translation from Russian into Polish and from Polish into Russian: powers of attorney, business plans, contracts, company statutes and financial statements.		
Prerequisites and co-requisites	Choice of specialization: translation studies and business language.		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	lexical test	51.0%	30.0%
	written translation	51.0%	40.0%
	active participation in classes	51.0%	30.0%

Recommended reading	Basic literature	<p>Bondar N., Chwatow S., Komunikacja biznesowa po rosyjsku. Część 1. Biznes w Rosji. Warszawa, 2009.</p> <p>Gołąbek K., Balandyk P., : . Kraków 2012.</p> <p>Kłobukowa L., Michałkina I., Chawronina S., Dereń B., Tarsa J., Witkowska-Lewicka F., Język rosyjski w sferze biznesu. Warszawa 2003.</p> <p>Kozłowska Z., Szczęsny A., Tłumaczenie pisemne na język polski. Kompendium, Warszawa 2018.</p>
	Supplementary literature	<p>Jochym-Kuszlikowa L, Kossakowska E., Stawarz S., Polsko-rosyjski słownik handlowy, Warszawa-Kraków, 1995 [lub kolejne wydania].</p> <p>Jochym-Kuszlikowa L, Kossakowska E., Rosyjsko-polski słownik handlowy, Warszawa-Kraków 1996 [lub kolejne wydania].</p> <p>Kuratczyk M., Słownik terminologii prawniczej. Polsko-rosyjski, rosyjsko-polski, Warszawa 2019.</p> <p>Słownik polsko-rosyjski. Biznes i gospodarka, pod red. L. Jochym-Kuszlikowej, E. Kossakowskiej, Warszawa 2009.</p> <p>Słownik rosyjsko-polski. Biznes i gospodarka, pod red. L. Jochym-Kuszlikowej, E. Kossakowskiej, Warszawa 2009.</p> <p>Skoblenko A., Wzory umów i pism z CD. Wydanie polsko-rosyjskie. Tom 12, Warszawa 2012.</p>
	eResources addresses	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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