

Subject card

Subject name and code	English Language IV, PG_00136280						
Field of study	Administration						
Date of commencement of studies	October 2025		Academic year of realisation of subject		2026/2027		
Education level	undergraduate studies		Subject group		Optional subject group		
Mode of study	part-time studies		Mode of delivery		at the university		
Year of study	2		Language of instruction		English		
Semester of study	4		ECTS credits		2.0		
Learning profile	academic		Assessment form				
Conducting unit	Rektor						
Name and surname of lecturer (lecturers)	Subject supervisor		mgr Anna Janiak-Sieniawska				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	18.0	0.0	0.0	0.0	18
	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	18		0.0		32.0	50
Subject objectives	Developing students language skills: speaking, Reading, writing, listening so that they reflect learners academic, professional and personal needs, as week as job market requirements.						
Learning outcomes	Course outcome		Subject outcome		Method of verification		
	[ADMINL3_UK05] The student has language skills in the field of administration and basic legal terms, in accordance with the requirements specified for the B2 level of the European Framework of Reference for Languages.		- has language skills corresponding to the requirements of level B2 of the Common European Framework of Reference for Languages		[SU1] oral statement/conversation/discussion [SU2] presentation/project/paper/report [SU3] text preparation/written work [SU4] test/exam - oral or written [SU6] demonstration of practical skills [SU8] observation of student's independent or team work		

Subject contents	I. Language and skills applicable to a specific job environment, in the context of the selected field of study, such as: • telephoning • meetings • teamwork and team building • business correspondence • presentations • negotiations • recruitment • cross-cultural communication II. ESP and academic language components up to 30% or less of the course contents. III. Revision and consolidation of grammar rules.		
Prerequisites and co-requisites	Suggested foreign language entry level: B1 or higher (according to CEFR)		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Written and oral assignments, including student's self-study	51.0%	100.0%
Recommended reading	Basic literature	• Dubicka, Iwonna, et al. <i>Business Partner</i>. Pearson, 2018. (levels B1+ to C1) • extra materials shared by the teacher, including those downloadable from cjo.ug.edu.pl/studenci	
	Supplementary literature	• Duckworth Michael, et al., <i>Business Result</i> (2nd edition), Oxford University Press, 2018 • Allison John, et al., <i>The Business 2.0</i>, Macmillan, 2014 • MacKenzie Ian, <i>Financial English</i> (2nd edition), Cengage Learning, 2012	
	eResources addresses	Adresy na platformie eNauczanie:	
Example issues/ example questions/ tasks being completed	Brands Globalisation Managing projects Recruitment Company structure		
Work placement	Not applicable		

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