

Subject card

Subject name and code	Translation of Business Documents, PG_00150214						
Field of study	Russian Philology						
Date of commencement of studies	October 2025		Academic year of realisation of subject		2027/2028		
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 Russian (50%) Polish (50%)		
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_U01] The graduate is able to apply general linguistic and literary knowledge, as well as general knowledge from related disciplines, to solve tasks involving the study of specific issues, including those related to the Russian language and literature.		The student can utilize knowledge from the field of business linguistics to analyze and translate business texts.		[SU3] text preparation/written work		
	[FROSL3_K05] The graduate is prepared to responsibly fulfill professional roles, including adhering to and promoting ethical principles, in various fields of activity related to the use of the Russian language.		The student is prepared to responsibly perform translation tasks with respect for professional ethics; they are aware of the importance of reliability, confidentiality, and linguistic precision in the work of a translator.		[SK1] oral statement/conversation/discussion [SK8] observation of student's independent or team work		
	[FROSL3_U04] The graduate is able to identify various types of texts and conduct their critical analysis and interpretation, using linguistic methods, including advanced information and communication technologies.		The student can identify various types of business documents, conduct their pre-translation analysis, translate using advanced specialized tools, and perform post-editing of the text.		[SU3] 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	Bondar N., Chwatow S., Komunikacja biznesowa po rosyjsku. Część 1. Biznes w Rosji. Warszawa, 2009. Kłobukowa L., Michałkina I., Chawronina S., Dereń B., Tarsa J., Witkowska-Lewicka F., Język rosyjski w sferze biznesu. Warszawa 2003. Kozłowska Z., Szczęsny A., Tłumaczenie pisemne na język polski. Kompendium, Warszawa 2018.	
	Supplementary literature	Jochym-Kuszlukowa L, Kossakowska E., Stawarz S., Polsko-rosyjski słownik handlowy, Warszawa-Kraków, 1995 [lub kolejne wydania]. Jochym-Kuszlukowa L, Kossakowska E., Rosyjsko-polski słownik handlowy, Warszawa-Kraków 1996 [lub kolejne wydania]. Kuratczyk M., Słownik terminologii prawniczej. Polsko-rosyjski, rosyjsko-polski, Warszawa 2019. Słownik polsko-rosyjski. Biznes i gospodarka, pod red. L. Jochym-Kuszlukowej, E. Kossakowskiej,Warszawa 2009. Słownik rosyjsko-polski. Biznes i gospodarka, pod red. L. Jochym-Kuszlukowej, E. Kossakowskiej,Warszawa 2009. Skoblenko A., Wzory umów i pism z CD. Wydanie polsko-rosyjskie. Tom 12, Warszawa 2012.	
	eResources addresses		
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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