Subject card

Subject name and code	Language and Form of Legal Documents, PG_00189713						
Field of study	Management of Artistic Institutions						
Date of commencement of studies	October 2026		Academic year of realisation of subject	2027/2028			
Education level	Bachelor's studies		Subject group	Obligatory subject group in the field of study Subject group related to practical vocational preparation			
Mode of study	full-time studies		Mode of delivery	at the university			
Year of study	2		Language of instruction	Polish			
Semester of study	4		ECTS credits	2.0			
Learning profile	practical		Assessment form	credit			
Conducting unit	Division of Research into the Performing Arts -> Institute of English and American Studies -> Faculty of Languages -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Agnieszka Żukowska				
	Teachers						
Lesson types	Lesson type	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						
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	30		2.0	18.0	50	
Subject objectives	The aim of the course is to prepare students to use language consciously and effectively in official and formal documents, both in professional settings and public life. Students will become acquainted with the main styles of written texts (with particular emphasis on official style), along with their defining features, structure, and function in formal communication. The course is practice-oriented, with an emphasis on developing the ability to write correct, concise, and precise texts, as well as understanding the principles and forms of communication in official, administrative, organizational, and legal contexts.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ZIAL3_K02] They are prepared to implement their knowledge of fields such as arts studies and management and quality studies; they are willing to seek expert opinions when implementing managerial and/or artistic tasks, whether those tasks are self-defined or assigned by others.	Is prepared to implement his/her knowledge of language and form of regulations and official documents; is willing to seek expert opinions when implementing managerial tasks, whether those tasks are self-defined or assigned by others.	[SK1] oral statement/conversation/ discussion [SK3] text preparation/written work
	[ZIAL3_U03] They are capable of communicating effectively using specialized terminology in arts studies, management and quality studies, literary studies, as well as auxiliary and related studies.	Is able to communicate effectively using specialized terminology used in regulations and official documents.	[SU3] text preparation/written work
	[ZIAL3_W03] They possess advanced detailed knowledge of specific topics within arts studies, management and quality studies, literary studies, as well as auxiliary and related studies, with a focus on practical applications in managerial and/or artistic activity.	Possesses advanced detailed knowledge of specific topics within language and form of regulations and official documents, with a focus on practical applications in managerial activity.	[SW3] text preparation/written work
	[ZIAL3_W10] They are familiar with the methodologies, standards, procedures, and best practices utilized in arts and cultural institutions, as well as the fundamental principles of establishing and developing various forms of entrepreneurship, and they apply this knowledge in managerial and/or artistic activity.	Is familiar with the methodologies, standards, procedures, and best practices utilized in preparing official documents to be used by arts and cultural institutions, as well as the fundamental principles of establishing and developing various forms of entrepreneurship, and applies this knowledge in managerial activity.	[SW1] oral statement/ conversation/discussion [SW3] text preparation/written work
	[ZIAL3_W08] They are acquainted with the fundamental economic, legal, ethical, and social determinants of managerial activity in the arts and culture sector.	Is acquainted with the fundamental economic, legal, ethical, and social determinants of managerial activity in the arts and culture sector, especially with relation to preparing official documents.	[SW1] oral statement/ conversation/discussion [SW3] text preparation/written work
	[ZIAL3_U01] They are able to apply their knowledge of arts studies, management and quality studies, and literary studies to solve cognitive problems and carry out professional tasks in managing arts and cultural institutions, and/or in realizing their own artistic designs, selecting appropriate methods and tools.	Is able to apply his/her knowledge of the language and form of regulations and official documents to solve cognitive problems and carry out professional tasks in managing arts and cultural institutions, selecting appropriate methods and tools.	[SU3] text preparation/written work
	[ZIAL3_K05] They are ready to fulfill professional roles responsibly and adhere to and promote principles of professional ethics in their managerial and/or artistic activity.	Is ready to fulfill professional roles responsibly and adhere to and promote principles of professional ethics in their managerial activity, especially with regard to preparing official documents.	[SK1] oral statement/conversation/ discussion
	[ZIAL3_U06] They are capable of preparing standard written works in both Polish and English for diverse purposes, in various formats, lengths, and styles, employing fundamental theoretical approaches and sources.	Is capable of preparing official documents for diverse purposes, in various formats, lengths, and styles, employing fundamental theoretical approaches and sources.	[SU3] text preparation/written work

Subject contents	During the course, students will learn to analyze and produce various forms of written communication, including: minutes and reports (e.g., from meetings, committee sessions, business gatherings), applications and requests (e.g., for changes in traffic organization, implementation of urban infrastructure, changes to class schedules or institutional structures), declarations (e.g., of assets, criminal record status, delegation of duties), regulations and instructions (e.g., for competitions, trips, workshops), contracts (e.g., employment contracts, freelance agreements, rental contracts), reports and summaries, EU documents (e.g., regulations, directives, communications, project proposals). As part of the course exercises, students will improve their skills in: drafting texts in accordance with spelling, punctuation, and stylistic norms, writing argumentative texts, opinions, and analyses, working with and modifying standard document templates, reading and critically interpreting formal documents. The curriculum also includes a reflection on the use of modern writing-support tools, such as AI-based text generators (e.g., ChatGPT). Students will explore the capabilities and limitations of these tools: They will learn how to assess the quality and reliability of AI-generated content. They will be trained in the ethical and legally compliant use of AI. They will understand when AI can be used (e.g., to draft preliminary versions) and when independent linguistic and substantive judgment is necessary (e.g., in legal context analysis, evaluating the implications of specific wording, or adjusting tone to a specific audience or institution). The course develops not only linguistic and stylistic competence but also a sense of responsibility for language use in institutional and public contexts. The ability to produce clear, logical, and effective functional texts remains a key skillregardless of growing automation and the availability of digital tools.
Prerequisites and co-requisites	Attendance at all classes is mandatory unless the student has obtained the Dean’s approval to follow an individual study plan.

Assessment methods and criteria

Subject passing criteria	Passing threshold	Percentage of the final grade
partial assignments completed during the semester	51.0%	80.0%
preparation and oral presentation of tasks assigned by the teacher	51.0%	20.0%

Recommended reading

Basic literature

- Choduń A., *Słownictwo tekstów aktów prawnych w zasobie leksykalnym współczesnej polszczyzny*, Warszawa 2007.
- Łuczak, A., *Styl urzędowy. Teoria i praktyka*, Warszawa 2017.
- Malinowska E., *Wypowiedzi administracyjne struktura i pragmatyka* , Opole 2001.
- Markowski A., *Jak dobrze mówić i pisać po polsku*, Warszawa 2000.
- Piekot, T., *Język urzędowy a obywatel. Komunikatywność języka administracji publicznej w Polsce*. Wrocław 2015.
- Wilkoń A., *Typologia odmian językowych współczesnej polszczyzny* , Katowice 2000.
- Wiszniewski A., *Sztuka pisania*, Katowice 2003.
- Wronkowska S., Zieliński M., P*roblemy i zasady redagowania tekstów prawnych*, Warszawa 1993.
- Zaśko-Zielińska M., Majewska-Tworek A., Piekot T., *Wzory tekstów użytkowych*, [w:] *Polszczyzna na co dzień*, red. M. Bańko, Warszawa 2006.
- Zaleski, M., *Polszczyzna urzędowa. Teoria, praktyka, dydaktyka*. Warszawa 2018.

The lecturer updates the reading list at the start of each semester.

	Supplementary literature	• Bugajski, M., *Język w komunikowaniu publicznym*, Warszawa 2010. • Floridi, L., *Etyka sztucznej inteligencji,* Warszawa, 2020. • Kuryłowicz, W., *Redagowanie tekstów użytkowych*, Warszawa 2014 • Malinowska E., J*ęzyk uzasadnień decyzji administracyjnych,* [w:] *W poszukiwaniu dobra wspólnego. Księga Jubileuszowa Profesora Macieja Zielińskiego*, Szczecin 2010. • Wolański, E. (red.), *Nowy słownik poprawnej polszczyzny*, PWN 2020. • *Współczesna polszczyzna mówiona w odmianie opracowanej (oficjalnej)*, red. Z. Kurzowa, W. Śliwiński, Kraków 1994. • Zalewska-Turzyńska, M., *Jak pisać pismo urzędowe*, Warszawa 2017. The lecturer updates the reading list at the start of each semester.
	eResources addresses	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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