University of Gdańsk

Subject card

Subject name and code	English Business Correspondence, PG_00197607		
Field of study	Eastern Studies		
Date of commencement of studies	October 2026	Academic year of realisation of subject	2028/2029
Education level	Bachelor's studies	Subject group	Obligatory subject group in the field of study 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	English
Semester of study	6	ECTS credits	2.0
Learning profile	academic	Assessment form	credit
Conducting unit	Division of Russian Studies, Russian Literature and Culture -> Institute of Russian and Eastern Studies -> Faculty of Languages -> Rector		
Name and surname of lecturer (lecturers)	Subject supervisor	mgr Magdalena Kruk	
	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 is to teach students how to write a variety of basic business documents, and how to translate such texts from Polish to English.

Learning outcomes

Course outcome	Subject outcome	Method of verification
[SWSCHL3_U07] Is able to identify various types of texts characteristic of the Russian language area, the second language of the study programme, Polish, and English, and to carry out their critical analysis and interpretation in order to determine their meanings, genre and discourse affiliation, communicative effectiveness, and social impact	The student can differentiate between different business documents, which enables him/ her to conduct business correspondence in English.	[SU3] text preparation/written work [SU4] test/exam - oral or written [SU5] implementation of a problem task [SU6] demonstration of practical skills
[SWSCHL3_U01] Is able to search for, analyse, evaluate, select, and use information by applying advanced information and communication technologies	The student is able to broaden the knowledge of the English language, organize and use the material gathered from English sources.	[SU2] presentation/project/paper/ report [SU3] text preparation/written work [SU5] implementation of a problem task [SU6] demonstration of practical skills
[SWSCHL3_U10] Is able to communicate with the environment using specialist terminology in the fields of cultural and religious studies, economics and finance, history, political science and administration, and socio-economic geography	The student can use in business documents basic economic phrases and terms.	[SU3] text preparation/written work [SU4] test/exam - oral or written [SU6] demonstration of practical skills

<table>
<tr><td>Subject contents</td><td colspan="3">Variety of styles - official and semi-official; salutations, complementary closes, layout of documents, punctuation. Writing and translating business documents such as orders, complaints, reports, meeting documentation, invitations, thanks and job-related documents.</td></tr>
<tr><td>Prerequisites and co-requisites</td><td colspan="3">The student demonstrates the language skills necessary to actively participate in classes.</td></tr>
<tr><td>Assessment methods and criteria</td><td colspan="3"><table><tr><th>Subject passing criteria</th><th>Passing threshold</th><th>Percentage of the final grade</th></tr><tr><td>systematic preparation of assignments</td><td>51.0%</td><td>50.0%</td></tr><tr><td>written tests</td><td>51.0%</td><td>50.0%</td></tr></table></td></tr>
<tr><td rowspan="3">Recommended reading</td><td>Basic literature</td><td colspan="2">Taylor S., Model business letters, emails and other business documents, Pearson

Mascull B., Business Vocabulary in Use, Cambridge University Press

Trappe T., Intelligent Business, Longman</td></tr>
<tr><td>Supplementary literature</td><td colspan="2">Kienzler I., English business letters, Wyd. Ivax, Gdynia

Banks T., Writing for Impact, Wyd. Cambridge University Press

Cambridge Buisness English Dictionary, Cambridge University Press</td></tr>
<tr><td>eResources addresses</td><td colspan="2"></td></tr>
<tr><td>Example issues/ example questions/ tasks being completed</td><td colspan="3"></td></tr>
<tr><td>Work placement</td><td colspan="3">Not applicable</td></tr>
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