

Subject card

Subject name and code	Business Correspondence, PG_00197608						
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 Humanistic-social 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		
Semester of study	5	ECTS credits			2.0		
Learning profile	academic	Assessment form			credit		
Conducting unit	Division of Russian Language Pragmatics, Communication and Didactics -> Institute of Russian and Eastern Studies -> Faculty of Languages -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		mgr Małgorzata Marciszewska				
	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	Developing the ability to draft in Russian and translate from Polish into Russian various types of business letters.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[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	Has practical skills related to communicating in writing with a Russian-speaking partner.	[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	Able to use information technology, multimedia and Internet resources.	[SU5] implementation of a problem task
	[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	He can recognize different types of texts, characteristic of the Russian language area, as well as conduct their critical analysis and interpretation from a linguistic point of view in order to determine their meanings, communicative effectiveness in the sphere of professional activity.	[SU4] test/exam - oral or written
[SWSCHL3_U11] Has the ability to produce typical written works in Russian and in the second language of the study programme	Has the ability to produce typical written work in Russian.	[SU3] text preparation/written work	
Subject contents	Layout and structure of business letters and e-mails in Russian. Drafting business letters: cover letter, invitation, request, notice, confirmation, invitation, thank you, inquiry, offer, order, complaint, response to complaint.		
Prerequisites and co-requisites	Knowledge of the Russian language at a level to meet the established learning outcomes.		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Written colloquia.	51.0%	70.0%
	Systematic preparation in the form of written issues indicated by the teacher.	51.0%	30.0%
Recommended reading	Basic literature	<p>1. Stmirska-Mietlińska A., Modern business correspondence in Russian, Poltext 2019.</p> <p>2. Materials prepared by the teacher.</p>	
	Supplementary literature	<p>1. Kuca Z., Russian language in business, WSiP 2010.</p> <p>2. Siskind J., Russian language in business, Polish Economic Publishing House 2015.</p>	
	eResources addresses		
Example issues/ example questions/ tasks being completed	<p>1. Compose and format a business letter according to the business letter template.</p> <p>2. Complete the phrases from business letters by selecting the correct option.</p> <p>3. Based on the information, write a complaint letter and a response to the letter: A shipment of refrigerators under contract (number) has arrived. One refrigerator is damaged. The buyer demands a discount. The seller rejects the claim.</p>		

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