

Subject card

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|--|--|--|----------------------------|-------------------------------------|---|------------|-----|
| Subject name and code | English Language III, PG_00197967 | | | | | | |
| Field of study | Administration | | | | | | |
| 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 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 | 3 | ECTS credits | | | 2.0 | | |
| Learning profile | academic | Assessment form | | | credit | | |
| Conducting unit | Zespół lektorów języka angielskiego -> Foreign Languages Centre -> Vice-Rector for Education -> Rector | | | | | | |
| 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 well as job market requirements. | | | | | | |
| Learning outcomes | Course outcome | | Subject outcome | | Method of verification | | |
| | [ADMINL3_U03] possesses language skills in the scope of basic legal terminology as well as terminology related to administration and administrative activity, consistent with the requirements specified for 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 | <p>I. Language and skills applicable to a specific job environment, in the context of the selected field of study, such as:</p> <ul style="list-style-type: none"> • telephoning • meetings • teamwork and team building • business correspondence • presentations • negotiations • recruitment • cross-cultural communication <p>II. ESP and academic language components up to 30% or less of the course contents.</p> <p>III. Revision and consolidation of grammar rules.</p> | | | | | | | | |
|--|---|--|-------------------|-------------------------------|--|-------|--------|--|--|
| Prerequisites and co-requisites | Suggested foreign language entry level: B1 or higher (according to CEFR) | | | | | | | | |
| Assessment methods and criteria | <table border="1" data-bbox="448 763 1487 860"> <thead> <tr> <th data-bbox="448 763 798 801">Subject passing criteria</th> <th data-bbox="802 763 1142 801">Passing threshold</th> <th data-bbox="1147 763 1487 801">Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 801 798 860">Written and oral assignments, including student's self-study</td> <td data-bbox="802 801 1142 860">51.0%</td> <td data-bbox="1147 801 1487 860">100.0%</td> </tr> </tbody> </table> | Subject passing criteria | Passing threshold | Percentage of the final grade | Written and oral assignments, including student's self-study | 51.0% | 100.0% | | |
| 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 | <ul style="list-style-type: none"> • coursebook / materials shared by the teacher, including those downloadable from cjo.ug.edu.pl/studenci | | | | | | | |
| | Supplementary literature | <ul style="list-style-type: none"> • 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 • Dubicka, Iwonna, et al. <i>Business Partner</i>. Pearson, 2018. (poziomy od B1+ do C1) | | | | | | | |
| | eResources addresses | | | | | | | | |
| Example issues/ example questions/ tasks being completed | <p>Brands</p> <p>Globalisation</p> <p>Managing projects</p> <p>Recruitment</p> <p>Company structure</p> | | | | | | | | |
| Work placement | Not applicable | | | | | | | | |

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