University of Gdańsk

Subject card

Subject name and code	English Language IV, PG_00197985		
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	4	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 week 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

<table>
<tr><td>Subject contents</td><td>I.Language and skills applicable to a specific job environment, in the context of the selected field of study, such as:

• telephoning
• meetings
• teamwork and team building
• business correspondence
• presentations
• negotiations
• recruitment
• cross-cultural communication

II.ESP and academic language components up to 30% or less of the course contents.

III.Revision and consolidation of grammar rules.</td></tr>
<tr><td>Prerequisites and co-requisites</td><td>Suggested foreign language entry level: B1 or higher (according to CEFR)</td></tr>
<tr><td>Assessment methods and criteria</td><td><table><tr><th>Subject passing criteria</th><th>Passing threshold</th><th>Percentage of the final grade</th></tr><tr><td>Written and oral assignments, including student’s self-study</td><td>51.0%</td><td>100.0%</td></tr></table></td></tr>
<tr><td>Recommended reading</td><td><table><tr><td>Basic literature</td><td>• extra materials shared by the teacher, including those downloadable from cjo.ug.edu.pl/studenci</td></tr><tr><td>Supplementary literature</td><td>• Duckworth Michael, et al., Business Result (2nd edition), Oxford University Press, 2018
• Allison John, et al., The Business 2.0, Macmillan, 2014
• MacKenzie Ian, Financial English (2nd edition), Cengage Learning, 2012
• Dubicka, Iwonna, et al. Business Partner. Pearson, 2018. (poziomy od B1+ do C1)</td></tr><tr><td>eResources addresses</td><td></td></tr></table></td></tr>
<tr><td>Example issues/ example questions/ tasks being completed</td><td>Brands

Globalisation

Managing projects

Recruitment

Company structure</td></tr>
<tr><td>Work placement</td><td>Not applicable</td></tr>
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