University of Gdańsk

Subject card

Subject name and code	Business Correspondence, PG_00199204		
Field of study	International Economic Relations		
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 Optional subject group
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	Rector		
Name and surname of lecturer (lecturers)	Subject supervisor	mgr Agnieszka Błaszkowska	
	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	4.0	16.0	50

Subject objectives

Introduction and improvement of the main types of business correspondence in English

Learning outcomes

Course outcome	Subject outcome	Method of verification
[MSGL3_U09] can communicate in an international and culturally diverse environment, using the terminology of international economic relations (in connection with the chosen speciality within the field of International Economic Relations)	- knows how to use concepts from the field of international business relations correctly in connection with his/her field of specialisation - is able to construct clear and effective written compositions in English, in the field of business, skilfully employing style of expression to achieve an appropriate purpose, using a variety of sources	[SU3] text preparation/written work [SU4] test/exam - oral or written
[MSGL3_W16] has an advanced knowledge and understanding of the principles of entering into and conducting business transactions on the international market	knows basic terminology and is knowledgeable in international economic relations and related fields	[SW4] test/exam - oral or written [SW3] text preparation/written work
[MSGL3_U11] has language skills in the field of economics, specific to the field of study of International Economic Relations, in accordance with the requirements of Level B2 of the Common European Framework of Reference for Languages	has the ability to write business correspondence at B2 level	[SU3] text preparation/written work [SU4] test/exam - oral or written

<table>
<tr><td>Subject contents</td><td>1. Introduction to business documents: layout and style
2. Structuring your communication
3. Proper register
4. Lingustic devices
5. Preparing routine business documents:

e-mails
quotations, estimates and tenders
orders, letters requesting payment

6. Constructing creative and persuasive business documents:

complaints and replies
reports and proposals
notices and advertisements
publicity materials
memos
minutes of meetings
letters of application
testimonials

The list of topics is subject to change according to group level.

Any doubts arising during the implementation of the subject matter or interpretation issues will be resolved during consultations.</td></tr>
<tr><td>Prerequisites and co-requisites</td><td></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 assignments and tests</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>Materials selected and proposed by the teacher</td></tr><tr><td>Supplementary literature</td><td>Taylor, S. Model Business Letters, E-mails & Other Business Documents. Prentice Hall

Ashley, A. Oxford Handbook of Commercial Correspondence. New Edition. Oxford University Press.

Hewings, M. Advanced Grammar in Use. Second edition. Cambridge University Press.

authentic business documents

up-to-date business correspondence manuals depending on the level of the group</td></tr><tr><td>eResources addresses</td><td></td></tr></table></td></tr>
<tr><td>Example issues/ example questions/ tasks being completed</td><td></td></tr>
<tr><td>Work placement</td><td>Not applicable</td></tr>
</table>

Document generated electronically. Does not require a seal or signature.