

Subject card

Subject name and code	English Business Correspondence, PG_00197607						
Field of study	Eastern Studies						
Date of commencement of studies	October 2027		Academic year of realisation of subject		2029/2030		
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_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		
	[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_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		

Subject contents	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.		
Prerequisites and co-requisites	The student demonstrates the language skills necessary to actively participate in classes.		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	written tests	51.0%	50.0%
	systematic preparation of assignments	51.0%	50.0%
Recommended reading	Basic literature	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	
	Supplementary literature	Kienzler I., English business letters, Wyd. Ivax, Gdynia	
		Banks T., Writing for Impact, Wyd. Cambridge University Press	
		Cambridge Buisness English Dictionary, Cambridge University Press	
	eResources addresses		
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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