

## COURSE DESCRIPTION CARD

NOTE: If the course includes lectures and classes, the Course Description Card applies to both types of instruction.

**1. Course title:**

in Polish / in English:

Język angielski C1 Business English

**2. Course code:**

Number of ECTS credits: 3

Course completion mode: Z

Course commenced / Year  
2019/2020

**3. Major:** Finance and Accounting, specialisation: Finance and Accounting for International Business

**4. Department of major coordinator:** Department of Banking and Financial Markets

**5. Name of course instructor:**

Classes: Business English Teachers - Foreign Language Center

**6. Department of course instructor:** Foreign Language Center

**7. Number of contact hours with students:**

Type of instruction	Full-time study	Part-time study
lectures	-	
classes	-	
foreign language classes	30	
lab classes	-	
seminars	-	
e-learning	-	
other	-	
<b>Total hours</b>	<b>30</b>	
examination (hours)	-	

**8. Course timeframe - no. of semesters:** 1

Course commencement / Year: 2019/2020

Course commencement / Semester: 1

**9. Level of tertiary education:** II

**10. Course status**

Compulsory for the major...

Compulsory for the specialization ...

Elective ...

**11. Course prerequisites**

Compulsory:

Recommended:

**12. Course objectives:**

1 To develop students' business communication competence.

2 To enhance students' business English vocabulary.

- 3 To improve students' writing skills (business correspondence skills in particular) and oral presentation skills.
- 4 To develop students' language skills necessary to participate in meetings and negotiations in English.
- 5 To develop students' ability to prepare and analyse all kinds of English documents and business-related texts.

**13. Teaching and learning methods:**

**A. Direct student-instructor contact:**

No.	Teaching methods	Description	Number of hours	
			Full-time study	Part-time study
1.	Active language	- Language building: vocabulary exercises, grammar exercises, tests, gap filling, etc. -Guided practice (accuracy-oriented): speaking and writing activities. -Free practice (fluency-oriented): role plays, listening-based discussions, presentations, simulations; -Business correspondence	15	
2.	Multimedia-assisted activities	Comprehension - analysis of authentic audio and video material. Relevant follow-up exercises (discussions, writing)	8	
3.	Tests and tasks	Grammar and vocabulary exercises and tests	7	
Total			AS: 30	AN:

**B. Self-study:**

No.	Learning methods	Description	Number of hours	
			Full-time study	Part-time study
1.	Self-study	1. Reading and analyzing texts, note taking, summarizing, learning specialized vocabulary, listening to/watching authentic audio-video materials in English 2. Students' own work - preparing documents, presentations, correspondence, using the available literature, the Internet, dictionaries	30	
2.	Test tasks and exercises	Students' own work on test tasks and exercises designed to facilitate the development of linguistic competence	15	

Total	BS: 45	BN:
Total AS+BS = 75	Total AN+BN = 0	
Examination (E) = 0	Examination (E) = 0	
Total AS+BS+E= 75	Total AN+BN+E = 0	

**14. Key words: verbal communication**

**15. Course content:**  
(THE COURSE CONTENT IS COVERED THROUGHOUT FOUR SEMESTERS)

Selected topics:

government and economy, three sectors of economy, company types, company structure, recruitment, HR management, marketing and advertising, competition, international trade, mergers and acquisitions, ethics in business, financial markets, banking, accounting

**16. Course learning outcomes as related to the learning outcomes of the major and methods for assessing student attainment**

Intended learning outcomes of the major / Symbols	Intended learning outcomes of the course	Methods for assessing student learning outcomes	Documentation
<u>Knowledge</u>			
<u>Skills</u>			
FiR2_U04#	Demonstrates language competence in English at C1 level, according to the Common European Framework of Reference for Languages.	1 Evaluation of written and spoken texts prepared individually or in teams; 2 Evaluation of student's participation in dialogues, simulation games; 3 Verification based on tests	Sample written assignments and sample drafts of oral tasks
FiR2_U06#	Is able to actively participate in team projects.	Evaluation of oral and written tasks prepared collectively by a group of students	Sample written assignments and sample drafts of oral tasks
FiR2_U07#	Is capable of planning and pursuing lifelong learning – further development of language competencies.	Verification of language competencies outside the classroom.	Sample written assignments and oral tasks
<u>Social competences</u>			

**17. Method for determining the final course grade:**

No.	Methods for awarding credits and course completion requirements	Description	Percentage of the final course grade*
1.	Written tests	Grammar and lexical tasks, multiple choice tests, questions, translations, paraphrasing – use of course books not allowed	70,00%
2.	Others	Various kinds of oral tasks, e.g. presentations, oral text	15,00%

		summaries, dialogues, negotiations, short oral tests	
3.	Participation in class activities	Active involvement in all forms of language practice	10,00%
4.	Writing tasks (use of course books allowed)	Various kinds of written tasks, e.g. business correspondence, reports	5,00%

\* If students are required to obtain both a class grade and an exam grade, the class grade constitutes at least 30% of the final course grade.

## 18. Reading list

### Mandatory readings: sections selected from

D. Cotton , D. Falvey - Market Leader 3rd edition Upper-Intermediate  
M. Duckwort, R Turner - Business Results Upper-Intermediate  
Ian Mackenzie - English for Business Studies Third Edition  
Business English Handbook Upper-Intermediate/Advanced  
The Business 2.0 Upper-Intermediate/ Advanced  
Michael Vince- Advanced Language Practice

### Suggested readings:

Ian Mackenzie English for the Financial Sector  
English newspapers and magazines

## 19. Language of instruction: English

## 20. Course instructors' recommendations: