

COURSE DESCRIPTION CARD

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

<p>1. Course title:</p> <p>Język angielski w biznesie C1 / Business English</p>	<p>2. Course code:</p> <p>Number of ECTS credits: 3 Course completion mode: Z Course commenced / Year 2022/23</p>
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3. Major: Finance and Accounting for 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	15
lab classes	-	-
seminars	-	-
e-learning	-	-
other	-	-
Total hours	30	15
examination (hours)	-	-

8. Course timeframe - no. of semesters: 1

Course commencement / Year: 1

Course commencement / Semester: 1-2

<p>9. Level of tertiary education: second-cycle (graduate)</p>	<p>10. Course status</p> <p><input checked="" type="checkbox"/> Compulsory for the major <input type="checkbox"/> Compulsory for the specialization <input type="checkbox"/> Elective</p>
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11. Course prerequisites
Compulsory:-
Recommended:-

12. Course objectives:

- 1 To develop students' business communication competence.
- 2 To extend students' business English vocabulary, with focus on financial 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 analyze 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, multiple-choice 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	7
2.	Multimedia-assisted activities	Comprehension - analysis of authentic audio and video material. Relevant follow-up exercises (discussions, writing)	8	4
3.	Tests and tasks	Vocabulary and grammar exercises and tests	7	4
Total			AS: 30	AN:15

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 business-related 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	25	30
2.	Test tasks and exercises	Students' own work on test tasks and exercises designed to facilitate the development of linguistic competence	20	30
Total			BS: 45	BN: 60

Total AS+BS = 75
Examination (E) = 0
Total AS+BS+E= 75

Total AN+BN = 75
Examination (E) = 0
Total AN+BN+E =75

14. Key words: verbal communication**15. Course content:****(THE COURSE CONTENT IS COVERED THROUGHOUT TWO SEMESTERS)**

1. Business-related topics (e.g. economy and economic indicators, company operations, labor market and career planning)
2. Financial issues (e.g. financial market, personal and corporate banking, central bank and its functions, banking products, corporate finance, accounting and financial statements, stock exchange, strategic alliances, insurance products, international trade)
3. Business meetings and negotiations in the financial context

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>			
FAB2_U04#	Demonstrates language competence in general and business English at C1 level, according to the Common European Framework of Reference for Languages.	Evaluation of various kinds of written texts and oral tasks	Sample written assignments and sample drafts of oral tasks
FAB2_U05#	Is able to prepare presentations, construct and defend arguments in spoken and written texts, take part in debates on the course-related topics.	Evaluation of oral tasks and student's participation in dialogues, simulation games and written assignments prepared by individual students or teams	Sample written assignments and sample drafts of oral tasks
FAB2_U06#	Is capable of planning and pursuing lifelong learning to further develop general and business English competencies.	Verification of language competencies developed outside the classroom	Sample written assignments and sample drafts of 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, closed and open-ended questions, translations, paraphrasing – use of coursebooks not allowed	70,00%
2.	Others	Various kinds of oral tasks, e.g. presentations, oral text summaries, dialogues, negotiations, short oral tests	15,00%

3.	Writing tasks (use of coursebooks allowed)	Various kinds of written tasks, e.g. business correspondence	10%
4.	Participation in class activities	Active involvement in all forms of language practice	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:

(Selected sections)

Julie Pratten: 'Absolute Financial English'. Wyd. Delta Publishing

Paul Emmerson: 'Business English Handbook Advanced'. Wyd. MacMillan

Ian MacKenzie: 'English for Business Studies'. Wyd. CUP

Ian MacKenzie: 'Financial English'. Wyd. LTP Business

Suggested readings:

Business Vocabulary in Use - Advanced. Bill Mascull. wyd. CUP

Business Vocabulary in Use - Intermediate. B. Mascull. wyd. CUP

Professional English - Finance. S. Sweeney. Penguin English Guides

Professional English. Accounting. A. Pohl. Penguin English Guides

Professional English in Use. Finance. I. MacKenzie. Cambridge

19. Language of instruction: English

20. Course instructors' recommendations: