

## COURSE DESCRIPTION CARD

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

|  |  |
|--|--|
| <p><b>1. Course title:</b></p> <p>Język angielski w biznesie C1 /<br/>Business English</p> | <p><b>2. Course code:</b></p> <p>Number of ECTS credits: 3<br/>Course completion mode: Z<br/>Course commenced / Year 2023/24</p> |
|--|--|

**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                    | -               | -               |
| <b>Total hours</b>       | 30              | 15              |
| examination (hours)      | -               | -               |

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

Course commencement / Year: 1

Course commencement / Semester: 1-2

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

**11. Course prerequisites**

Compulsory:

Recommended:

**12. Course objectives:**

General goal: to assist students to reach a C1/C2 level in Business English

Specific objectives:

- 1 To develop students' business communication competence in various kinds of business situations, including those typical of the field.
- 2 To enhance students' business English vocabulary.
- 3 To improve students' writing skills in order to enable them to prepare – on their own or in a team – various kinds of written texts used in the business environment, including formal business correspondence.

4 To develop students' language skills necessary to prepare – on their own or in a team – presentations and other talks as well as to participate in business meetings, discussions, negotiations and telephone calls in English.

5 To develop students' ability to prepare, analyze and interpret all kinds of English business-related documents and 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                | Text-based activities, true-false tests, listening gap fill, discussions, question-answer activities, role plays, preparing and delivering presentations, preparing written texts (including business correspondence) | 15              | 8               |
| 2.    | Multimedia-assisted activities | Comprehension, analysis and interpretation of authentic audio and video materials. Relevant follow-up exercises (discussions, writing)  | 8               | 4               |
| 3.    | Tests and tasks                | Grammar and vocabulary exercises, quizzes and tests   | 7               | 3               |
| 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<br>2. Students' own work - preparing documents, presentations, correspondence, using the available literature, the Internet, dictionaries | 20              | 25              |
| 2.    | Test tasks and exercises | Students' own work on language tests and exercises   | 25              | 35              |
| 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, 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.
4. Selected grammar structures adequate to C1/C2 level according to the CEFR scale.

**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#<br>FAB2_U05#<br>FAB2_U06#               | 1 Demonstrates language competence in English at C1/C2 level, according to the Common European Framework of Reference for Languages.<br>2 Is able to understand, analyze and interpret long and complex business-related texts comprising a lot of specialist vocabulary.<br>3 Knows and is able to use business vocabulary at C1/C2 level.<br>4 Is able to prepare – on his/her own or in a team - various types of written texts common in the business environment (e.g. formal business correspondence, reports).<br>5 Is able to prepare and give – on his/her own or in a group – presentations and other talks, take part in discussions and business negotiations in English at C1/C2 level. | Evaluation of tests, quizzes, written assignments prepared by individual students or teams, oral tasks, and student's participation in dialogues, case studies, simulation games (business meetings, negotiations, telephone calls). | Sample written tests and assignments; sample drafts of oral tasks and presentations; topics/questions of speaking 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 coursebooks not allowed             | 60.00%                                |
| 2.  | Others  | Various kinds of oral tasks, e.g. presentations, oral text summaries, dialogues, negotiations, in-class activities, short oral tests | 15.00%                                |
| 3.  | Writing tasks   | Various kinds of written tasks, e.g. business  | 15.00%                                |

|    |                                   |  |        |
|----|-----------------------------------|--|--------|
|    |                                   | correspondence – use of coursebooks and dictionaries allowed |        |
| 4. | Participation in class activities | Active involvement in all forms of language practice         | 10.00% |

\* 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:

1. Julie Pratten: 'Absolute Financial English'. Wyd. Delta Publishing.
2. Paul Emmerson: 'Business English Handbook Advanced'. Wyd. MacMillan.
3. Ian MacKenzie: 'English for Business Studies'. Wyd. CUP.
4. Ian MacKenzie: 'Financial English'. Wyd. LTP Business.

### Suggested readings:

1. "Business Vocabulary in Use - Advanced". Bill Mascull. wyd. CUP.
2. "Business Vocabulary in Use - Intermediate". B. Mascull. wyd. CUP.
3. "Professional English - Finance". S. Sweeney. Penguin English Guides.
4. "Professional English. Accounting". A. Pohl. Penguin English Guides.
5. "Professional English in Use. Finance". I. MacKenzie. Cambridge.

## 19. Language of instruction: English

## 20. Course instructors' recommendations: