



## DESCRIPTION OF THE SUBJECT

<b>FIELD OF STUDY</b>	<b>Management</b>
<b>SPECIALISATION</b>	ALL
<b>MODE OF STUDY</b>	Full-time / Part-time
<b>SEMESTER</b>	2-3

<b>Name of the subject</b>	<b>English</b>	MW_2_10
<b>Hourly dimension of particular forms of classes</b>	Full-time studies – 60 Part-time studies - 36	
	• <b>lectures</b>	Full-time studies – Part-time studies –
	• <b>other forms</b>	Full-time studies – 60 Part-time studies - 36

<b>Learning objectives:</b>	<ul style="list-style-type: none"> <li>– maximum development of the student's communicative competence, i.e. the ability to communicate effectively in English and make it possible to obtain TOEIC, TOEFL, CAE certificates.</li> <li>– to develop the ability to use English in practice in the basic language skills (speaking, writing, listening and reading with comprehension) at B2+ level according to the Common European Framework of Reference for Languages.</li> </ul>
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<b>Learning outcomes for the subject</b>	
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<b>Number</b>	<b>Learning outcomes, a student who has successfully completed the course will be able to:</b>	<b>Reference of learning outcomes for the programme</b>	<b>The reference to the learning outcomes for the area</b>
K_W01	provide grammatical rules and know the theoretical foundations of language functioning in its different grammatical areas and have a vocabulary from different areas of human activity,	K_W08	P7S_WG
K_U02	Apply linguistic knowledge in order to understand spoken and written texts and to obtain key information and data from these texts; use linguistic knowledge in the production of written texts, both formal and private, and taking emotional aspects into account; express emotions spontaneously and present opinions, and be able to communicate effectively with native speakers,	K_U12	P7S_UK
K_K03	actively and creatively participates in discussions, is open to views and attitudes expressed by other discussants, taking into account the cultural specificity of given nations; at the linguistic and cultural level is able to express his/her own opinion, taking into account social roles and attitudes accepted in the culture of a given nation; understands phenomena and	K_K02	P7S_KK

	processes occurring in the area of a given culture and nation, taking into account a situation related to the management in a company is able to make choices with the use of knowledge concerning a given cultural area and using language to the extent necessary to make such choices; has social and linguistic competences enabling him/her to understand his/her own situation and the contextual constraints in which a given action takes place; feels the need to improve his/her language skills.		
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<b>Content number</b>	<b>Educational/ curricular content</b>	<b>Reference to learning outcomes for the subject</b>
	<b>Lecture</b>	
T_01	The basics of English grammar including structures at the B2+ level of language proficiency; the ability to use them both passively and actively.	K_W01 K_U02 K_K03
T_02	Mastery of basic oral and written vocabulary within the core subjects: First professional and public contacts, illness, orientation in the city, culture of English-speaking countries, computer, Internet, press and television, work, economy and industry; financial security and banking, social and professional life, nature and environment including environmental hazards and ecological issues, social problems, old age, news and politics, holidays; news of life in English-speaking countries.	K_W01 K_U02 K_K03
T_03	Training of communication skills for professional life in the following topics: education and profession including contacts with employers, establishing and maintaining social contacts, accepting partners and co-workers, expressing wishes, requests and refusals, in the office and travelling, job search, different jobs; housing market, sales, marketing, advertising, import and export;	K_W01 K_U02 K_K03
T_04	Deepening content related to legal and economic topics (electives): setting up a company, legal forms of companies, company finances, types of transactions, taxes, complaints, banking services, money deposit, credit, shares, credit cards, stock market, market, unemployment, social security, marketing, market research, advertising, negotiations, telecommunications, environmental pollution and the greenhouse effect.	K_W01 K_U02 K_K03
T_05	Expanding on topics related to safety: emergency system, environment, ecology, hazards, health and illness.	K_W01 K_U02 K_K03
T_06	Developing skills in reading texts from the press, the Internet, as well as reading and editing basic documents relating to working life and the ability to hold conversations independently.	K_W01 K_U02 K_K03
T_07	Developing the ability to understand authentic (situational) text from a cassette, CD, radio or TV programme, film.	K_W01 K_U02 K_K03

<b>Methods and forms of teaching</b>	<b>Educational and curricular content</b>
Lecture with Multimedia presentation of selected issues	
Conversation lecture	T_01 - 07
Problem-based lecture	
Informative lecture	
Discussion	T_02 - 07

Work with text	T_02 - 07
Case study method	
Problem-based learning	
Didactic/simulation game	
Exercise method	T_01 - 07
Workshop method	
Project method	
Multimedia presentation	T_01 - 05
Audio and/or video demonstration	T_07
Activating methods (e.g. brainstorming, SWOT analysis technique, decision tree technique, snowball method, constructing mind maps)	
Other (which ones?) - ...	
...	

<b>Evaluation criteria in relation to particular learning outcomes</b>				
<b>Learning outcome</b>	<b>For the assessment 2</b>	<b>For the assessment 3</b>	<b>For the assessment 4</b>	<b>For the assessment 5</b>
K_W01	The student is not able to state the grammatical rules and does not know the theoretical foundations of the functioning of language in its different grammatical areas and does not possess a vocabulary from different areas of human activity.	Students will be able to identify grammatical rules and will know the theoretical foundations of the functioning of language in its different grammatical areas and have a vocabulary from different areas of human activity.	Students will not only be able to identify grammatical rules and know the theoretical foundations of language functioning in different grammatical areas and have a range of vocabulary representing different areas of human activity, but also be able to correctly apply most simple structures and construct sentences which are mostly coherent. Generally uses a wide range of vocabulary appropriate to the task. Uses a small proportion of more complex and abstract vocabulary items correctly.	Students will not only be able to identify grammatical rules and know the theoretical foundations of language functioning in different grammatical areas, as well as having a range of vocabulary from different fields of human activity, but also be able to correctly use the majority of structures. Additionally, he/she can construct coherent sentences and uses a wide range of vocabulary which at times goes beyond the syllabus. Can use more complex/abstract vocabulary correctly. Can understand long complex newspaper texts and contemporary literary texts written in prose.
K_U02	Students will not be able to apply their linguistic knowledge to understand spoken and written texts and to obtain key information and data from these texts; they will not be able to use their linguistic knowledge in the process of creating	Students will learn to apply their linguistic knowledge in order to understand spoken and written texts and to obtain key information and data from these texts; they will use their linguistic knowledge in the process of creating official and private	The student will not only be able to apply his/her linguistic knowledge to understand oral and written texts and extract key information and data from them, but will also be able to use his/her linguistic knowledge in the	The student will be able to apply his/her linguistic knowledge to understand spoken and written texts and to obtain key information and data from them; use his/her linguistic knowledge to produce written texts, both official and personal,

	<p>official and private written texts, taking into account the emotional aspect; they will not be able to express their emotions spontaneously and present their opinions, and their proficiency in speaking will not enable them to communicate effectively with a person for whom the language is their mother tongue.</p>	<p>written texts, taking into consideration the emotional aspect; they will express spontaneously their emotions and present their opinions, and their fluency in speaking will enable them to communicate effectively with a native speaker of a given language.</p>	<p>process of creating official and private written texts, taking into account the emotional aspect, express spontaneously his/her emotions and present his/her opinion.</p>	<p>taking into account the emotional aspect; express his/her emotions spontaneously and present his/her point of view. In addition, he/she can extract most of the information needed and transform it into writing, and is usually able to identify the speaker's feelings and reactions, and to describe clear, detailed descriptions of subjects, making clear reference to related topics, developing certain aspects and linking the message to an appropriate conclusion.</p>
K_K03	<p>The student does not participate actively in a discussion, is not open to views and attitudes expressed by other discussants, taking into account the cultural specificity of given nations; at the linguistic and cultural level, he/she is not able to express his/her own opinion, taking into account the social roles and attitudes accepted in the culture of a given nation; he/she does not understand the phenomena and processes occurring in the area of a given culture and nation, taking into account the situation related to threats to public security; he/she is not able to make choices with the use of knowledge concerning a given cultural area and using language to the extent necessary to make such choices; he/she does not have social and linguistic competences enabling him/her to understand his/her own situation and the contextual constraints in which a given activity takes place; he/she does not feel the need to</p>	<p>The student participates actively and creatively in a discussion, is open to the views and attitudes expressed by other discussants, taking into account the cultural specificity of given nations; at the linguistic and cultural level he/she is able to express his/her own opinion, taking into account the social roles and attitudes accepted in the culture of a given nation; he/she understands the phenomena and processes occurring within the given culture and nation, taking into account the situation related to threats to public security; is able to make choices using knowledge concerning a given cultural area and using language to the extent necessary to make such choices; has social and linguistic competences which enable him/her to understand his/her own situation and the contextual constraints in which a given action takes place; feels the need to improve his/her language skills.</p>	<p>The student not only actively and creatively participates in a discussion, but is open to views and attitudes expressed by other discussants, taking into account the cultural specificity of given nations; at the linguistic and cultural level he/she is able to express his/her own opinion, taking into account social roles and attitudes accepted in the culture of a given nation; he/she understands phenomena and processes occurring within the given culture and nation, taking into account the situation related to threats to public security; is able to make choices using his/her knowledge of the cultural area and of the language used to make such choices; has social and linguistic competences which enable him/her to understand his/her own situation and the contextual constraints under which the action takes place; feels the need to improve his/her linguistic skills, but also knows how to negotiate on a given topic. Spontaneous spoken text is not</p>	<p>The student not only actively and creatively participates in a discussion, but is open to views and attitudes expressed by other discussants, taking into account the cultural specificity of given nations; at the linguistic and cultural level he/she is able to express his/her own opinion, taking into account social roles and attitudes accepted in the culture of a given nation; he/she understands phenomena and processes occurring within the given culture and nation, taking into account the situation related to threats to public security; is able to make choices using knowledge of the cultural area and the language to the extent necessary to make such choices; has social and linguistic competences which enable him/her to understand his/her own situation and the contextual constraints in which the action takes place; feels the need to improve his/her linguistic skills, but also knows how to negotiate on a given topic. Communicates freely</p>

	improve his/her language skills.		error-free, but this does not prevent communication.	and spontaneously without searching for words, so that interactions with native speakers become natural.
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Verification of learning outcomes	EK symbols for the module/subject		
	W01	U02	K03
Written test	X	X	X
Oral exam	X	X	X
Written credit			
Oral credit			
Written colloquium	X	X	X
Oral colloquium	X	X	X
Test			
Project			
Written work			
Report			
Multimedia presentation	X	X	X
Work during exercises	X	X	X
Other (which ones?) -			

<b>Number of ECTS credits together with their calculation for <u>Full-time studies</u></b>	7 points ECTS
	<b>Balance of workload for the average student:</b> - involvement in exercises: .....60 x 1 hours = 60 hours, - preparation for exercises: .....60 x 1 hours = 60 hours, - completion of written work: .....1 x 10 hours =10 hours, - making a multimedia presentation .....1 x 10 hours = 10 hours, - participation in consultations: .....20 x 1 hours = 20 hours, - course credit and attendance at examination: 15 x 1 hours = 15 hours
Total student workload	175 hours.

<b>Number of ECTS credits together with their calculation for <u>Part-time studies</u></b>	7 points ECTS
	<b>Balance of workload for the average student:</b> - involvement in exercises: .....36 x 1 hours = 36 hours, - preparation for exercises: .....60 x 1 hours = 60 hours, - completion of written work: .....1 x 10 hours =10 hours, - making a multimedia presentation .....1 x 10 hours = 10 hours, - participation in consultations: .....44 x 1 hours = 44 hours, - course credit and attendance at examination: 15 x 1 hours = 15 hours
Total student workload	175 hours

<b>Reference literature</b>	1. Market Leader Upper Intermediate, 3 <sup>rd</sup> Edition, Pearson Education 2011. 2. New Language Leader. Upper Intermediate, Pearson Education 2014.
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**Complementary literature**

1. A Practical English Grammar, A.J. Thomson, A.V. Martinet, 4<sup>th</sup> Edition, Oxford University Press.
2. English Grammar in Use Third Edition, R. Murphy, CUP 2006.
3. English Vocabulary in Use. Pre-intermediate and Intermediate, S. Redman, CUP 1999.
4. Business Correspondence. A Guide to Everyday Writing, L. Loughheed, Wyd. 2, Pearson Education 2005.
5. Business Vocabulary in Use, B. Mascull, CUP 2002.
6. Teksty autentyczne: Internet, prasa, filmy.
7. Model Business Letters, E-mails & Other Business Documents, Shirley Taylor, 6<sup>th</sup> Edition, Prentice Hall Financial Times 2004
8. English for Business Studies, Ian MacKenzie, Cambridge University Press 2010.
9. Dynamic Presentation, Mark Powell, Cambridge University Press 2010.
10. Advanced English Grammar in Use, Martin Hewings, Cambridge University Press, 1999.