

## COURSE DESCRIPTION

### HIGHER VOCATIONAL STATE SCHOOL IN WLOCLAWEK

**Course:** Specialistic language of business, tourism and marketing

|  |                |                                      |   |                 |                        |                    |                     |  |
|--|----------------|--------------------------------------|---|-----------------|------------------------|--------------------|---------------------|--|
| <b>Field of study:</b>   |                | Filologia                            |   |                 |                        |                    | <b>Course Code:</b> |  |
| <b>Unit supervising the course:</b>                              |                | Instytut Humanistyczny               |   |                 |                        |                    |                     |  |
| <b>Course orientation:</b>                                       |                | praktyczny                           |   |                 |                        |                    |                     |  |
| <b>Language of instruction:</b>                                  |                | język angielski                      |   |                 |                        |                    |                     |  |
| <b>Course type:</b>  |                | specjalizacyjny                      |   |                 |                        |                    |                     |  |
| <b>Course status:</b>  |                | Wybieralny, po wyborze obligatoryjny |   |                 |                        |                    |                     |  |
| <b>Level: BA</b>   |                | <b>Year: II, III</b>                 |   |                 | <b>Semester: 4 i 5</b> |                    |                     |  |
| <b>The number of teaching hours on the full-time programme:</b>  |                |                                      |   |                 |                        |                    |                     |  |
| <b>Total</b>   | <b>Lecture</b> | <b>Classes</b>                       | <b>laboratory</b>   | <b>projects</b> | <b>tutorials</b>       | <b>seminariums</b> | <b>practicum</b>    |  |
| 60   |                | 30 +30                               |   |                 |                        |                    |                     |  |
| <b>The number of teaching hours on the part-time programme::</b> |                |                                      |   |                 |                        |                    |                     |  |
| <b>Total</b>   | <b>Lecture</b> | <b>Classes</b>                       | <b>laboratory</b>   | <b>projects</b> | <b>tutorials</b>       | <b>seminariums</b> | <b>practicum</b>    |  |
| 30   |                | 15+15                                |   |                 |                        |                    |                     |  |
| <b>Learning outcomes:</b>  |                |                                      | <b>Knowledge:</b><br>Students can identify and explain Business English terminology/vocabulary.<br><br>differentiate and illustrate English grammar rules and writing style for Business English purposes on B2/C1; |                 |                        |                    |                     |  |

|  |  |                         |   |                         |
|--|--|-------------------------|---|-------------------------|
|  | <p><b>Skills:</b><br/> <b>Students:</b><br/> have the general knowledge of English on B2/C1;</p> <p>can construct accurate and coherent written and oral presentations for Business English purposes.</p> <p>can justify substantially, draw conclusions and make judgements themselves in Business English.</p> <p>review basic theoretical terms and analyse them using professional Business English reference books.</p> |                         |   |                         |
|  | <p><b>Social competence:</b><br/> Students can:</p> <p>cooperate in a team,</p> <p>discuss carefully and openly with different opinions,</p> <p>describe skilfully interests/hobbies,</p> <p>think critically and express their opinions in an open forum, by themselves, in groups, solve problems using their own experience and acquired knowledge.</p>   |                         |   |                         |
| <p><b>Full description of the course:</b></p>      | <p>Lexis, reading, speaking and correspondence on the following topics: employment, development of the company, communication in the company, sale, finance, trade, people management, globalization</p> <p>Selected grammar topics eg.: verb forms, tenses, relative clauses, comparisons.</p>  |                         |   |                         |
| <p><b>Methods:</b></p>                             | <p>Analysis of texts with discussion, role plays, team work, analysis of particular situations, discussions, solving problems.</p>   |                         |   |                         |
| <p><b>The student's workload/ECTS credits:</b></p> | <p><b>Formy aktywności</b></p>   |                         | <p><b>Średnia liczba godzin na zrealizowanie aktywności</b></p> |                         |
|  | <p>Stacjonarne</p>   |                         | <p>Niestacjonarne</p>   |                         |
|  | <p>W</p>   | <p>AF/...<br/>.....</p> | <p>W</p>  | <p>AF/...<br/>.....</p> |
|  | <p><b>Godziny kontaktowe z nauczycielem akademickim</b></p>  |                         | <p>60</p>   | <p>30</p>               |
|  | <p><b>Godziny bez udziału nauczyciela akademickiego:</b></p>   |                         | <p>60</p>   | <p>90</p>               |
|  | <p>1. Przygotowanie się do zajęć, w tym studiowanie zalecanej literatury,</p>  |                         | <p>30</p>   | <p>40</p>               |

|  |   |   |     |   |     |
|--|---|---|-----|---|-----|
|  | 2.Opracowanie wyników/przygotowanie do egzaminu, zaliczenia, kolokwium, inne  |   | 20  |   | 40  |
|  | 3. Przygotowanie raportu, prezentacji, dyskusji   |   | 10  |   | 10  |
|  | <b>Suma</b>   |   | 120 |   | 120 |
|  | <b>Sumaryczna liczba punktów ECTS dla prowadzonej formy zajęć</b>   |   | 4   |   | 4   |
|  | <b>Sumaryczna liczba punktów ECTS dla przedmiotu</b>  | 4 |     | 4 |     |
| <b>The type and mode of obtaining the credit and marking criteria or requirements:</b> | <b>The type:</b><br>Mark pass after 4th and 5th term  |   |     |   |     |
|  | <b>The mode:</b><br>Written tests, assignments  |   |     |   |     |
|  | <b>Basic assessment criteria:</b><br>Passing all tests, assignments after 4th and 5th term and class attendance and active participation in classes.  |   |     |   |     |
| <b>Literature :</b>  | <b>Prescribed reading:</b> <ul style="list-style-type: none"> <li>• <i>Total Business 3</i>, Dummett P., Summertown Publishing, London 2010</li> </ul> <b>Recommended reading:</b> <ul style="list-style-type: none"> <li>• <i>Grammar in Context – Proficiency Level English</i>, Hugh Gethin, Nelson, 1992</li> <li>• <i>English for Writers and Translators</i>, Robin Macpherson, Wydawnictwo Naukowe PWN, Warszawa 2004</li> </ul> |   |     |   |     |
| <b>Course instructor:</b>  |   |   |     |   |     |