

SYLLABUS**STATE UNIVERSITY OF APPLIED SCIENCES IN WŁOCŁAWEK****Course: Business English**

Faculty:		Philology						
Speciality/specialization:		English Philology / Translation						
Unit hosting the Faculty:		Faculty of Social Sciences and Humanities / English Philology Department						
Practical course profile								
Course language:		English / Polish						
Course category:		specialist						
Learning cycle:		2023/2024- 2025/2026						
Academic year: 2024/2025, 2025/2026					Semester: 3, 4 i 5			
Number of hours required to complete the course in full time-mode:								
TOTAL	lecture	ACTIVE FORMS						
		classes	projects	labs	workshops	conservatory	seminar/proseminar	professional training
45		45						
Method of carrying out all active forms of classes:		Classes are conducted in a PANS teaching room and on the Moodle and MS Teams platforms.						
Specification of introductory courses with prerequisites:		The requirement: proficiency of English - B2 level.						

Educational goal:	<p>Developing linguistic skills in terms of understanding and writing texts related to 3 industries: tourism, business and marketing.</p> <p>Objectives of the classes:</p> <ul style="list-style-type: none"> - enriching the students' vocabulary (in terms of specialist vocabulary in the areas mentioned above), - developing the skills of efficient use of source materials, including those available online (dictionaries, forums for translators), - developing the ability to translate various types of specialized texts (thematically related to the above-mentioned industries).
Learning outcomes (course-related):	<p>Knowledge:</p> <p>The Student:</p> <ul style="list-style-type: none"> - identifies and explains general terminology [K_W03] - has ordered general knowledge, including terminology and methodology in the field of translation theory [K_W04] - distinguishes and illustrates the rules of English grammar and stylistics in the context of vocabulary in the field of specialist vocabulary at the B2 /C1 level [K_W05] - has basic knowledge of the interpretation of general texts in terms of their translation and understands the basic methods of their critical analysis [K_W07] - has basic orientation in the contemporary cultural life of the English-speaking countries and Poland; recognizes and is able to characterize selected cultural, social and legal institutions [K_W08]

	<p>Skills:</p> <p>The Student:</p> <ul style="list-style-type: none"> - has knowledge of English at the B2/C1 level [K_U01] - can analyze the text for translation using basic methods, taking into account the social and cultural context, uses the views of other authors [K_U03] - recognizes the basic types of specialist texts in the field of finance, banking, law and medicine [K_U04] - constructs precise and consistent written and oral statements in English on general topics [K_U05] - has basic skills in the area of interpretation and translation from English into Polish and from Polish into English [K_U08] - searches for, analyzes, selects and uses specialist information from various - both electronic - Internet and traditional paper sources - using computer tools [K_U09] - has basic analytical skills (problem formulation and analysis, selection of methods and tools, preparation and presentation of results) allowing to solve problems within the scope of translation [K_U12] <p>Social competences:</p> <p>The Student:</p> <ul style="list-style-type: none"> - can work in a group, assuming various roles in it [K_K01] - understands the need to learn throughout life [K_K02] - appropriately defines the priorities for the implementation of the adopted translation project [K_K03] - is oriented at identifying and resolving dilemmas related to the profession of translator of specialist texts [K_K04] - has communication, social, interpersonal and intercultural skills, which predispose to work in translation agencies [K_K07]
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Full course description/ syllabus content:	1. Exercises expanding the range of specialist vocabulary in the following areas: tourism, business, marketing.		Reference to the learning outcomes
	2. Using databases, lexicographic and terminographic resources, linguistic corpora, traditional dictionaries, on-line dictionaries, the PWN Language Advisory Forum, forums for translators, etc.		
	3. Analysis and interpretation and/or creation of specialist texts related to the above-mentioned fields.		
Methods of conducting classes:	An original method developed by the Lecturer and involving first working in groups and pairs, and then proceeding to individual work, including the following elements: - multimedia presentations - use of films and materials available on the Internet - text analysis with discussion - brainstorm - vocabulary development games - work in groups, work in pairs, individual work - assessment of the effects of work using the "peer review" method		
Student workload/ECTS points FULL-TIME STUDIES: 1) included in the working hours: - lecture: - active forms: 2) not included in the working hours: - exams	Forms of activity	Average number of hours to complete the activity	
		W	AF
	Number of hours with the participation of an academic teacher		45
	Number of hours without the participation of an academic teacher:		15
	1. Preparation for classes, including studying the recommended literature		10
	2. Processing of the results/preparation for the exam, tests, other		5
	3. Preparation of a report, presentation, discussion		0
	Total		60
	Total number of ECTS points for the method of classes		2,5

<p>Form and method of passing, assessment criteria or requirements.</p> <p>The accepted value for calculating the assessment</p>	<p>Methods of passing the course:</p> <ul style="list-style-type: none"> • Passing with a grade <p>Forms of passing the course:</p> <ul style="list-style-type: none"> • Final grade granted on the basis of partial grades obtained in a given semester. <p>Basic criteria:</p> <ul style="list-style-type: none"> - Presence and participation in classes - Positive evaluations of written works <p>Value for calculating the assessment:</p>
<p>Literature list:</p>	<p>Compulsory literature:</p> <ol style="list-style-type: none"> 1. Lecturer's own materials made available to the students. 2. Biblioteka Profesjonalisty, <i>Marketing</i>, Peter Collin Publishing, 2001. 3. Biblioteka Profesjonalisty, <i>Business</i>, Peter Collin Publishing, 2001. 4. Biblioteka Profesjonalisty, <i>Hotel business and Tourism</i>, Peter Collin Publishing, 2001. <p>Supplementary literature:</p> <ol style="list-style-type: none"> 1. Macpherson Robin, <i>English for Writers and Translators</i>; Wydawnictwo Naukowe PWN, 1998. 2. Korzeniowska Aniela, Piotr Kuhiwczak, <i>Successful Polish-English Translation, Tricks of the Trade</i>, Wydawnictwo Naukowe PWN, 2005.
<p>Names of person/persons who prepared the course description: Magdalena Machcińska-Szczepaniak MA.</p>	