**description of the course of study**

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| **Course code** | **0231.8.FILA1P.D14.ABK** | |
| **Name of the course in** | Polish | Korespondencja w biznesie |
| English | Business Correspondence |

1. **LOCATION OF THE course OF STUDY within the system of studies**

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| **1.1. Field of study** | English Philology |
| **1.2. Mode of study** | Full-time studies, extramural studies |
| **1.3. Level of study** | First degree |
| **1.4. Profile of study\*** | Practical |
| **1.5. Person preparing the course description** | Mgr Ewa Korczyńska-Madej |
| **1.6. Contact** | madej.et@gmail.com |

1. **General characteristicS of the course of study**

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| **2.1. Language of instruction** | English/Polish |
| **2.2. Prerequisites\*** | B1+ level |

1. **DETAILED CHARACTERISTICS OF THE COURSE OF STUDY**

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| * 1. **Form of classes** | | Classes |
| * 1. **Place of classes** | | Branch campus in Sandomierz, Jan Kochanowski University in Kielce |
| * 1. **Form of assessment** | | Credit with a grade |
| * 1. **Teaching methods** | | 1. Practical exercises/workshops 2. Pair work, group work, individual work |
| * 1. **Bibliography** | **Required reading** | 1) Taylor S., *Model Business Letters, Emails and other Business Documents*, Pearson 2012  2) Drummer A., Williamson B., *Modern Business Correspondence in English*, Poltex, 2014  3) Badger I., *English for Work: Everyday Business Writing*, Longman 2009 |
| **Further reading** | 1) Loughead, L., *Business correspondence*. *A Guide to Everyday Writing. Intermediate, Longman, 2003* |

1. **Objectives, syllabus CONTENT and intended LEARNING outcomes**

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| * 1. **Course objectives**   **Class**  C1. Enabling students to create business writings of different kinds.  C2. Enabling students to use specialized business language in writing.  C3. Developing linguistic and communicative skills in terms of business English in writing and business correspondence (reading and writing).  C4. Acquainting students with the layouts of business writings and correspondence. |
| * 1. **Detailed syllabus**   **Class 15h**  1. Different types of business writings: formal letters, emails, memos, reports, circular letters.  2. Different types of business correspondence (complaint, reservation, annulment of reservation, order, request, reply to a request, confirmation).  3. Different types of formal letters (letter of application, letter of recommendation, invitation, thank-you letter, letter of apologies).  4.The usage of typical titles and polite phrases and phrases characteristic of different types of letters.  5. The character of letters sent by means of electronic mailing system, especially of informal correspondence (register, abbreviations, etc.), netiquette. |

**4.3 Intended learning outcomes**

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| **Code** | **A student who passed the course** | **Relation to learning outcomes** |
| within the scope of **knowledge:** | | |
| W01 | Has the knowledge of basic terminology with respect to business correspondence and its practical applications in the professional activities of an English philologist and in cultural and media activities | FILA1P\_W05 |
| W02 | Has the basic knowledge of the methods of approaching tasks, standards, procedures and good practice applied in business correspondence in the responsibilities of a teacher translator. | FILA1P\_W09 |
| within the scope of **ABILITIES:** | | |
| U01 | Creates logically and grammatically consistent oral and written statements (business letters/emails/ statements) on one’s own, and which critically analyzes taking into account the social and cultural context. | FILA1P\_U05 |
| U02 | Is able to apply basic specialized terminology to comprehend and create business-oriented texts. | FILA1P\_U08 |
| U03 | Is able to communicate by means of different communication channels and techniques with specialists within given specializations and by means of specialized terminology in business correspondence. | FILA1P\_U11 |
| within the scope of **Social COMPETENCE:** | | |
| K01 | Is aware of the level of one’s knowledge and skills, is aware of the need for continuous professional and personal development, develops one’s professional competences in business correspondence as well as determines the directions of one’s development. | FILA1P\_K01 |

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| * 1. **Methods of assessment of the intended learning outcomes** | | | | | | | | | | | | | | | | | | | | | |
| **Teaching**  **outcomes**  ***(code)*** | **Method of assessment (+/-)** | | | | | | | | | | | | | | | | | | | | |
| **Exam oral/written\*** | | | **Test\*** | | | **Project\*** | | | **Effort**  **in class\*** | | | **Self-study\*** | | | **Group work\*** | | | **Others\*** | | |
| ***Form of classes*** | | | ***Form of classes*** | | | ***Form of classes*** | | | ***Form of classes*** | | | ***Form of classes*** | | | ***Form of classes*** | | | ***Form of classes*** | | |
| *L* | *C* | *...* | *L* | *C* | *...* | *L* | *C* | *...* | *L* | *C* | *...* | *L* | *C* | *...* | *L* | *C* | *...* | *L* | *C* | *...* |
| W01 |  |  |  |  | ***+*** |  |  |  |  |  | ***+*** |  |  | ***+*** |  |  | ***+*** |  |  |  |  |
| W02 |  |  |  |  | ***+*** |  |  |  |  |  | ***+*** |  |  | ***+*** |  |  | ***+*** |  |  |  |  |
| U01 |  |  |  |  | ***+*** |  |  |  |  |  | ***+*** |  |  | ***+*** |  |  |  |  |  |  |  |
| U02 |  |  |  |  | ***+*** |  |  |  |  |  | ***+*** |  |  | ***+*** |  |  | ***+*** |  |  |  |  |
| U03 |  |  |  |  | ***+*** |  |  |  |  |  | ***+*** |  |  | ***+*** |  |  | ***+*** |  |  |  |  |
| K01 |  |  |  |  |  |  |  |  |  |  | ***+*** |  |  | ***+*** |  |  |  |  |  |  |  |

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| * 1. **Criteria of assessment of the intended learning outcomes** | | |
| **Form of classes** | **Grade** | **Criterion of assessment** |
| **classes (C)\*** | **3** | Has basic knowledge of types of messages and letters and of basic terminology and phraseology used in business correspondence. Based on this knowledge, can create simple messages that are generally logical and communicative to an acceptable degree, but often not entirely correct in terms of style and language.  Comprehends standard business correspondence and can reply to a sent message.  Is aware of the need for constant development of knowledge. Yet, is not systematic in developing one’s competencies.  *Low effort in class (below 60% of the classes)*  *The assignments the student was expected to complete in order to pass (receive graded credit for) the class were assessed and the result fell within the percentage range of 50-59%* |
| **3,5** | Has knowledge of the main types of messages and letters and of common terminology and phraseology used in business correspondence. Based on this knowledge, can create simple messages that are logical and communicative to an acceptable degree, but often not entirely correct in terms of style and language. Comprehends standard business correspondence and can reply to a sent message.  Is aware of the need for constant development and update of his / her knowledge.  *Low effort in class (below 60% of the classes)*  *The assignments the student was expected to complete in order to pass (receive graded credit for) the class were assessed and the result fell within the percentage range of 60-69%* |
| **4** | Has knowledge of all types of messages and letters used in business correspondence. Knows and applies quite a wide range of specialized terminology used in this kind of correspondence.  Based on this knowledge, can create messages that are logical, communicative and correct in terms of style and language to a good degree. Few mistakes, which do not interfere with the message, are allowed.  Comprehends standard business correspondence and can reply to a sent message.  Is aware of the need for constant development of knowledge. Shows an initiative in terms of an individual development of competencies.  *Medium effort in class ( 60% - 89 % of the classes)*  *The assignments the student was expected to complete in order to pass (receive graded credit for) the class were assessed and the result fell within the percentage range of 70-79%* |
| **4,5** | Has knowledge of all types of messages and letters used in business correspondence. Knows and applies a wide range of specialized terminology used in this kind of correspondence.  Based on this knowledge, can create messages that are fully logical and communicative and most often correct in terms of style and language.  Comprehends standard business correspondence and can reply to a sent message.  Is aware of the need for constant development of knowledge. Regularly develops one’s competencies on one’s own.  *Medium effort in class ( 60% - 89 % of the classes)*  *The assignments the student was expected to complete in order to pass (receive graded credit for) the class were assessed and the result fell within the percentage range of 80-89%* |
| **5** | Has knowledge of all types of messages and letters used in business correspondence and can discuss them in details. Knows and applies a wide range of specialized advanced terminology used in this kind of correspondence.  Based on this knowledge, can create messages that are fully logical and communicative and correct in terms of style and language.  Comprehends business correspondence, including that which is linguistically advanced and of high thematic complexity, and can reply to a sent message.  Is aware of the need for constant development of knowledge. Regularly and with great engagement develops one’s competencies.  *High effort in class ( over 90 % of the classes)*  *The assignments the student was expected to complete in order to pass (receive graded credit for) the class were assessed and the result fell within the percentage range of 90-100%* |

1. **BALANCE OF ECTS CREDITS – STUDENT’S WORK INPUT**

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| **Category** | **Student's workload** | |
| **Full-time**  **studies** | **Extramural studies** |
| *NUMBER OF HOURS WITH THE DIRECT PARTICIPATION OF THE TEACHER /CONTACT HOURS/* | **15** | **15** |
| *Participation in classes* and the final test | 15 | 15 |
| *INDEPENDENT WORK OF THE STUDENT/NON-CONTACT HOURS/* | **10** | **10** |
| *Preparation for the classes* | 7 | 7 |
| *Preparation for the test* | 3 | 3 |
| *TOTAL NUMBER OF HOURS* | **25** | **25** |
| ECTS credits for the course of study | **1** | **1** |

***Accepted for execution*** *(date and legible signatures of the teachers running the course in the given academic year)*

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