University of Silesia in Katowice

1.	Field of study	English Philology
2.	Faculty	Faculty of Humanities
3.	Academic year of entry	2020/2021 (winter term)
4.	Level of qualifications/degree	first-cycle studies
5.	Degree profile	general academic
6.	Mode of study	full-time

Module: Specialized Languages: Module 5, Official and Commercial Correspondence (2)

Module code: W1-FA-JB-S1-KSH2-5

1. Number of the ECTS credits: 1

2. Learning outcomes of the module			
code	**description**	**learning outcomes of the programme**	**level of competence (scale 1-5)**
JB-S1-KSH4-5 _K1	Students show both precision and diligence in producing written forms as well as pay particular attention to the high quality of language.	FA1_K01 FA1_K02 FA1_K03 FA1_U01 FA1_U02	1 2 2 3 3
JB-S1-KSH4-5 _K2	Students understand the need to continuous language development.	FA1_K01	2
JB-S1-KSH4-5 _U1	Students understand and are able to produce office and trade correspondence as well as formal business reports.	FA1_U12	3
JB-S1-KSH4-5 _U2	Students are able to answer various business letters.	FA1_U12	3
JB-S1-KSH4-5 _U3	Students are able to apply proper layout and specialised vocabulary used in trade and office correspondence.	FA1_U14	3
JB-S1-KSH4-5 _W1	Students are familiar with various forms of commercial correspondence.	FA1_W04	1
JB-S1-KSH4-5 _W2	Students are familiar with layouts and specialised vocabulary used in trade and office correspondence.	FA1_W03	1

3. Module description

Description	The aim of the classes is to acquaint students with different types of business and trade correspondence, reports and financial documents of the company. The students are to learn the specialised terminology used in business and trade correspondence as well as to learn to produce and answer the received correspondence.
Prerequisites	The knowledge of the English language at the advancec level.

4. Assessment of the learning outcomes of the module

code	type	description	learning outcomes of the module
JB-S1-KSH4-5_w_1	Written assignments	(individual or team work)	JB-S1-KSH4-5_K1, JB-S1-KSH4-5_K2, JB-S1-KSH4-5_U1, JB-S1-KSH4-5_U2, JB-S1-KSH4-5_U3, JB-S1-KSH4-5_W1, JB-S1-KSH4-5_W2
JB-S1-KSH4-5_w_2	Credit granting	Testing the knowledge, skills and abilities acquired during classes. (The final grade is the average of the assignments and final test grades).	JB-S1-KSH4-5_K1, JB-S1-KSH4-5_K2, JB-S1-KSH4-5_U1, JB-S1-KSH4-5_U2, JB-S1-KSH4-5_U3, JB-S1-KSH4-5_W1, JB-S1-KSH4-5_W2
JB-S1-KSH4-5_w_3	Written examination	Testing the knowledge, skills and abilities acquired during classes.	JB-S1-KSH4-5_K1, JB-S1-KSH4-5_K2, JB-S1-KSH4-5_U1, JB-S1-KSH4-5_U2, JB-S1-KSH4-5_U3, JB-S1-KSH4-5_W1, JB-S1-KSH4-5_W2

5. Forms of teaching

code	form of teaching			required hours of student's own work		assessment of the learning outcomes of the module
	type	description (including teaching methods)	number of hours	description	number of hours	
JB-S1-KSH4-5_fs_2	practical classes	Using various teaching and authentic materials. Various introductory exercises to prepare for writing commercial correspondence. Using various Polish-English and English-Polish dictionaries, collocation dictionaries, writing various commercial correspondence	30	Using various Polish-English and English-Polish dictionaries, collocation dictionaries, writing various commercial correspondence forms using the required specialised vocabulary. Revision.	30	JB-S1-KSH4-5_w_1, JB-S1-KSH4-5_w_2, JB-S1-KSH4-5_w_3

		forms with provided specialised vocabulary and the required time limit.				