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|----|--------------------------------|--|
| 1. | Field of study | Eastern Slavonic Studies |
| 2. | Faculty | Faculty of Humanities |
| 3. | Academic year of entry | 2023/2024 (winter term), 2024/2025 (winter term) |
| 4. | Level of qualifications/degree | second-cycle studies |
| 5. | Degree profile | general academic |
| 6. | Mode of study | full-time |

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|---|--------------------------------------|---|
| 7. | General information about the module | |
| Module name | | Business correspondence |
| Module code | | W1-FWS2-JB-KH04 |
| Number of the ECTS credits | | 2 |
| Language of instruction | | Russian |
| Purpose and description of the content of education | | Kurs ma na celu zapoznanie z umowami, formularzami i drukami, wykorzystywanymi w międzynarodowej korespondencji handlowej. Ponadto kurs ma celu uświadomienie potrzeby nieustannego doskonalenia znajomości zagadnień merytorycznych i terminologii fachowej (przede wszystkim w języku rosyjskim). |
| List of modules that must be completed before starting this module (if necessary) | | not applicable |

| 8. | Learning outcomes of the module | | | |
|-----------|---|------------------------------------|--------------------------------|--|
| Code | Description | Learning outcomes of the programme | Level of competenc (scale 1-5) | |
| JB-KH04_1 | zna w pogłębionym stopniu terminologię ogólną i szczegółową w ramach korespondencji służbowej i handlowej; rozróżnia poszczególne odmiany i style języka, rozpoznaje język specjalistyczny i posiada zasób słownictwa typowy dla tych odmian i stylów | K_W02 | 2 | |
| JB-KH04_2 | potrafi porozumiewać się w języku polskim i rosyjskim w stopniu zaawansowanym przy użyciu różnych kanałów i technik komunikacyjnych ze specjalistami, w zakresie korespondencji służbowej i handlowej | K_U05 | 2 | |
| JB-KH04_3 | potrafi kierować pracą zespołu oraz współpracować z innymi w ramach prac zespołowych i podejmować wiodącą rolę w zespołach | K_U08 | 1 | |

| 9. | Methods of conducting classes | | |
|------|--------------------------------------|---|--|
| Code | Category | Name (description) | |
| a05 | Lecture methods / expository methods | Explanation/clarification <i>explication involving the derivation of a predetermined theorem from other, already known ones, in the number of steps specified by the person teaching the course</i> | |
| d02 | Programmed learning methods | Working with a programmed textbook <i>working with a textbook containing instructional material covering part of or the entire curriculum of the module as well as a formula for studying the content; includes working with a subject textbook, an atlas, a catalogue, a problem book, etc.</i> | |
| d04 | Programmed learning methods | Reconstruction / reproduction | |

| | | |
|-----|-------------------|---|
| | | <i>proceeding according to the indicated/displayed pattern/model; e.g., the reconstruction of a structure, model, image, etc.</i> |
| e07 | Practical methods | Simulation <i>an indirect method; imitating reality in order to gain experience approximating a real one; recreating a real-world situation so that its participant can acquire an experience close to the authentic one; work on "replacement" material</i> |

| 10. Forms of teaching | | | | | |
|-----------------------|-------------------|-----------------|---|---------------------------------|-------------------------------|
| Code | Name | Number of hours | Assessment of the learning outcomes of the module | Learning outcomes of the module | Methods of conducting classes |
| JB-KH04_c | practical classes | 30 | course work | JB-KH04_1, JB-KH04_2, JB-KH04_3 | a05, d02, d04, e07 |

| 11. The student's work, apart from participation in classes, includes in particular: | | | |
|--|---|--|-------------------------|
| Code | Category | Name (description) | Is it part of the BUNA? |
| a03 | Preparation for classes | Developing practical skills <i>activities involving the repetition, refinement and consolidation of practical skills, including those developed during previous classes or new skills necessary for the implementation of subsequent elements of the curriculum (as preparation for class participation)</i> | No |
| a05 | Preparation for classes | Production/preparation of tools, materials or documentation necessary for class participation <i>developing, preparing and assessing the usefulness of tools and materials (e.g. aids, scenarios, research tools, equipment, etc.) to be employed in class or as an aid when preparing for classes</i> | No |
| b01 | Consulting the curriculum and the organization of classes | Getting acquainted with the syllabus content <i>reading through the syllabus and getting acquainted with its content</i> | No |
| c01 | Preparation for verification of learning outcomes | Determining the stages of task implementation contributing to the verification of learning outcomes <i>devising a task implementation strategy embracing the division of content, the range of activities, implementation time and/or the method(s) of obtaining the necessary materials and tools, etc.</i> | No |
| c02 | Preparation for verification of learning outcomes | Studying the literature used in and the materials produced in class <i>exploring the studied content, inquiring, considering, assimilating, interpreting it, or organizing knowledge obtained from the literature, documentation, instructions, scenarios, etc., used in class as well as from the notes or other materials/artifacts made in class</i> | No |
| d01 | Consulting the results of the verification of learning outcomes | Analysis of the corrective feedback provided by the academic teacher on the results of the verification of learning outcomes <i>reading through the academic teacher's comments, assessments and opinions on the implementation of the task aimed at checking the level of the achieved learning outcomes</i> | No |

Information on the details of the module implementation in a given academic year can be found in the syllabus available in the USOS system: <https://usosweb.us.edu.pl>.