

1.	<b>Field of study</b>	<b>Eastern Slavonic Studies</b>
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

<b>7. General information about the module</b>	
<b>Module name</b>	<b>Business correspondence</b>
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

<b>8. Learning outcomes of the module</b>			
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

<b>9. Methods of conducting classes</b>		
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>.