

1.	Field of study	English Philology
2.	Academic year of entry	2018/2019 (winter term)
3.	Level of qualifications/degree	first-cycle studies
4.	Degree profile	general academic
5.	Mode of study	full-time

Module: English for Special Purposes: Module 2 - Business and Trade Correspondence 1

Module code: 02-FA-JB-S1-KSH1-2

1. Number of the ECTS credits: 2

2. Learning outcomes of the module			
code	description	learning outcomes of the programme	level of competence (scale 1-5)
JB-S1-KSH1-2_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_K04 FA1_K08 FA1_U02	2 2 3 2 3
JB-S1-KSH1-2_K2	Students understand the necessity for constant improvement in language learning.	FA1_K01	2
JB-S1-KSH1-2_U1	Students are able to understand and produce different types of business correspondence and short, formal reports.	FA1_U12	3
JB-S1-KSH1-2_U2	Students are able to reply to the received business correspondence.	FA1_U12	3
JB-S1-KSH1-2_U3	Students are able to apply required formal structures and basic specialised terminology used in commercial correspondence.	FA1_U14	3
JB-S1-KSH1-2_W1	Students know the layouts of various commercial correspondence forms.	FA1_W04	1
JB-S1-KSH1-2_W2	Students know the required formal structures and basic specialised terminology uses in commercial correspondence.	FA1_W03	1

3. Module description	
Description	The aim of these classes is to acquaint students with different types of business and trade correspondence, reports and financial documents of the company. Students are to learn specialised terminology used in business and trade correspondence as well as to learn to produce and answer various commercial correspondence forms.
Prerequisites	The knowledge of the English language at the advanced level.

4. Assessment of the learning outcomes of the module			
code	type	description	learning outcomes of the module
JB-S1-KSH1-2_w_1	Written assignments	(individual or team work)	JB-S1-KSH1-2_K1, JB-S1-KSH1-2_K2, JB-S1-KSH1-2_U1, JB-S1-KSH1-2_U2, JB-S1-KSH1-2_U3, JB-S1-KSH1-2_W1, JB-S1-KSH1-2_W2
JB-S1-KSH1-2_w_2	Credit granting	Testing the knowledge and skills acquired during classes. (The final grade is the average of the assignments grades and test grades)	JB-S1-KSH1-2_K1, JB-S1-KSH1-2_K2, JB-S1-KSH1-2_U1, JB-S1-KSH1-2_U2, JB-S1-KSH1-2_U3, JB-S1-KSH1-2_W1, JB-S1-KSH1-2_W2
JB-S1-KSH1-2_w_3	Written Examination	Testing the knowledge and skills acquired during classes.	JB-S1-KSH1-2_K1, JB-S1-KSH1-2_K2, JB-S1-KSH1-2_U1, JB-S1-KSH1-2_U2, JB-S1-KSH1-2_U3, JB-S1-KSH1-2_W1, JB-S1-KSH1-2_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-KSH1-2_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-	30	Using various Polish-English and English-Polish dictionaries, collocation dictionaries, writing various commercial correspondence forms using the required specialised vocabulary.	35	JB-S1-KSH1-2_w_1, JB-S1-KSH1-2_w_2, JB-S1-KSH1-2_w_3

		Polish dictionaries, collocation dictionaries, writing various commercial correspondence forms with provided specialised vocabulary and the required time limit.		Revision.		
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