

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 5 - Business and Trade Correspondence 4

Module code: 02-FA-JB-S1-KSH4-5

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	1
		FA1_K02	2
		FA1_K03	2
		FA1_U01	3
		FA1_U02	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 advanced 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-	30	Using various Polish-English and English-Polish dictionaries, collocation dictionaries, writing various commercial correspondence forms using the required specialised vocabulary.	30	JB-S1-KSH4-5_w_1, JB-S1-KSH4-5_w_2, JB-S1-KSH4-5_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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