

Department of Foreign Languages

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| COURSE TITLE winter semester | ECTS CREDITS |
|---|---------------------|
| Effective Business Correspondence and Communication | 2 |
| English through fiction and film studies | 1 |

| COURSE TITLE summer semester | ECTS CREDITS |
|--|---------------------|
| English through fiction and film studies | 1 |

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| Course title | Effective Business Correspondence and Communication | | |
| Semester (winter/summer) | winter | ECTS | 2 |
| Lecturer(s) | Beata Kukielka-Król | | |
| Department | Centre of Foreign Languages | | |

Course objectives (learning outcomes)

1. Enable the student to recognize the relationship of effective communications skills to success in academic, work and social environments.
2. Develop both written and oral communication skills to produce clear, complete, accurate messages.
3. Understand message strategies and formats appropriate for professional communication situations.
4. Develop and apply critical thinking skills when determining solutions for communication-related problems.

Prerequisites

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|-------------------|---|
| Knowledge | B2 level |
| Skills | B2 level |
| Courses completed | B2 level confirmed with a signature, diploma or certificate |

| Course organization | | | | | | | | |
|---------------------|-------------|-----------------|-----------------|---------|-------------|-------------|----------|--|
| Form of classes | W (Lecture) | Group type | | | | | | |
| | | A (large group) | K (small group) | L (Lab) | S (Seminar) | P (Project) | E (Exam) | |
| Contact hours | | | 15 | | | | | |

Teaching methods:

The aim of the communicative method is to develop the skill of effective and easy communication (written and oral) in a foreign language. A course with elements of discussion enables the student to develop the skill of selecting, gathering information, using the given information in an analytical and critical way. It provides a framework for communicating successfully with diverse audiences whether the message is mainly written but also spoken, formal or informal, paper-based or electronic. Case studies emulate workplace situations to help build communication competence. This method is aimed at preparing students to use the foreign language through the work with authentic materials and business register.

Assessment methods:

| Other | Written exam | Oral exam | Written assignment (essay) | Student's presentation | Discussion participation | Group project | Individual project | Laboratory tasks | Field classes | Classes in schools | Didactic games | E – learning |
|-------|--------------|-----------|----------------------------|------------------------|--------------------------|---------------|--------------------|------------------|---------------|--------------------|----------------|--------------|
| | | | x | x | x | x | | | | | | |

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| Assessment criteria | Attendance 50%, group project –presentation 20%, participation in discussion 10%, written assignments 20%, |
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| Comments | Credits will be given on the basis of attendance, written tasks and presentation. |
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Course content (topic list)

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| <ul style="list-style-type: none"> • Varieties of English: (2) <ul style="list-style-type: none"> ○ rules of business communication ○ misunderstandings in business correspondence. • Business correspondence(9) <ul style="list-style-type: none"> ○ letters ○ reports ○ conversion and reformulation (faxes, notices, messages) • Analysis and presentation of selected business cases (4) |
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Compulsory reading

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| <p>Paw lowska B. <i>Business Correspondence</i>, Warszawa, 1997, Polskie Wydawnictwo Ekonomiczne Bogudziński J., Buczkowski K., Kazanowski A. <i>Wzory umów i pism. Compendium of Legal Templates</i>, Warszawa, 2004, C.H.Beck Cotton D.,Falvey D.,Kent S., <i>Market Leader advanced</i>, FT Publishing,2007, Financial Times <i>Business English dictionary</i>, Longman</p> |
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Recommended reading

O’Driscoll N., Scott-Barrett, F., *BEC Vantage Masterclass: upper-intermediate*, Oxford University Press, 2004.
 Lougheed Lin, *Business correspondance, a guide to everyday writing*, Longman, 2003

online sources

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|-----------------------------|--|------|---|
| Course title | English through fiction and film studies | | |
| Semester (winter/summer) | winter and summer | ECTS | 1 |
| Lecturer(s) | Kamila Huczek | | |
| Department | Centre of Foreign Languages | | |

Course objectives (learning outcomes)

The course is aimed at students who want to practise their reading, listening and speaking skills. It is based on the selection of Penguin Readers and Macmillan Readers books (Intermediate and Upper-Intermediate levels) as well as films of the same titles. They should be a starting point for discussing various topics and broadening students' vocabulary and grammar structures.

Prerequisites

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| Knowledge | |
| Skills | Forming and expressing opinions Taking part in discussions Using their language skills to interpret the meaning of words from the context Debating controversial topics |
| Courses completed | - |

| Course organization | | | | | | | | |
|---------------------|-------------|-----------------|-----------------|---------|-------------|-------------|----------|--|
| Form of classes | W (Lecture) | Group type | | | | | | |
| | | A (large group) | K (small group) | L (Lab) | S (Seminar) | P (Project) | E (Exam) | |
| Contact hours | | | 15 | | | | | |

Teaching methods:

The course objectives include the following:

- 1) Developing vocabulary through reading, listening and speaking.
- 2) Developing students' awareness of how grammar structures and expressions are used
- 3) Broadening students' vocabulary

These objectives will be accomplished through:

- class discussion
- video presentations
- small group activities
- reading of required text

Assessment methods:

| | E – learning | Didactic games | Classes in schools | Field classes | Laboratory tasks | Individual project | Group project | Discussion participation | Student's presentation | Written assignment (essay) | Oral exam | Written exam | Other |
|--|--------------|----------------|--------------------|---------------|------------------|--------------------|---------------|--------------------------|------------------------|----------------------------|-----------|--------------|-------|
| | | | | | | | | X | | | | X | |

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| Assessment criteria | Students will be assessed on the basis of the following criteria: 1. Regular attendance 2. Participation in discussions 3. Test at the end of the course | |
| | <i>Test grading scale:</i> | |
| | 92 - 100 % | bdb |
| | 84 - 91 % | + dobry |
| | 76 - 83 % | dobry |
| | 68 - 75 % | + dostateczny |
| 51 - 74 % | dostateczny | |

Course content (topic list)

A range of topics will be discussed as films and books include various authors. For example:

1. *The Diary of a Young Girl, Anne Frank*
2. *Murder on the Orient Express, Agatha Christie*
3. *Pride and Prejudice, Jane Austin*
4. *Bridget Jones's Diary, Helen Fielding*
5. *Jurassic Park, Michael Crichton*
6. *Seven, Anthony Bruno*
7. *Dr No, Ian Fleming*

Compulsory reading:

1. *The Diary of a Young Girl, Anne Frank (Penguin Readers, level 4)*
2. *Murder on the Orient Express, Agatha Christie (Penguin Readers, level 4)*
3. *Pride and Prejudice, Jane Austin (Macmillan Graded Readers, level 5)*
4. *Bridget Jones's Diary, Helen Fielding (Macmillan Graded Readers, level 5)*
5. *Jurassic Park, Michael Crichton (Macmillan Graded Readers, level 5)*
6. *Seven, Anthony Bruno (Penguin Readers, level 4)*
7. *Dr No, Ian Fleming (Macmillan Graded Readers, level 4)*

Recommended reading:

1. *The Diary of a Young Girl, Anne Frank,*
2. *Murder on the Orient Express, Agatha Christie*
3. *Pride and Prejudice, Jane Austin*
4. *Bridget Jones's Diary, Helen Fielding*
5. *Dr No, Ian Fleming*