

# Subject programme

1. Subject name / subject module: Practical English – Writing, II year 2019/2020
2. The language of instruction: English
3. The location of the subject in study plans:
  - Area or areas of study: English philology/ Applied linguistics
  - Cycle of study: first cycle studies
  - Field or fields (implementation of effects standard): philology
4. Supervision of subject implementation:
  - Unit: Chair of Applied Linguistics
5. The number of hours and forms<sup>1</sup> of teaching for individual study system and the evaluation method

Form	Number of hours with the direct participation of a teacher												Number of hours with the indirect participation of a teacher												Total
		PWS <sup>2</sup>	ECTS <sup>3</sup>		PWS	ECTS		PWS	ECTS		PWS	ECTS		PWS	ECTS		PWS	ECTS		PWS	ECTS	ECTS			
Full-time	30	32		30	32																				
Evening			2,5 I sem			2,5 II sem																			
Extramural	16	46			16		46																		
Zdalne																									
Evaluation method	Credit with a mark			Exam																					

6. Implementation: the recommended duration (semesters), recommended prerequisites, the relation between forms of classes<sup>4</sup>:
7. Specific learning outcomes - knowledge, skills and social competence<sup>5</sup>

Specific learning outcomes for the subject		Form <sup>6</sup>	Teaching method <sup>7</sup>	Methods for testing (checking, evaluation) learning outcomes <sup>8</sup>
Outcome symbol <sup>9</sup>	Outcome description <sup>10</sup>			
<b>Knowledge<sup>11</sup></b>				
K_W01	The student has ordered fundamental knowledge in flexion, word formation, syntax, semantics and pragmatics oriented towards its use in formulating correct written statements (essays and official letters)	Tutorials	Classical method of solving problems, brainstorming	Written works, active participation in the classes, positive outcome of the examination
K_W05	The student knows the fundamental English terminology associated with writing pragmatic texts	Tutorials	Classical method of solving problems, brainstorming	Written works, active participation in the classes
K_W13	The student has general knowledge about the lexicogrammatical structures (inter alia collocations) and their correct use in written statements (essays and official letters)	Tutorials	Classical method of solving problems, brainstorming	Written works, active participation in the classes, positive outcome of the examination
<b>Skills<sup>12</sup></b>				
K_U01	The student acquires knowledge and makes conclusions through searching, analyzing, evaluating and categorizing information with the use of the traditional and electronic sources of information (such as vocabularies of the general language and specialized-business vocabularies)	Tutorials	Classical method of solving problems, brainstorming, discussion	Analysis of information on given topic, correctly carried out tasks, participation in the discussion, written works
K_U09	Effectively justifies her/his own stance by means of arguments and exemplification in written works (e.g. essays and official letters) analyzing positive and negative aspects of various issues, formulating an opinion and suggesting solutions in order to convince another interlocutor	Tutorials	Classical method of solving problems, brainstorming, discussion, SWOT analysis	Analysis of information on given topic, correctly carried out tasks, participation in the discussion, written works, positive outcome of the examination
K_U11	The student can appropriately use grammatical and lexical structures and appropriate language registers in written works (essays and official letters), expressly indicating the relations between the particular parts of the text	Tutorials	Classical method of solving problems, brainstorming	Correctly carried out tasks, written works, positive outcome of the examination
K_U12	The student can prepare typical and pragmatic written works with the use of the items written in the literature of this subject	Tutorials, consultations-discussions	Classical method of solving problems, brainstorming, work with the text	Analysis of information on given topic, correctly carried out tasks, written works
K_U16	The student differentiates between the official from non-official/ casual style and adjusts appropriate style to a particular form of written work	Tutorials	Classical method of solving problems, work with the text	Analysis of information on given topic, correctly carried out tasks, written works, positive outcome of the examination
K_U22	The student formulates complex essays, official letters and reports on the advanced level (the length 250300 words) observing the rules of linguistic correctness and organization of the text	Tutorials	Classical method of solving problems, brainstorming	Correctly carried out tasks, written works, positive outcome of the examination
<b>Social competence<sup>13</sup></b>				

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K_K01	The student is aware of her/his strengths and weaknesses contemplating different aspects of a particular issue, evaluating and proposing various offers on the basis of cause and effect analysis	Tutorials	Classical method of solving problems, brainstorming	Self-assessment, peer/teacher assessment, observation, written works, positive outcome of the examination
K_K02	The student effectively cooperates with others contemplating different aspects of a particular issue, evaluating and suggesting various proposals on the basis of analysis of cause-effect relations	Tutorials	Classical method of solving problems, discussion, SWOT analysis	Participation in a discussion, self-assessment, peer/ teacher assessment, observation, carrying out tasks in groups
K_K03	The student effectively plans particular stages of written works (essays and official letters)	Tutorials	Classical method of solving problems, brainstorming	Self-assessment, peer/teacher assessment, observation, written works, positive outcome of the examination

## 8. Assessment rules / criteria for each form of education and individual grades <sup>14</sup>:

Percentage of particular forms of activities in the final grade:

Tests 80% of the final grade

Active participation in classes 20% of the final grade

Range of marks/grades:

0%-59%	Fail	80%-89%	Good
60%-69%	Satisfactory	90%-94%	+good
70%-79%	+satisfactory	95%-100%	very good

## 9. The learning contents with the form of the class activities on which they are carried out

### a. Introduction of the program if the subject

### b. Official letters – an introduction

- Types of official letters
- Analysis of the structure on the basis of an example
- Types of introduction and conclusion

### c. Official letters

- Letters of request
- Letters giving information
- Letters of advice
- Letters making suggestions/ recommendations
- Letters of complaint
- Letters of apology
- Letters of application

### d. Essays – an introduction

- Types of essays
- Analysis of the structure on the basis of an example
- Types of introduction and conclusion

### e. Type I: For and Against essay

- Analysis of the structure on the basis of an example
- Gathering useful vocabulary
- Exercises in writing essays type I

### f. Type II: Opinion essay

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- Analysis of the structure on the basis of an example
- Gathering useful vocabulary
- Exercises in writing an essay type II

## g. Type III: Essay suggesting solutions to problems

- Analysis of the structure on the basis of an example
- Gathering useful vocabulary
- Exercises in writing an essay type II

### Consultations- exercises:

a. Pragmatic texts on the basis of the examination in Writing for the Certificate of Advanced English (CAE)

10. Required training aids <sup>15</sup>: access to e-learning platform ONTE

11. Literature:

a. Basic literature (listed items must be in resources of University of economy):

- Evans, V., *Successful Writing*. Proficiency. Newbury, 2013
- Tuck, A. *Dictionary of Business English*, Oxford University Press, Oxford, 2000.

b. Complementary literature, regulation as above:

- Cory, H., Formal Letters, in: H. Cory, *Advanced Writing with English in Use*, Oxford University Press, Oxford-New York, 2005, pp. 87-101
- Powell, D., *Common Mistakes at CAE*, Cambridge University Press, Cambridge, 2005.

c. Internet sources: the address of the website, the state of (date):

- <http://www.dictionary.cambridge.org/dictionary/business-english>, as of 20.09.2014
- <http://www.businessdictionary.com> as of 20.09.2014
- <http://www.cambridgeenglish.org/exams/business-certificates/how-to-prepare> as of 20.09.2014
- <http://www.oxforddictionaries.com> as of 20.09.2014

12. Available educational materials divided into forms of class activities (Author's compilation of didactic materials <sup>16</sup>, e-learning materials, etc.)

13. Teachers implementing particular forms of education

Form of education	Name and surname
1.Tutorials	
2.Consultations- exercises	

.....  
Date

.....  
Signature of the person responsible for the subject

<sup>1</sup> A maximum of 3 forms of class activities for first cycle and second cycle studies or 4 forms of class activities for engineering studies are allowed. Forms of activities in direct contact: lectures, classes, laboratory classes, workshops, fieldwork, clinical practice, language classes, project classes. Forms of class activities in indirect contact: consultation, practical placement, remote classes.

<sup>2</sup> PWS: Number of hours, student's individual work

<sup>3</sup> ECTS: 1 ECTS = 25 hours of student workload, ie. Participation in class activities and student's individual work

<sup>4</sup> In the absence of relations or effects no must be entered

<sup>5</sup> Number of outcomes should not exceed three for each group.

<sup>6</sup> In accordance with section 5 of subject description.

<sup>7</sup> Choose among: 1. **Explaining methods**: informative lecture, problem lecture, conversational lecture, storytelling, description, programmed text; 2. **Collaborating methods**: Problem - classic, situational, brainstorm, practical exercise methods - project, case studies, SWOT analysis, laboratory, experiments, observations, field measurements, a panel roundtable discussion, scored, seminar, paper; 3. **Demonstrating methods**: show, exhibition, drama, simulation

<sup>8</sup> Each learning outcome must have an assigned a method for verification / assessment, eg .:

**Knowledge**: written work, tests, multiple tests, research report, project, oral statements (including substantive contribution to the discussions, debates, simulations), interpretation of the text, etc.

**Skills**: participation in discussion and debate, simulation and staging (eg. the election campaign), analysis of information on a given topic, folders, projects, exhibitions, promoting university or local community, etc., Performing tasks individually or in groups, etc.

**Social competence**: tests, self-assessment (oral / written), peer/ teacher assessment, observation, portfolios, case studies, etc.

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<sup>9</sup> The source of learning outcomes is a matrix of effects adopted for fields of study. From there, a teacher should download the symbols of effects applicable to the subject. Learning outcomes do not determine what the lecturer is to provide the students with, but define what knowledge, skills and competence students will be able to demonstrate after completion of the course and the instructor proves it. It is recommended that a description of each learning outcome begins with a verb in active voice, eg. Student knows, defines, modifies, organizes ...

<sup>10</sup> Description of effects carried out on the subject elaborates the field of study effects.

<sup>11</sup> Knowledge about facts, principles and laws of nature, about the human mind and society, practically - associated with professional experience relating to the social ability to cooperate and communicate with different types of people and experts. Examples of verbs to be used: know, enumerate, define, classify, describe, evaluate, judge, to distinguish

<sup>12</sup> Skills: the ability to complete tasks and solve problems specific to the field of learning or professional activity; Practical: the student can do something, to demonstrate, to change, to create; Cognitive: analysis, synthesis, comparison, evaluation.

<sup>13</sup> Social competence: the ability to shape their own development with autonomous and responsible participation in professional and social life, including the ethical context of their conduct; component knowledge and skills, have developed in the course of operation. Examples of verbs to use: listen, speak, communicate, solve problems, challenge, propose, revise, verify, choose.

#### <sup>14</sup> Recommended rules of grading

Percentage of each activity in the final evaluation:

The final test (test)	up to 50%
Tasks performed in the classroom	at least 20%
Homework	at least 20%
Attendance	up to 10%

Example calculation of the final grade

Participation	Grades	Calculations	To the final grade
Test	bdb (5)	$5 * 50\%$	2,50
Classroom performance	db, dst, bdb (4,3,5)	Average $(4+3+5)/3=4 \rightarrow 4 * 20\%$	0,80
Homework	ndst, db, dst (2,4,3)	Average $(2+3+4)/3=3 \rightarrow 3 * 20\%$	0,60
Attendance	6 obecności na 8	Participation of attendance $6/8=0,75 \rightarrow 0,75 * 10\%$	0,08
Final result			

An example of the scale of assessment using a variant of point assessment:

0% - 60%	ndst	81% - 90%	db
61% - 70%	dst	91% - 93%	db+
71% - 80%	dst+	94% - 100%	bdb

<sup>15</sup> Select from: a specialized laboratory, teaching equipment, teaching aids, specialized software (name and version), no special requirements.

<sup>16</sup> Arbitrary set of teaching materials used by the teacher while giving classes