

SUBJECT CARD

1. Basic information

Subject	Text editing
Faculty	Faculty of Psychology, Pedagogy and Humanities
Field of studies	Philology
Specialization	english/polish and polish/english translation
PRK level	6 PRK
Education level	
Form of studies	part-time study
Group of activities	—
Number of ECTS points	2
Type of subject	obligatory
Total number of hours	15 h
Didactic cycle	2021/2022 winter
Academic semester	3
Academic year	2
Education profile	practical
Year of implementation	2022/2023
Language of instruction	English
Teacher(s)	dr Agnieszka M. Sendur

Semester, number of ECTS points, type of subject, number of hours

Semester	Class
3	15 godz. 2 ECTS

2. General objectives

C1	Getting familiar with the basics of desktop publishing (DTP), typographical errors and the principles of typesetting.
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3. Introductory requirements

The course participant should have adequate computer skills and a functional knowledge of word processing. The participant should know the rules of writing texts in English and in Polish at a C1 level (CEFR).

4. Learning outcomes

W1	Knowledge: Knows the basic rules and techniques of text editing, as well as the stages of working with a text.
W2	Knowledge: Knows the rules of editing selected types and genres of texts.
U1	Skills: Is able to assess whether the analysed text meets the formal and communicative requirements, and the requirements of the specific genre.
U2	Skills: Can correct a written text, knows the rules of spelling and is able to apply this knowledge in practice.
U3	Skills: Is able to use text editing terminology.
U4	Skills: Can work individually and in a team on editing texts representing different (selected) genres.
U5	Skills: Can justify the need to edit a text.
U6	Skills: Is able to create a publication taking into account linguistic, technical and aesthetic considerations.
K1	Social competence: Is able to work in a team, taking on different editorial roles (editor, proofreader, technical editor).
K2	Social competence: Is able to manage time and complete editorial tasks within the set deadlines.

5. Course program

Class (15 h)

Code	Detailed description of the topic blocks (semester: 3)
Cw1	1. Why proofreading and text editing is important. 2. Punctuation and typographical marks 3. Using the Microsoft Word text editor 4. Text analysis, correction and editing of one's own and someone else's text 5. E-learning module: - the hyphen and dashes - the apostrophe - quotations in English and in Polish - numbers and punctuation - punctuation rules in Polish and in English - text correction 6. Text editing problems

6. Didactic methods

Class	
M2	Text analysis
M3	Brainstorm
M6	Discussion
M11	Learning by doing
M13	E-learning methods
M18	Problem solving

7. Student workload

Number of hours under supervision	Student workload
Class	15 h
Including e-learning:	0 h

Student's own work	
proofreading and correcting a text, literature review, researching a topic	35 h

Total workload	
Total number of hours for the course	50 h
Total number of ECTS points	2 ECTS

8. Conditions for course completion

Course completion criteria

GRADING SYSTEM

The final grade is calculated on the basis of the total sum of points obtained throughout the semester.

ATTENDANCE

- Attendance on the Final Test is absolutely mandatory. Only an official document can be considered as an excuse of absence on the Test. Such a document has to be submitted before the date of the Test, if possible, or immediately after.
- Students absent during classes do not get a chance to make up for the unobtained points unless the absence is amply justified.

Class participation – 20 points

E-learning – 30 points

Final Test (obligatory presence on the day of the test) – 50 points

TOTAL – 100 points

RESIT EXAMINATION SESSION

In case of failing the subject (receiving fewer than 60% of points), the Student has to resit the Final Test. The grade received in the resit examination session is calculated solely on the basis of the Final Test resit result.

Class	
Grade 5:	91-100%
Grade 4,5:	86-90%
Grade 4:	75-85%
Grade 3,5:	71-76%
Grade 3:	60-70%

Class	
Grade 5:	91-100%
Grade 4,5:	86-90%
Grade 4:	75-85%
Grade 3,5:	71-75%
Grade 3:	60-70%

9. Literature

Basic literature

1. Wolanski A., Edycja tekstów. Praktyczny poradnik, Warszawa, 2008, Wydawnictwo Naukowe PWN
2. Billingham J., Editing and Revising Text, Oxford, 2002, Oxford University Press
3. Jarzina J., Tajniki typografii dla każdego, Warszawa, 2003, Mikom

Supplementary literature

1. Gibaldi J., MLA Handbook for Writers of Research Papers, New York, 2003, The Modern Language Association

Lecturer's publications

1. sites.google.com/view/sendur-ka

11. Information about academic teachers

The person responsible for the card

dr Agnieszka M. Sendur (e-mail: asendur@afm.edu.pl)

Teacher(s) conducting the subject

dr Agnieszka M. Sendur (e-mail: asendur@afm.edu.pl)