



UNIwersYTET
Andrzeja Frycza Modrzewskiego
w Krakowie

SUBJECT CARD

1. Basic information

Subject	Business writing 2
Faculty	Faculty of Social Sciences and Philology
Field of studies	Philology
Specialization	english in business
PRK level	6 PRK
Education level	first-cycle studies
Form of studies	full-time studies
Group of activities	—
Number of ECTS points	2
Type of subject	obligatory
Total number of hours	20 h
Didactic cycle	2021/2022 winter
Academic semester	6
Academic year	3
Education profile	practical
Year of implementation	2023/2024
Language of instruction	English
Teacher(s)	dr Ewa Borowiec

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

Semester	Class
6	20 godz. 2 ECTS

2. General objectives

C1	To practice writing different types of business documents
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3. Introductory requirements

4. Learning outcomes

K1	Knowledge: The student knows the structure of different types of business texts and can reproduce it for the purposes of his professional occupation.
S1	Skills: The student can plan both their individual task and also group ones. They can express their thoughts clearly in the written form appropriate to their communicative purpose.
S1	Social competence: The student can perform collaborative writing tasks. They are aware of the need to respect intellectual property and know how to avoid plagiarism.

5. Course program

Class (20 h)

Code	Detailed description of the topic blocks (semester: 6)
Cw1	1. Research Report (4h) 2. Minutes of the meeting (4h) 3. Budget Report (4h) 5. Advertising copy (2h) 6. Report on workplace conflict (2h) 7. Financial strategy documents - workshop (4h)

6. Didactic methods

Class	
M1	Case study
M3	Brainstorm
M11	Learning by doing
M15	Work on projects
M16	Group work
M19	Case study

7. Student workload

Number of hours under supervision	Student workload
Class	20 h
Including e-learning:	0 h

Student's own work	
	30 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

1. The student is obliged to hand-in all written assignments. All assignments must be written in class. Students absent must make arrangements with the instructor when to write the missing texts.
2. Class participation - for each missed class the student is required to show all tasks covered in calls filled in
3. Students who have missed half of the classes cannot pass the course in regular time

Class	
Grade 5:	87-100%
Grade 4,5:	80-86%
Grade 4:	73-79%
Grade 3,5:	69-72%
Grade 3:	60-68%

9. Literature

Basic literature

1. Materials prepared by the teacher

11. Information about academic teachers

The person responsible for the card

dr Ewa Borowiec (e-mail: eborowiec@uafm.edu.pl)

Teacher(s) conducting the subject

dr Ewa Borowiec (e-mail: eborowiec@uafm.edu.pl)