

Subject				
Business Communication in Foreign Language				
ECTS Code	Semester	Faculty: Finance		
	1-5	Major: Finance and Accounting		
		Corporate Finance and Accounting		
Faculty:				
Lecture:				
Classes: BE language trainers/ Language Institute CUE				
Type of studies:				
part time, first degree				
Subject status	Pass requirement	Number of contact hours		ECTS points
		Lectures	Classes	
Grup C	Examination	-	150	5
Language				
English				
Subject provisions and objectives (including the expected can-do of students on completion of the course)				
<ul style="list-style-type: none"><li>Developing language skills (reading, speaking, listening, writing) within the area of specialist language, basing on CEFR levels (B2, C1) with special emphasis on writing reports, business letters (including emails), memoranda, developing language fluency to reach assertiveness level enhancing Communications In English on future work post</li><li>Perfecting communications competencies prerequisite for an auditor, financial controller, accountant, manager of risk and corporate finance.</li><li>Perfecting Professional vocabulary with emphasis on the language of finance, and improving business skills such as presentations, meetings, negotiations.</li><li>Implementation of a detailed syllabus for students learning English at CUE, prepared by the trainers of English working for the CUE Language Institute, available from Vademecum Studenta <a href="http://sjo2.uek.krakow.pl/site">http://sjo2.uek.krakow.pl/site</a>,</li></ul>				
Teaching curriculum ( in case of prescribed subjects, compliance with the standards, maximum 15 topics)				
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Class topics (maximum 15 topics)				
Organization of the Financial Sector; Banking Sector; Business correspondence; Talking about graphs, diagrams, figures; Presentations in Business; Meetings; Negotiations; Financing International Trade/Trade and Commerce; Corporate finance; Accounting and accountancy; Mergers and acquisitions; Regulating financial sector; Corporate responsibility				
Introductory subjects				
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Teaching methods				
<b>Methods:</b> Language and Communication for Professional Purposes (LCPP) - simultaneous training in all business skills required in the business environment. The classes are conducted so that to engage and interact with students. Apart from the standard handbook there are also specialist magazines, audiovisuals and the Internet. The course can be provided in “blended learning” method, with an option of placing additional materials, quizzes and tests on Moodle platform of CUE.				
<b>Teching methods:</b> simulations, team work, pair work, interactive games, case studies. Due to simulations and practical exercises students are given practical application of a foreign language in the business context.				
Literature (Basic, supplementary) and other sources				

**Main handbooks:**

- **Ian MacKenzie** – *English for the Financial Sector Student's Book*, Cambridge, 2008
- **Ian Mackenzie** – *Financial English*, LTP Business, 2007

**Other titles:**

- **Paul Emmerson** – *Business Grammar Builder*, MacMillan, 2002
- **Bill Mascull** – *Business Vocabulary in Use (Advanced)*, Cambridge, 2004, with particular emphasis on : **Competitive Strategy, Key Strategic Issues, Company Finance, Corporate Responsibility**
- **Ian MacKenzie** – *Professional English in Use*, Cambridge, 2006, with particular emphasis on : **Accounting, Corporate Finance, Economics and Trade**
- **Shirley Taylor**: *Model Business Letters, E-mails and Other Business Documents*, FT Prentice Hall, 2004
- J. Cammack, *Financial Management for Development*, INTRAC, Oxford, 1999
- English magazines: 'Financial Times', 'The Economist', etc
- Detailed syllabus for the students of Finance and Accounting

**Pass requirements for signature/examination**

The following tools are applied for assessment to verify progress:

- Two written tests In one semester
- Short tests
- Homework (with an option to use Moodle)
- Reading comprehension on the basis of specialised texts
- Presentations, business meetings and negotiations (conducted In groups or pairs)
- After fifth semester; standardized examination for all groups of Finance and Accounting

**Examples of questions for tests and examinations**

Written tests include classes for Reading comprehension, listening comprehension, writing business correspondence, grammatical and lexical exercises, definitions of terms expected of students of this major.

Examination administered after fifth semester checks the following skills:

- Listening comprehension
- Reading comprehension
- Knowledge of grammar and vocabulary
- Writing business correspondence In English

The test comprises reading comprehension, listening comprehension, writing business correspondence, grammar and lexical exercises, definitions based on the content included in the syllabus for students of that major available from

<http://sjo2.uek.krakow.pl/site>