

COURSE GUIDE

<u>Subject name</u>	ENGLISH I
<u>Course of study</u>	Quality and Production Management
<u>The form of study</u>	Full-time
<u>Level of qualification</u>	VI
<u>Year</u>	III
<u>Semester</u>	3
<u>The implementing entity</u>	Foreign Languages Department
<u>The person responsible for preparing</u>	Zofia Sobańska
<u>Profile</u>	General academic
<u>Course type</u>	elective
<u>ECTS points</u>	2

TEACHING METHODS – NUMBER OF HOURS PER SEMESTER

LECTURE	CLASS	LABORATORY	PROJECT	SEMINAR
-	30	-	-	-

COURSE AIMS

A1. Training and development of the key language skills enabling students to communicate in the international work environment .

A2. Learning specialist vocabulary concerned with Quality and Production management.

A3. Acquisition of intercultural knowledge and skills .

ENTRY REQUIREMENTS FOR KNOWLEDGE, SKILLS AND OTHER COMPETENCES

1. Command of English at B1/B2 level in CEFR nomenclature.
2. Ability to work in a team and individually.
3. Mental abilities to employ different sources of information, also in the English Language.

LEARNING OUTCOMES

After the course the student will be able to:

LO 1 – communicate in the international working environment and everyday life situations.

LO 2 – use language structures, characteristic of the target language.

LO 3 – read and understand scientific texts related to their area of studies .

COURSE CONTENT

Type of teaching – CLASSES 30 HOURS	Number of hours
C1 Vocabulary and grammar revision – placement test	2
C2 Self-presentation, professional career, talking about academic courses, study habits and skills	2
C3 Working with a specialist text	2
C4 Making connections. Communication skills development	2
C5 Social networks and the internet	2
C6 Writing a professional profile	2
C7 Functions: networking, building interpersonal skills, making contact with different business partners.	2
C8 Revision; Achievement test	2
C9 Language structures: revision- communication skills development	2
C10 Starting a new business; phrasal verbs	2
C11 Work skills: team meetings	2
C12 Functions: checking progress; delegating tasks	2
C13 Working with a specialist text	2
C14 Revision; Achievement test	2
C15 Communication exercises; Students' presentations	2

TEACHING TOOLS

1. General and special purposes handbooks
2. Exercises applying audiovisual resources
3. Multimedia presentations
4. Internet
5. Conventional and interactive specialist dictionaries

WAYS OF ASSESSMENT (F – FORMATIVE, P – SUMMATIVE)

- F1. Grade for the preparation for classes
- F2. Grade for the achievement tests
- F3. Grade for the presentation
- P1. Grade at the end of the term

STUDENT WORKLOAD

Form of activity		Average number of hours for realization of the activity		
		[h]	ECTS	ECTS
Contact hours with the teacher	LECTURES			
Preparation for exam				
Exam				
Contact hours with the teacher	CLASSES	30	1,2	1,92
Preparation for classes		8	0,32	
Preparing for tests		10	0,4	
Participation in duty hours		2	0,02	0,02
TOTAL NUMBER OF HOURS / ECTS POINTS FOR THE COURSE		Σ50h	Σ 2 ECTS	

BASIC AND SUPPLEMENTARY RESOURCE MATERIALS

Basic resources:	
1.	K. Harding, A. Lane ‘ International Express- Intermediate’ OUP 2015
2.	D. Cotton, D. Falvey, S. Kent “Market leader- intermediate” Pearson 2016
3.	A. Majka-Pauli, K. Wójcik “Production Management and Engineering” SPNJO PK, Kraków 2014
4.	P. Strutt Market Leader Business Grammar and Usage”, Pearson 2010
5.	M. Ibbotson: Engineering, Technical English for Professionals CUP 2009
6.	A. McKeown, R. Wright: “Professional English in Use: Management: CUP 2016
Supplementary resources:	
1.	H. Sanchez, A. Frias : ‘English for Professional Success’ Thomson LTD 2006
2.	B. Mascull: “Business Vocabulary in Use”, CUP 2008
3.	J. Godwin, L. Strutt: “ Test your Business Vocabulary in Use”, CUP 2005
4	J. Dooley, V. Evans: Grammarway 2,3,4 Express Publishing 1999

TEACHERS (NAME,SURNAME, ADRES E-MAIL)

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MATRIX OF LEARNING OUTCOMES REALISATION

Learning outcome	Reference of given outcome to outcomes defined for whole program	Course aims	Course content	Teaching tools	Ways of assessment
LO1	K_W10, K_U03, K_K01	A1-3	C.1-15	1-5	F1, F2, F3, F4, P1
LO2	K_W10, K_U03, K_K01	A1-3	C. 1, 3, 4, 6-9,13,14	1,2,3	F1, F2, F3, P1
LO3	K_W10, K_U03, K_K01	A1-3	C. 1, 3, 4, 8-10, 13-14	3,4,5	F1, F2, F3, P1

FORM OF ASSESSMENT - DETAILS

	grade 2	grade 3	grade 4	grade 5
LO 1	The student is not able to communicate in working environment and everyday life situations	The student can use simple statements in professional and private life situations only to a very limited extent	The student can communicate in routine situations related to work as well as everyday life	The student can express their opinions fluently and spontaneously with reference to professional and social issues as well as when socialising
LO 2	The student's score on a test is less than 60%; they are not able to use grammatical structures correctly in spoken or written English	The student's score on a test is between 60% and 76%; they are able to use grammatical structures typical of the language, at the same time making numerous mistakes	The student's score on a test is between 77% and 92%; they use key grammatical structures correctly, but occasionally make certain mistakes	The student's score on a test is between 93% and 100%; they can fluently and accurately use grammatical structures typical of the English language
LO 3	The student does not understand the text they read. The student's score on a reading comprehension test is less than 60%	The student understands only certain parts of a text they read. They have difficulty interpreting it. The student's score on a reading comprehension test is between 60% and 76%	The student understands the main ideas of the text and can interpret them correctly. The student's score on a reading comprehension test is between 77% and 92%	The student understands everything they read, including the details. They can interpret the text provided in their own words flawlessly. The student's score on a reading comprehension test is between 93% and 100%

ADDITIONAL USEFUL INFORMATION ABOUT THE COURSE

1. All the useful information, including timetables, enrolment principles etc are available on CUT Foreign Languages Department webpage: www.sjo.pcz.pl
2. Foreign language classes are held at CUT Foreign Languages Department: ul. Dąbrowskiego 69 (2nd floor)
3. Information on lecturers' office hours is provided during the first class and on the CUT FLD webpage: www.sjo.pcz.pl

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Coordinator