

Subject				
Business Communication in Foreign Language II				
ECTS code	Semester	Faculty: Finance		
	2	Major: Finance and Accounting		
		Corporate Finance and Accounting		
Faculty:				
Lecture:				
Classes: CUE Language Institute Business English trainers				
System of studies:				
full time, second degree				
Subject status	Pass requirement	Number of contact hours		ECTS points
		Lectures	Classes	
C Group	test	-	30	5
Teaching 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></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><li></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)				
Venture capital; Mortgage-backed securities and bond funds; Different forms of investment; Derivatives; Accounting and financial statements; Market structure and competition; Process of expansion and integrations in the business world; Government and taxation; Corporate Social Responsibility				
Introductory topics				
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Teaching methods
<p><b>Methods:</b> Language and Communication for Professional Purposes (LCPP) - simultaneous training in all business skills required in the business environment.</p> <p>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.</p> <p>Teaching methods: <b>simulations, team work, pair work, interactive games, case studies.</b></p> <p><b>Due to simulations and practical exercises students are given practical application of a foreign language in the business context.</b></p>
Basic literature and Rother sources
<p>I. MacKenzie – <i>English for Business Studies</i>, Third edition (published by Cambridge University Press)</p> <p>Other sources:</p> <ul style="list-style-type: none"> <li>• J. Cammack, <i>Financial Management for Development</i>, INTRAC, Oxford, 1999</li> <li>• Magazines: ‘Financial Times’, ‘The Economist’, etc</li> <li>• Detailed syllabus for teaching English to students of Finance and Accounting</li> </ul>
Pass requirements for signature/examination
<p>The following tools are applied for assessment to verify progress:</p> <ul style="list-style-type: none"> <li>• Two written tests In one semester</li> <li>• Short tests</li> <li>• Homework (with an option to use Moodle)</li> <li>• Reading comprehension on the basis of specialised texts</li> <li>• Presentations, business meetings and negotiations (conducted In groups or pairs)</li> <li>• After fifth semester; standardized examination for all groups of Finance and Accounting</li> </ul>
Examples of questions for tests and examinations
<p>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.</p> <p>Examination administered after fifth semester checks the following skills:</p> <ul style="list-style-type: none"> <li>• Listening comprehension</li> <li>• Reading comprehension</li> <li>• Knowledge of grammar and vocabulary</li> <li>• Writing business correspondence In English</li> </ul> <p>The test comprises reading comprehension, listening comprehension, writing business correspondence, gram mar and lexical exercises, definitions based on the kontent included In the syllabus for students of that major available from <a href="http://sjo2.uek.krakow.pl/site">http://sjo2.uek.krakow.pl/site</a></p>