

<b>STUDY MODULE DESCRIPTION FORM</b>		
Name of the module/subject <b>English as a Foreign Language</b>		Code <b>1011105321011000064</b>
Field of study <b>Engineering Management - Part-time studies -</b>	Profile of study (general academic, practical) <b>(brak)</b>	Year /Semester <b>1 / 2</b>
Elective path/specialty <b>-</b>	Subject offered in: <b>English</b>	Course (compulsory, elective) <b>elective</b>
Cycle of study: <b>First-cycle studies</b>	Form of study (full-time,part-time) <b>part-time</b>	
No. of hours Lecture: - Classes: <b>30</b> Laboratory: - Project/seminars: -		No. of credits <b>1</b>
Status of the course in the study program (Basic, major, other) <b>(brak)</b>		(university-wide, from another field) <b>(brak)</b>
Education areas and fields of science and art		ECTS distribution (number and %)
<b>Responsible for subject / lecturer:</b>  mgr Joanna Potrzebska email: joanna.potrzebska@put.poznan.pl tel. 61 665 24 91 CJK PP ul. Piotrowo 3a, 60-965 Poznań		
<b>Prerequisites in terms of knowledge, skills and social competencies:</b>		
1	<b>Knowledge</b>	The already acquired language competence compatible with level B1 (CEFR)
2	<b>Skills</b>	The ability to use vocabulary and grammatical structures required on the high school graduation exam with regard to productive and receptive skills
3	<b>Social competencies</b>	The ability to work individually and in a group; the ability to use various sources of information and reference works.
<b>Assumptions and objectives of the course:</b> 1. Advancing students? language competence towards at least level B2 (CEFR). 2. Development of the ability to use academic and field specific language effectively in both receptive and productive language skills. 3. Improving the ability to understand field specific texts (familiarizing students with basic translation techniques). 4. Improving the ability to function effectively on an international market and on a daily basis.		
<b>Study outcomes and reference to the educational results for a field of study</b>		
<b>Knowledge:</b> 1. the student ought to acquire field specific vocabulary related to the following issues: Creativity and motivation at work, Organizational structure of an enterprise, Company management, Work and leisure time - [-] 2. and to be able to define and explain associated terms, phenomena and processes. - [-]		
<b>Skills:</b> 1. the student is able to give a talk on field specific or popular science topic (in English), and discuss general and field specific issues using an appropriate linguistic and grammatical repertoire - [-] 2. the student is able to express basic mathematical formulas and to interpret data presented on graphs/diagrams - [-] 3. the student is able to conduct business correspondence in English - [-]		
<b>Social competencies:</b> 1. As a result of the course, the student is able to communicate effectively in a field specific/professional area, and to give a successful presentation in English. - [-] 2. The student is able to recognize and understand cultural differences in a professional and private conversation, and in a different cultural environment. - [-]		
<b>Assessment methods of study outcomes</b>		

? Formative assessment: grades received during classes (presentations, tests)		
? Summative assessment: credit		
<b>Course description</b>		
<p>Managing conflicts</p> <p>Services and systems</p> <p>? Establishing services and systems</p> <p>? Explaining how something works</p> <p>Customers</p> <p>? Customer service in operation</p> <p>? Managing customer feedback</p> <p>Working together</p> <p>? Team work</p> <p>? Encouraging people</p> <p>Logistics</p> <p>? Supply chain</p> <p>? Handling orders</p> <p>? Reporting problems</p> <p>? Operations management</p> <p>Presentations</p> <p>? Structure of a presentation</p> <p>? Useful vocabulary</p> <p>? Visual aids</p>		
<p><b>Basic bibliography:</b></p> <p>1. Hughes, J. / Naunton J. 2012. Business Result DVD Edition: Intermediate. Oxford University Press.</p>		
<p><b>Additional bibliography:</b></p>		
<b>Result of average student's workload</b>		
<b>Activity</b>	<b>Time (working hours)</b>	
1. Participation in classes	30	
2. Open learning	15	
3. Preparation for the final assessment	13	
4. Final assessment	2	
<b>Student's workload</b>		
<b>Source of workload</b>	<b>hours</b>	<b>ECTS</b>
Total workload	60	1
Contact hours	30	1
Practical activities	30	1