

Course syllabus: English - level C1

Description of the course

The subject covers lexical and grammar issues, communication skills at C1 level used in different areas compatible with the university educational profile and a field of study.

Teaching methods

All recognized methods of foreign language teaching, engaging methods, audiovisual methods, online teaching, project methods, pair work, group work, role-play – the choice dependent on the selected objective, communication tasks and a type of interaction, as well as the characteristics of a foreign language.

Effects and goals

Learning objectives for the course

Code	Description
C1	Developing four basic language skills (speaking, reading, writing, listening) at C1 level corresponding to the competences defined by the Common European Framework of Reference for Languages (CEFR).
C2	Developing communication competence at the C1 CEFR level of language proficiency within the range of general and business topics referring to a specific field of study.
C3	Sharing language knowledge: vocabulary, phrases, structures and intercultural competence necessary to build and support communication with target language users at the C1 level of language proficiency.
C4	Raising the awareness of continuous language competence updating and the need for lifelong learning.

Intended Learning Outcomes for the Course

Knowledge

Symbol	Description	ILO	Objectives
W1	Has full advanced knowledge of the phonetic system of the English language.	K_W04	C1, C2
W2	Has a good command of a broad range of language for matters connected with the educational profile of the university, the field of study/work and most general topics including idiomatic and colloquial expressions.	K_W04	C1, C2, C3
W3	Has a good command of a wide range of grammatical structures and sentence patterns to communicate with high degree of grammatical correctness of linguistic messages.	K_W04	C1, C2, C3
W4	Has intercultural knowledge to efficiently interact with a native speaker and to perform professional tasks in a culturally diverse environment.	K_W04	C2, C3

Skills

Symbol	Description	ILO	Objectives
U1	Can give clear, detailed descriptions and presentations on complex topics; can present orderly arguments while performing professional tasks.	K_U01, K_U03	C1, C2, C4
U2	Can write clear, coherent texts on complex subjects, can emphasize important issues presenting clear viewpoints and providing relevant arguments and examples (also in a professional context).	K_U01, K_U03	C1, C2, C4
U3	Can understand in detail long and complex text on condition of rereading most difficult passages.	K_U01, K_U03	C1, C4
U4	Can follow extended speech and complex lines of argument including topics connected with performing professional tasks.	K_U01, K_U03	C1, C2

Social competences

Symbol	Description	ILO	Objectives
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K1	Has an active attitude. Can initiate social contacts and work in a team at the C1 CEFR level of language proficiency.	K_K02	C1, C2
K2	Is prepared to responsibly perform professional roles within the scope of the C1 CEFR level of language proficiency.	K_K01	C1, C2, C4
K3	Is prepared to recognize the significance of knowledge in solving cognitive and practical problems and in taking decisions in difficult situations.	K_K01	C2, C4
K4	Feels responsible for the cultural heritage of the community and the English speaking countries in terms of international cooperation.	K_K02	C2, C3, C4

Course topics

	Topic
1.	Career development: a CV, a new workplace.
2.	Skills and personality traits of an employee/manager.
3.	Company image, CSR, presenting of company activities, business ethics.
4.	Time management (designating priorities, delegating tasks).
5.	Outsourcing.
6.	Logistics: describing products and processes.
7.	Styles of management.
8.	Conflict management.
9.	Marketing and selling strategies.
10.	Branding.
11.	Managing a company in crisis situations.
12.	Risk management.
13.	Investment banks.
14.	Types of investments.
15.	Globalisation: free trade vs fair trade.

Topics - projects

	Topic
1.	Preparing a CV and a covering letter.
2.	Preparing a newsletter.
3.	Company / Product presentation.
4.	Letters / e-mails in conflict situations.
5.	Preparing a marketing strategy proposal of a chosen product.
6.	Crisis report: problem diagnosis, conclusions, recommendations.

Basic literature

Title	Authors (Surname, initial of the name)	Publishing house	Place of issue	Year of issue
The Business Advanced	John Allison and Rachel Appleby and Edward de Chazal	Macmillan	Between Towns Road, Oxford OX4 3PP	2015
Business Advantage Advanced	Martin Lisboa,	Cambridge University	Cambridge, UK	2012

	Michael Handford	Press		
Business Vocabulary in Use	Bill Mascull	Cambridge University Press	Cambridge, UK	2017

Supplementary literature

Title	Authors (Surname, initial of the name)	Publishing house	Place of issue	Year of issue
Business and Professional English Market Leader	Peter Strutt	Pearson	Edinburgh Gate, Harlow, Essex CM20 2JE,	2010
Business English Dictionary	Stephen Bullon	Pearson	Edinburgh Gate, Harlow, Essex CM20 2JE,	2012