

Title (Język obcy)	Code 1010401131011000622
Field EDUCATION IN TECHNOLOGY AND INFORMATICS	Year / Semester 2 / 3
Specialty -	Course core
Hours Lectures: - Classes: 4 Laboratory: - Projects / seminars: -	Number of credits 4
	Language polish

Lecturer:

Beata Olszewska M.A in English Studies and academic staff

Faculty:

Faculty of Technical Physics
 ul. Nieszawska 13A
 60-965 Poznań
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Status of the course in the study program:

Core course of the study for the Faculty of Technical Physics,
 field of study : Technical and Information Technology Education
 - full time Bachelor Degree.

Assumptions and objectives of the course:

Students understand slightly simplified and original specialist texts. They are able to deal with typical business correspondence. They know how to prepare and deliver a presentation on general as well as technical topics. Their communication skills are well developed.

Contents of the course (course description):

Using communication skills in different contexts-general topics, formal speeches, business phone calls and business meetings.
 Conducting business correspondence-letters of application, letters of complaint.
 Revising and extending vocabulary within the scope of : engineering, materials science,
 information technology. Introducing issues of ISO standards.

Introductory courses and the required pre-knowledge:

Passing grade for the previous semester.

Courses form and teaching methods:

Classes, laboratory classes (multimedia)

Form and terms of complete the course - requirements and assessment methods:

Tests (written and oral), projects during the course, final exam after the 2nd semester.

Basic Bibliography:

1. Santiago Remacha Esteras, Infotech, Cambridge, CUP, 2008
2. E. Glendinning, Oxford English for Electrical and Mechanical Engineering, OUP,2007
3. Bodo Hanf, Angielski w Technice, Wyd. LektorKlett, 2003
4. Liz Taylor, International Express Intermediate ? New Edition, OUP,2009

5. Raymond Murphy, English Grammar in Use, CUP, 2006
6. Bill Mascull, Business Vocabulary in Use, CUP, 2005
7. Internet based materials

Additional Bibliography:

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