STUDY MODULE DESCRIPTION FORM

Name of the module/subject **English as a Foreign Language**		Code **1010512311010910064**
Field of study **Computing**	Profile of study (general academic, practical) **general academic**	Year /Semester **1 / 1**
Elective path/specialty **Software Engineering**	Subject offered in: **Polish**	Course (compulsory, elective) **elective**
Cycle of study: **Second-cycle studies**	Form of study (full-time,part-time) **full-time**	

No. of hours				No. of credits **2**
Lecture: **-** Classes: **45** Laboratory: **-** Project/seminars: **-**				

Status of the course in the study program (Basic, major, other) **other**	(university-wide, from another field) **university-wide**
Education areas and fields of science and art **technical sciences**	ECTS distribution (number and %**)** **2 100%**

Responsible for subject / lecturer:

Karolina Dworek, M.A.
email: Karolina.Dworek@put.poznan.pl
tel. 61 6652491
Centre of Languages and Communication PUT
Piotrowo 3a Str., 60-965 Poznan

Prerequisites in terms of knowledge, skills and social competencies:

1	**Knowledge**	Learning objectives of the first cycle studies defined in the resolution of the PUT Academic Senate, especially K_W1-2, K_W4, K_W6-15, K_U1-2, K_U4, K_U7-8, K_U14-20, K_U22-23, K_U26, K_K1-9 that are verified in the admission process to the second cycle studies ? the learning objectives are available at the website of the faculty www.fc.put.poznan.pl
2	**Skills**	Student starting this module should have language skills at B2+ level in accordance with the requirements set out for level B2+ Common European Framework of Reference for Languages. He should also have basic knowledge regarding grammatical structure and general and technical vocabulary, required at first-cycle studies. Should also have skills that are necessary to acquire information from given sources of information and should understand the need to extend his/her competences.
3	**Social competencies**	Should be able to work individually and in a team. In addition, in respect to the social skills the student should show attitudes as honesty, responsibility, perseverance, curiosity, creativity, manners, and respect for other people.

Assumptions and objectives of the course:

1. Advancing students? language competence towards the level at least 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.

Study outcomes and reference to the educational results for a field of study

Knowledge:

1. acquire specific vocabulary related to the following issues: corporate culture, handling meetings, effective communication, handling and managing international business meetings, giving presentations in an international working environment listening techniques, and be able to explain the concepts involved with the topics shown above - [-]

2. know and understand grammatical and lexical rules of English and use them effectively in different types of written and oral communication - [K_W3]

Skills:

1. is able to acquire, combine, interpret and evaluate information from English literature and other sources , draw conclusions and formulate opinions based on it - [K_U1]

2. is able to use a variety of communications strategies in English in different environments, the working one included - [K_U2]

3. is able to prepare a summary in English, based on professional texts discussing recent developments in computer science - [K_U3]

4. is able to discuss the recent development in the field of study based on professional literature - [K_U4]

5. has language skills at B2+ level in accordance with the requirements set out for level B2+ Common European Framework Of Reference for Languages - [K_U6]

6. is able to conduct business correspondence, write emails, take notes of business meetings or invitations - [-]

Social competencies:

1. is able to work in a team, accepting different roles, especially in a multicultural environment - [K_K5]

2. can display creativity and initiative in work and thinking - [K_K8]

3. can communicate effectively in English in a working environment and typical everyday life situations, and can make a public presentation - [-]

4. can recognize and make use of/understand cultural differences in behavior as well as formal and private communication in English; in a different cultural environment - [-]

Assessment methods of study outcomes

Formative assessment:
-   based on formal coursework assignments (informal speaking assignments, presentations, tests)
-   student?s preparation for the classes (quizzes)
-   continuous assessment during every class (oral utterances, tests)
-   partial marking during every class, including teamwork

Additional activity marks for classwork, and in particular for:
-   discussing extended aspects of a problem
-   applying effectively new knowledge

Summative assessment:
-   credit

Course description

In the first semester of an English course syllabus comprises the following topics:

Definition of culture. Corporate culture in an international environment. How to build business relationships. Flexible thinking as an element of intercultural skills. Flexible thinking model. Communication strategies for handling first meetings. Managing first meetings. Small talk at work. Different types of small talk. Effective communication. Communicating messages with good and bad news sensitively. Cultural differences in communication. Interactive communication style. Managing international meetings. Different approaches to decision making. How to manage the decision-making process effectively in meetings. Dealing with difficult communicators. The importance of listening for effective communication. Ways to clarify when listening. Listening behaviors adapted to a cultural context.

Presenting across cultures. How to customize messages for your audience. The dynamics of the Q & A phase of a presentation. Business correspondence: writing emails and letters, taking notes and minutes during a business meeting, writing, accepting and declining invitations, preparing a report, analyzing what makes a report effective, making notes for a report, presenting information and describing data; as well as summary of a technical/scientific text related to the field of computer science. Formal and informal business correspondence. Recent developments in the field of computer science.

Learning methods:
1.   presentation, analysis of topics/problems through examples shown on the board, lexical and grammatical tasks
2.   discussion, teamwork, multimedia slide show, case study
3.   student?s individual work

Basic bibliography:

1. Communicating Across Cultures, Bob Dignen, Cambridge University Press, 2011

2. Communicating Across Cultures, DVD, Bob Dignen, Cambridge University Press, 2012

3. Writing for Impact, Tim Banks, Cambridge University Press, 2012

Additional bibliography:

1. Intercultural Language Activities, John Corbett, CUP, 2010.

2. Model Business Letters, E-mails & Other Business Documents, Shirley Taylor, Prentice Hall Financial Times, Pearson Educa-tion, 2004

3. Writing academic English, A.Hogue, A.Oshima, Pearson/Longman, 2006

4. From reading to Writing, Linda Robinson Fellag, Pearson/Longman, 2010

5. Źródła internetowe ze stron: www.sciencedaily.com, www.howstuffworks.com, www.newscientist.com

Result of average student's workload	
Activity	**Time (working hours)**
1. participating in classes / tutorials:	45
2. preparing for classes:	3
3. study and analysis of selected literature (3 pages of a scientific or a popular science article): 1 x 2 hours	2
Student's workload		
Source of workload	**hours**	**ECTS**
Total workload	50	2
Contact hours	30	1
Practical activities	30	1