### **Faculty of Engineering Management**

STUDY MODULE DESCRIPTION FORM						
Name of the module/subject English as a Foreign Language		Co 10	de 11105421010910064			
Field of study  Logistics - Part-time studies - Second-cycle	Profile of stu (general aca (brak)	dy demic, practical)	Year /Semester			
Elective path/specialty	Subject offer	red in:	Course (compulsory, elective)			
Chain of Delivery Logistics	F	Polish	elective			
Cycle of study:	Form of study (full-time,part-time)					
Second-cycle studies	part-time					
No. of hours			No. of credits			
Lecture: - Classes: 30 Laboratory: -	Project/sen	ninars:	1			
Status of the course in the study program (Basic, major, other)	(university-wid	e, from another field				
(brak)	(brak)					
Education areas and fields of science and art			ECTS distribution (number and %)			
Responsible for subject / lecturer:  mgr Agata Jankiewicz email: agata.jankiewicz@put.poznan.pl tel. 61 665 24 91 CJK PP						
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# Prerequisites in terms of knowledge, skills and social competencies:

1	Knowledge	The already acquired language competence compatible with level B2 (CEFR)
2	Skills	The ability to use vocabulary and grammatical structures required on the high school graduation exam with regard to productive and receptive skills
3	Social competencies	The ability to work individually and in a group; the ability to use various sources of information and reference works.

### Assumptions and objectives of the course:

- 1. Advancing students? language competence towards 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.

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

#### Knowledge:

1. The student knows methods and instruments for data collecting, processing and selecting, as well as methods for distributing information - [K1A\_W11]

#### Skills:

- 1. The ability to give a talk on field specific or popular science topic (in English), and to discuss general and field specific issues using an appropriate linguistic and grammatical repertoire [K1A\_U02, K1A\_U11]
- 2. The ability to express basic mathematical formulas and to interpret data presented on graphs/diagrams [K1A\_U09]
- 3. The ability to conduct business correspondence in English [K1A\_U10]

# Social competencies:

- 1. As a result of the course, the student is able to communicate effectively in a field specific/professional area, and to give successful presentations in English [K1A\_K03]
- 2. The student is able to recognize and understand cultural differences in a professional and private conversation, and in a different cultural environment [K1A\_K06]
- 3. The student is aware of the importance of the appropriate behavior in terms of professional ethic and respect toward other views and cultures. [K1A\_K04]

# Assessment methods of study outcomes

- ? Formative assessment: tests (written and oral) and presentations during the course
- ? Summative assessment: credit

### **Course description**

As a result of the course, the student ought to acquire field specific vocabulary related to the following issues:

- 1 Cargo insurance, customs, transportation load planning, planning information.
- 2 Shipping documents, forwarding.
- 3 Pricelists, invoicing, business offers.
- 4 Financial settlements, incoterms, logistics and the Internet.
  - and to be able to define and explain associated terms, phenomena and processes.

### Basic bibliography:

- 1. Matulewska Aleksandra, Matulewski, Marek. 2010. My Logistics. Poznań: Biblioteka Logistyka.
- 2. Evans, Virginia. 2014. Career Paths: Logistics. UK: Express Publishing.

### Additional bibliography:

1. Pawęska, Katarzyna. 2008. English in Logistics. Wrocław: Biblioteka Międzynarodowej Szkoły Logistyki i Transportu.

## Result of average student's workload

Activity	Time (working hours)
1. Participation in classes	16
2. Student	10
3. Preparation for the final assessment	4
4. Final assessment	2

#### Student's workload

Source of workload	hours	ECTS
Total workload	32	1
Contact hours	16	1
Practical activities	16	1