POZNAN UNIVERSITY OF TECHNOLOGY

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

COURSE DESCRIPTION CARD - SYLLABUS

Course name
English [S1IZarz1>ANG3]

Course

Field of study	Year/Semester
Engineering Management	2/3
Area of study (specialization)	Profile of study
–	general academic
Level of study	Course offered in
first-cycle	Polish
Form of study	Requirements
full-time	elective

Number of hours

Lecture	Laboratory classes	Other
0	0	0
Tutorials	Projects/seminars	
45	0	

Number of credit points

3,00

Coordinators

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Lecturers

Prerequisites

The student has language competence compatible with level B1, according to the description of language proficiency levels (CEFR). The student has mastered the grammatical structures and general vocabulary required on the high school graduation exam with regard of productive and receptive skills. The student has the ability to work individually and in a team. The student has the ability to apply various sources of available information.

Course objective

Improving students' language competence to the minimum level of B2 (CEFR). Developing the skills of effective use of the academic language and a specialist language appropriate for a given area in four language skills. Improving the skills of working with technical texts on technical issues (familiarizing students with the basic translation techniques). Improving the ability to function on the international labor market and in everyday life.

Course-related learning outcomes

Knowledge:
The student identifies sources and lists methods and tools for collecting, processing, selecting, and distributing data related to foreign language learning [P6S_WG_08]

Skills:
The student interprets and utilizes basic theoretical knowledge to analyze specific processes and social phenomena in management [P6S_UW_01].
The student prepares written works in foreign language on topics related to management, using basic theoretical approaches and various sources [P6S_UK_01].
The student prepares oral presentations in foreign language on topics in management, using basic theoretical approaches and various sources [P6S_UK_02].
The student possesses language skills in management at the B2 level of the Common European Framework of Reference for Languages [P6S_UK_03].

Social competences:
The student searches for and selects educational and training centers to supplement and improve their knowledge and skills [P6S_KK_01].
The student recognizes cause-and-effect relationships in achieving goals and assesses the significance of alternative or competing tasks [P6S_KK_02].
The student is aware of the importance of behaving professionally, adhering to the principles of professional ethics, and respecting the diversity of views and cultures in the context of management [P6S_KR_02].

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Formative assessment:
- current assessment during classes (based on presentations and essays prepared by the student, colloquiums and tests),
Summative assessment:
- an average of the grades obtained during tutorials
-an exam- written and oral

Programme content

Business English: working-life, employment, management of people and operations, business and tech trends, teamwork, soft skills for professional life, managerial skills

Course topics

1.Presentations
• Structure of a presentation
• Useful vocabulary
• Visual aids
2. Manufacturing
• Manufacturing philosophies
• Lean manufacturing
• Toyota way
3. Health and safety
• Expertise in engineering
• Prevention of accidents
• Wearing special clothes
• Making presentations - presentation structure, techniques
4. Facilities
• Work facilities
5. Breakdown
• Talking about breakdowns and faults
• Discussing problems
6. Processes
• Describing processes

7. Managing people

Teaching methods

Feeding methods: work with textbook, work with online text (professional articles).
Problem solving methods: case study, brain- storming, metoda inscenizacyjna, SWOT, role play, language games).
Practical methods (grammar and vocabulary exercises, translations, presentations, essay writing).
Discussion (Oxford debates, dialogues in pairs).
Exposing methods (drama, film, auditions).

Bibliography

Basic:
Hughes, J. / Naunton J. 2012. Business Result DVD Edition: Intermediate. Oxford University Press.
Hughes, J. / Naunton J. 2012. Business Result - Skills for Business Studies (Skills). Oxford University Press.

Additional:
Hanf, B. 2001. Angielski w Technice. LektorKlett.
Grzegożek, M. / Starmach, I. 2004. English for Environmental Engineering. Politechnika Krakowska.
Kucharska-Raczunas, A. / Maciejewska, J. 2009. English for Mathematics. Politechnika Gdańska.
Cook R. / Pedretti M. 2008. Success with BEC. Summertown Publishing.

Breakdown of average student's workload

	Hours	ECTS
Total workload	75	3,00
Classes requiring direct contact with the teacher	45	2,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	30	1,00