



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

English in the work environment [S1Lot2>JAwŚP]

### Course

Field of study

Aviation

Year/Semester

3/5

Area of study (specialization)

Air Transport Safety

Profile of study

general academic

Level of study

first-cycle

Course offered in

English

Form of study

full-time

Requirements

compulsory

### Number of hours

Lecture

0

Laboratory classes

0

Other

0

Tutorials

30

Projects/seminars

0

### Number of credit points

2,00

### Coordinators

mgr Kinga Komorowska

kinga.komorowska@put.poznan.pl

### Lecturers

### Prerequisites

1. When entering the course a student ought to have language competence corresponding to a minimum level of B2 according to the description of language proficiency levels (CEFR). 2. They ought to be able to obtain information from literature, databases and other sources. 3. They also should be aware of the responsibility for their own work, be ready to comply with the principles of teamwork and take responsibility for their role as well as be aware of the importance of professional behaviour and follow the rules of professional ethics.

### Course objective

1. Bringing the language competence of students to the minimum level B2+ (CEFR). 2. Developing the skills of effective use of the academic language and a specialist language appropriate for the aviation field, in terms of four language skills. 3. Improving the skills of working with technical texts on technical issues. 4. Improving the ability to function on the international labour market and in everyday life.

### Course-related learning outcomes

Knowledge:

1. knows the basic concepts of economics, relating in particular to air transport, has basic knowledge of

managing and running a business and knows the general principles of creating and developing forms of individual entrepreneurship, especially in the aspect of airlines

2. has the ability to self-study with the use of modern teaching tools, such as remote lectures, websites and databases, teaching programs, e-books
3. has basic knowledge of aviation law, organizations operating in civil aviation and knows the basic principles of state aviation functioning, has basic knowledge of key issues in the functioning of civil aviation

#### Skills:

1. is able to see legal aspects in the process of formulating and solving tasks in air transport, in particular, use the aspects of European and national aviation law regulations
2. is able to assess - at least in a basic scope - various aspects of the risk associated with a logistics undertaking in air transport
3. is able to estimate various types of costs, is able to verify and assess market phenomena, is able to assess the factors of economic growth and the importance of money for its development, is able to decide about economic choices in the field of consumption and production

#### Social competences:

1. can think and act in an entrepreneurial way, incl. finding commercial applications for the created system, bearing in mind not only the business benefits, but also the social benefits of the conducted activity

### Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

1. Formative assessment: current assessment during classes (presentations, tests)
2. Summative assessment: passing grade (credit)

### Programme content

1. Vocabulary concerning work and employment
2. Choosing an employee - case study
3. Analysis of the factors increasing employability
4. Personal SWOT analysis
5. Identifying the stages in the job application process
6. Job interview - Highlighting your skills and experience
7. Aviation - working in the intercultural work environment
8. Being a team player - the qualities of a good employee
9. Writing an impressive CV
10. Presentation of the education level and professional experience
11. Analysis of the formal way of signing - the character traits it reveals

### Course topics

The classes focus on learning vocabulary related to work and employment, including SWOT analysis, stages of applying for a given position, practicing a job interview, writing a CV, ways of communication and working in a team. Discussion of work in aviation as an international work environment, presentation of one's education and professional experience and formal ways of signing.

### Teaching methods

Practical language exercises - presentation and consolidation of language content and skills illustrated with multimedia, examples on the board, written exercises, oral exercises (dialogues, discussions, building argumentation), listening and reading exercises, interactive online exercises (e.g. Kahoot, Quizlet)

### Bibliography

Basic:

1. Downes C., Cambridge English for Job-Hunting, Cambridge University Press, Cambridge, 2008.

Supplementary

1. Oxenden C., Latham-Koenig C., New English File, Oxford University Press, Oxford, 2014.

2. Cotton D., Falvey D., Market Leader, Pearson United, 2016.

Additional:

-

### Breakdown of average student's workload

	Hours	ECTS
Total workload	50	2,00
Classes requiring direct contact with the teacher	30	1,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	20	1,00