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| **Module card** | | |
| I. GENERAL INFORMATION | | |
| **THE WITELON STATE UNIVERSITY OF APPLIED SCIENCES IN LEGNICA**  **DEPARTMENT OF SOCIAL SCIENCES AND HUMANITIES** | | |
| **Field** | Philology | |
| **Module title** | Practical English – reading and writing 1 (workshops) | |
| **Language of lecture** | English | |
| **ECTS points** | 3 | |
| **Preliminary conditions:** | The student knows the English language at the level that allows them to understand written and spoken texts and to express themselves effectively. | |
| II. Education aims | | |
| **Aim 1:** Developing reading skills in English at the B1 level. | | |
| **Aim 2:** Developing writing skills in English at the B1 level. | | |
| III. Education outcomes | | |
| 1. The student knows how to use contemporary English language to write various types of letters/e-mails.  2. The student can understand and produce correct written texts on familiar subjects, varied in terms of function, style and layout.  3. The student uses the language correctly to communicate in various situations, effectively conveys opinions and ideas using appropriate and adequate vocabulary, grammatical structures and forms of expression.  4. The student can use and synthetically present information obtained from various sources.  5. The student can effectively organize and manage their work, and cooperate in a group assuming various roles. | | |
| IV. EDUCATIONAL METHODS | | |
| **Assessment method:** observation, discussion, assessment of students’ writing assignments, written tests | | |
| **Student workload:** participation in classes and tests, preparation for classes and tests, individual writing assignments | | |
| V. MODULE TYPE AND CONTENTS | | |
| Letters/e-mails: types and formal features, formal/informal/semi-formal style, paragraph structure  Letters giving news, informal letters to family and friends  Letters asking for advice and giving advice  Invitation letters, accepting/refusing invitations, congratulation letters  Apology letters  Letters asking for information and giving information  Making complaints and responding to complaints  CVs and application letters  Transactional letters  Letters making arrangements | | |
| VII. ECTS POINT BALANCE SHEET - STUDENT'S WORKLOAD | | |
| **Category** | | **Student’s workload** |
| ***Contact hours*** | | **30** |
| Participation in lectures | |  |
| Participation in classes, workshops | | 26 |
| Exam | | 4 |
| ***Independent student’s work*** | | **45** |
| Preparation for the lecture | |  |
| Preparation for the classes, workshops | | 30 |
| Preparation for the test | | 15 |
| Preparation for the exam | |  |
| Preparing the project | |  |
| Preparing multimedia presentation | |  |
| ***Total number of hours*** | | **75** |
| ***ECTS points*** | | **3** |
| VIII. Recommended literature | | |
| **Primary literature:**  1. Evans, V. (2000). *Successful Writing: Intermediate*. Newbury: Express Publishing.  2. Evans, V. (2006). *Successful Writing: Upper-Intermediate*. Newbury: Express Publishing.  3. Evans, V., Dooley, J. (2008). *Enterprise 4: Intermediate.* Newbury: Express Publishing. | | |
| **Supplementary literature:**  1. Copage, J. (2005). *First Certificate Writing*. Harlow: Longman.  2. Evans, V., Dooley, J. (2016). *Upstream Upper-Intermediate*. Newbury: Express Publishing.  3. Harmer, J., Lethaby, C. (2005). *Just Reading and Writing: Upper-Intermediate*. London: Marshall Cavendish.  4. Baigent, M., (2005). *Natural English. Reading and Writing: Intermediate.* Oxford: Oxford University Press.  5. Baigent, M., (2005). *Natural English. Reading and Writing: Upper-Intermediate.* Oxford: Oxford University Press.  6. Internet. | | |