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COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice					
Faculty:					
Course ID: CJP/ PFAJAKA/07		Course name: Academic English			
Course type, scope and the method: Course type: Practice Recommended course-load (hours): Per week: 2 Per study period: 28 Course method: combined, present					
Number of ECTS credits: 2					
Recommended semester/trimester of the course:					
Course level: I., II., N					
Prerequisites:					
Conditions for course completion: Active classroom participation, 2 absences tolerated (4x45 min.) tolerated. 2 tests (5th/6th week and 12th/13th week), no retake. Minipresentation on chosen topic. Final evaluation- average assessment of tests and presentation. Grading scale: A 93-100%, B 86-92%, C 79-85%, D 72-78%, E 65-71%, FX 64% and less					
Learning outcomes:					
Brief outline of the course:					
Recommended literature: Seal B.: Academic Encounters, CUP, 2002 T. Armer :Cambridge English for Scientists, CUP 2011 M. McCarthy M., O'Dell F. - Academic Vocabulary in Use, CUP 2008 Zemach, D.E, Rumisek, L.A: Academic Writing, Macmillan 2005 Olsen, A. : Active Vocabulary, Pearson, 2013 www.bbclearningenglish.com Cambridge Academic Content Dictionary, CUP, 2009					
Course language: English language, level B2 according to CEFR.					
Notes:					
Course assessment Total number of assessed students: 355					
A	B	C	D	E	FX
31.55	23.1	15.77	10.7	7.04	11.83
Provides: PaedDr. Gabriela Bednáriková					
Date of last modification: 04.10.2019					
Approved:					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice					
Faculty:					
Course ID: CJP/OA/11		Course name: Business English			
Course type, scope and the method: Course type: Practice Recommended course-load (hours): Per week: 2 Per study period: 28 Course method: combined, present					
Number of ECTS credits: 4					
Recommended semester/trimester of the course:					
Course level: I., II., N					
Prerequisites:					
Conditions for course completion:					
Learning outcomes:					
Brief outline of the course:					
Recommended literature:					
Course language:					
Notes:					
Course assessment Total number of assessed students: 44					
A	B	C	D	E	FX
38.64	18.18	2.27	0.0	4.55	36.36
Provides: Mgr. Barbara Mitříková					
Date of last modification: 26.06.2017					
Approved:					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty:	
Course ID: CJP/ PFAJKKA/07	Course name: Communicative Competence in English
Course type, scope and the method: Course type: Practice Recommended course-load (hours): Per week: 2 Per study period: 28 Course method: combined, present	
Number of ECTS credits: 2	
Recommended semester/trimester of the course:	
Course level: I., II., N	
Prerequisites:	
Conditions for course completion: Active participation in class and completed homework assignments. Students are allowed to miss two classes at the most. 2 credit tests (presumably in weeks 6/7 and 12/13) and short academic presentations in English on selected topics. Final grade will be calculated as follows: A 93-100 %, B 86-92%, C 79-85%, D 72-78%, E 65-71%, FX 64 % and less.	
Learning outcomes: Uplatnenie a aktívne používanie svojich teoretických vedomostí v praktických komunikačných situáciách. Zdokonalenie jazykových vedomostí a zručností študenta, rečovej, pragmatickej a vecnej kompetencie, predovšetkým zlepšujú komunikáciu, schopnosť prijímať a formulovať výpovede, efektívne vyjadrovať svoje myšlienky ako aj orientovať sa v obsahovom pláne výpovede. Precvičovanie rečových intencií kontaktných (napr. pozdravy, oslovenia, pozvanie, oslovenie), informatívnych (napr. získavanie a podávanie informácií, vyjadrenie priestorových a časových vzťahov), regulačných (napr. prosba, poďakovanie, zákaz, pochvala, súhlas, nesúhlas) a hodnotiacich (napr. vyjadrenie vlastného názoru, stanoviska, želania, emócií). Výsledkom budovania praktickej jazykovej kompetencie majú byť vedomosti a zručnosti zodpovedajúce požiadavkám a kritériám dokumentu Spoločný európsky referenčný rámec pre vyučovanie jazykov.	
Brief outline of the course: Rodina, jej formy a problémy Vyjadrovanie pocitov a dojmov Dom, bývanie a budúcnosť Formy a dialekty v anglickom jazyku Život v meste a na vidieku Kolokácie a idiomy, zaužívané slovné spojenia Prázdniny a sviatky vo svete Životné prostredie a ekológia Výnimky zo slovosledu Frázové slovesá a ich použitie Charakteristiky neformálneho diškurzu	

Recommended literature:

www.bbclearningenglish.com

McCarthy M., O'Dell F.: English Vocabulary in Use, Upper-Intermediate. CUP, 1994.

Misztal M.: Thematic Vocabulary. SPN, 1998.

Fictumova J., Ceccarelli J., Long T.: Angličtina, konverzace pro pokročilé. Barrister and Principal, 2008.

Peters S., Gráf T.: Time to practise. Polyglot, 2007.

Jones L.: Communicative Grammar Practice. CUP, 1985.

Alexander L.G.: Longman English Grammar. Longman, 1988.

Course language:

English language, B2 level according to CEFR

Notes:**Course assessment**

Total number of assessed students: 237

A	B	C	D	E	FX
38.4	22.36	19.41	9.7	6.75	3.38

Provides: Mgr. Barbara Mitříková

Date of last modification: 11.02.2020

Approved:

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice					
Faculty:					
Course ID: CJP/ PFAJGA/07		Course name: Communicative Grammar in English			
Course type, scope and the method: Course type: Practice Recommended course-load (hours): Per week: 2 Per study period: 28 Course method: combined, present					
Number of ECTS credits: 2					
Recommended semester/trimester of the course:					
Course level: I., II., N					
Prerequisites:					
Conditions for course completion: Active classroom participation (max. 2x90 min. absences tolerated). 2 test (5th/6th and 12/13th week), no retake. Final evaluation- average assessment of tests. Grading scale: A 93-100%, B 86-92%, C 79-85%, D 72-78%, E 65-71%, FX 64% and less.					
Learning outcomes:					
Brief outline of the course:					
Recommended literature: Vince M.: Macmillan Grammar in Context, Macmillan, 2008 McCarthy, O'Dell: English Vocabulary in Use, CUP, 1994 C. Oxengen, C. Latham-Koenig: New English File Advanced, Oxford 2010 Misztal M.: Thematic Vocabulary, Fragment, 1998 www.bbclearningenglish.com ted.com/talks					
Course language:					
Notes:					
Course assessment Total number of assessed students: 406					
A	B	C	D	E	FX
39.66	18.97	16.75	8.62	5.91	10.1
Provides: PaedDr. Gabriela Bednáriková					
Date of last modification: 14.09.2019					
Approved:					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty:	
Course ID: KAaA/ CERTb/15	Course name: Language Competences for Language Certificates
Course type, scope and the method: Course type: Practice Recommended course-load (hours): Per week: 2 Per study period: 28 Course method: combined, present	
Number of ECTS credits: 2	
Recommended semester/trimester of the course:	
Course level: I., II., N	
Prerequisites:	
Conditions for course completion: Student evaluation is based on three criteria: TESTS 70%; CONTINUOUS PREPARATION 15%, and ATTENDANCE AND ACTIVE PARTICIPATION 15%. In order to receive credits for this course students must pass the two credit tests; continuously and timely submit their reports and attend each class according to the schedule. TESTS constitute 70% of the final mark: Ordinarily, student coursework is evaluated by letter grades, which are assigned a value based on a 100-point scale gained from two credit tests: A 100-93 B 92-86 C 85-78 D 77-72 E 71-65 FX 64-0 Students who are unable to take a credit test at the scheduled time due to a documented condition should contact the lecturer as soon as the need is apparent to discuss make-up examination accommodations and procedures. Students absent from a scheduled credit test will be examined by the lecturer separately in an oral exam to collect information about their level of preparedness. Oral exams will be realized during the lecturer's consultation hours as soon as possible after the missed credit test. The content of the oral examination will be equivalent with the content of the missed credit test but may last longer than a written test and can include deeper analysis of certain problem areas of the course. CONTINUOUS PREPARATION constitutes 15% of the final mark: Students are expected to prepare reports for each class by reading and processing the study materials and the required literature. Formal requirements for the home assignments: Minimum 2 but maximum 3 pages in Microsoft Word editor: letter type Times New Roman; letter size 12, spacing 1.5, 34 lines with 2865 characters per page with spaces. The report's header must contain the student's name and surname, study group, number of the given week according to the syllabus of the course and the title of the topic for the week. Content requirements for the assignment:	

Students must present the content of the reading assignment synthesized in a clear and structured way: highlighting key information and data as well as presenting logical connections between them. The submitted report must represent the student's thorough understanding of the content and the problem area discussed in the reading assignment.

Deadline and the format of the report:

Students must mail their home assignments to the following email address: rozenfeld.julius2@atk.sk by Saturday 24:00 each week. The reports must be mailed in PDF format.

No other formats will be accepted!

ATTENDANCE AND ACTIVE PARTICIPATION constitute 15% of the final mark:

All students must attend all classes. Students must arrive on time for the classes. Should anyone miss the first ten minutes of a class, will be marked as absent from the class.

All students must actively participate in extracurricular activities that are organized by the Department of the British and American Studies, which clearly contribute to their professional development: lectures and workshops, career week activities, volunteering in organizing open door days, language competitions and Olympiads, all fall in this category.

ABSENCE DUE TO ILLNESS

A student absent from a class must file a valid doctor's certificate by emailing it in a PDF format to the lecturer as soon as possible. Due reports for the missed class must be submitted according to the syllabus of the course and no later than the following class attended by the student.

In an emergency, if the student is unable to contact the lecturer and mail the valid doctor's certificate or is being treated elsewhere, the lecturer must be informed by sending an email to the following email address: julius.rozenfeld@upjs.sk as soon as possible. In both cases, the student must also file a letter from a physician certifying the date and nature of the illness.

ABSENCE FOR OTHER REASONS

Students who must be absent for reasons other than illness, such as a death in the family or a reason of similar gravity, must contact the lecturer as soon as possible and submit relevant documents that certify the seriousness of the case.

There may be other activities which can validate missing a class or several classes, for example participation in high-quality international competitions, scientific research, conferences or other relevant activities, which clearly contribute to the professional development of the student but final decision about the validity of the presented excuse fully falls in the lecturer's competency. Regular full-time or part-time employment is not an acceptable excuse for a missed class.

Learning outcomes:

This is an upper-intermediate practicum for obtaining and developing necessary skills for international language certificates of TOEFL and TOEIC. Learners develop listening, speaking, reading and writing skills through practice and understand grammar through a wide variety of topics related to language testing.

Brief outline of the course:

1. Language Testing, Its History, Background, Requirements
2. Learning Techniques, Hints and Tips
3. Developing Listening Skills
4. Developing Speaking through Listening
5. Developing Effective Reading
6. Vocabulary Building
7. Developing Writing for Testing
8. Understanding Grammar in Speaking
9. Developing Grammar in Writing
10. Real Test Practice

11. Scoring, Assessment and Self-Development					
Recommended literature: 1. Educational Testing Services, Official TOEFL iBT® Tests with Audio, Volume 1 2. Educational Testing Services, The Official Guide to the TOEFL® Test, Fourth Edition, McGraw Hill, New York, ISBN: 978-0-07-176657-9 3. Longman Preparation Series for the TOEIC Test: Advanced Course, Third Edition, Pearson ESL, ISBN-10: 0130988421					
Course language: English					
Notes:					
Course assessment Total number of assessed students: 121					
A	B	C	D	E	FX
66.94	3.31	9.09	0.0	1.65	19.01
Provides: Mgr. Július Rozenfeld, PhD.					
Date of last modification: 04.01.2020					
Approved:					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty:	
Course ID: KAaA/ CERTb/15	Course name: Language Competences for Language Certificates
Course type, scope and the method: Course type: Practice Recommended course-load (hours): Per week: 2 Per study period: 28 Course method: combined, present	
Number of ECTS credits: 2	
Recommended semester/trimester of the course:	
Course level: I., II., N	
Prerequisites:	
Conditions for course completion: Student evaluation is based on three criteria: TESTS 70%; CONTINUOUS PREPARATION 15%, and ATTENDANCE AND ACTIVE PARTICIPATION 15%. In order to receive credits for this course students must pass the two credit tests; continuously and timely submit their reports and attend each class according to the schedule. TESTS constitute 70% of the final mark: Ordinarily, student coursework is evaluated by letter grades, which are assigned a value based on a 100-point scale gained from two credit tests: A 100-93 B 92-86 C 85-78 D 77-72 E 71-65 FX 64-0 Students who are unable to take a credit test at the scheduled time due to a documented condition should contact the lecturer as soon as the need is apparent to discuss make-up examination accommodations and procedures. Students absent from a scheduled credit test will be examined by the lecturer separately in an oral exam to collect information about their level of preparedness. Oral exams will be realized during the lecturer's consultation hours as soon as possible after the missed credit test. The content of the oral examination will be equivalent with the content of the missed credit test but may last longer than a written test and can include deeper analysis of certain problem areas of the course. CONTINUOUS PREPARATION constitutes 15% of the final mark: Students are expected to prepare reports for each class by reading and processing the study materials and the required literature. Formal requirements for the home assignments: Minimum 2 but maximum 3 pages in Microsoft Word editor: letter type Times New Roman; letter size 12, spacing 1.5, 34 lines with 2865 characters per page with spaces. The report's header must contain the student's name and surname, study group, number of the given week according to the syllabus of the course and the title of the topic for the week. Content requirements for the assignment:	

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All students must actively participate in extracurricular activities that are organized by the Department of the British and American Studies, which clearly contribute to their professional development: lectures and workshops, career week activities, volunteering in organizing open door days, language competitions and Olympiads, all fall in this category.

ABSENCE DUE TO ILLNESS

A student absent from a class must file a valid doctor's certificate by emailing it in a PDF format to the lecturer as soon as possible. Due reports for the missed class must be submitted according to the syllabus of the course and no later than the following class attended by the student.

In an emergency, if the student is unable to contact the lecturer and mail the valid doctor's certificate or is being treated elsewhere, the lecturer must be informed by sending an email to the following email address: julius.rozenfeld@upjs.sk as soon as possible. In both cases, the student must also file a letter from a physician certifying the date and nature of the illness.

ABSENCE FOR OTHER REASONS

Students who must be absent for reasons other than illness, such as a death in the family or a reason of similar gravity, must contact the lecturer as soon as possible and submit relevant documents that certify the seriousness of the case.

There may be other activities which can validate missing a class or several classes, for example participation in high-quality international competitions, scientific research, conferences or other relevant activities, which clearly contribute to the professional development of the student but final decision about the validity of the presented excuse fully falls in the lecturer's competency. Regular full-time or part-time employment is not an acceptable excuse for a missed class.

Learning outcomes:

This is an upper-intermediate practicum for obtaining and developing necessary skills for international language certificates of TOEFL and TOEIC. Learners develop listening, speaking, reading and writing skills through practice and understand grammar through a wide variety of topics related to language testing.

Brief outline of the course:

1. Language Testing, Its History, Background, Requirements
2. Learning Techniques, Hints and Tips
3. Developing Listening Skills
4. Developing Speaking through Listening
5. Developing Effective Reading
6. Vocabulary Building
7. Developing Writing for Testing
8. Understanding Grammar in Speaking
9. Developing Grammar in Writing
10. Real Test Practice

11. Scoring, Assessment and Self-Development					
Recommended literature: 1. Educational Testing Services, Official TOEFL iBT® Tests with Audio, Volume 1 2. Educational Testing Services, The Official Guide to the TOEFL® Test, Fourth Edition, McGraw Hill, New York, ISBN: 978-0-07-176657-9 3. Longman Preparation Series for the TOEIC Test: Advanced Course, Third Edition, Pearson ESL, ISBN-10: 0130988421					
Course language: English					
Notes:					
Course assessment Total number of assessed students: 121					
A	B	C	D	E	FX
66.94	3.31	9.09	0.0	1.65	19.01
Provides: Mgr. Július Rozenfeld, PhD.					
Date of last modification: 04.01.2020					
Approved:					

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty:	
Course ID: KAaA/ ToefII/14	Course name: TOEFL Test
Course type, scope and the method: Course type: Recommended course-load (hours): Per week: Per study period: Course method: combined	
Number of ECTS credits: 0	
Recommended semester/trimester of the course:	
Course level: N	
Prerequisites:	
Conditions for course completion: Passing the TOEFL iBT test at the Department of British and American Studies of the Faculty of Arts, UPJŠ in Košice as part of RIFIV project.	
Learning outcomes: Students can register for TOEFL iBT tests and gain an international certificate. Register here: https://toefl-registration.ets.org/TOEFLWeb/extISERLogonPrompt.do	
Brief outline of the course: TOEFL iBT tests are the product of Educational Testing Services an international nonprofit organization. The TOEFL test helps prove candidates have the English skills they will actually use in an academic classroom. In the test, candidates may read a passage from a textbook and listen to a lecture and then speak or write in response, just like they would in a classroom. Because the test is composed of 100% academic questions and tasks, many universities consider it the most appropriate test to use when making admissions decisions. TOEFL test scores help candidates stand out because of the TOEFL test's reputation for quality, fairness and 100% academic content. It is the most widely accepted English-language test in the world, including more than 9,000 colleges, universities, agencies and other institutions in 130 countries. And that list includes the top 100 universities in the world. By sending TOEFL scores to your selected university, you will be proving that you are ready for academic success. Learn more at: http://www.upjs.sk/filozoficka-fakulta/toeic-a-toefl/	
Recommended literature: Official literature is available at http://www.ets.org/toefl/ibt/prepare/ 1. The Official Guide to the TOEFL® Test, Fourth Edition, available at http://store.ets.org/store/ets/en_US/pd/productID.252671700/categoryId.3552000 2. Official TOEFL iBT® Tests with Audio, Volume 1, available at http://store.ets.org/store/ets/en_US/pd/productID.259982900/categoryId.3552000	

Course language: English
Notes:
Course assessment Total number of assessed students: 0
Provides:
Date of last modification: 03.05.2015
Approved:

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty:	
Course ID: KAaA/ ToeflZ/14	Course name: TOEFL Test
Course type, scope and the method: Course type: Recommended course-load (hours): Per week: Per study period: Course method: combined	
Number of ECTS credits: 0	
Recommended semester/trimester of the course:	
Course level: N	
Prerequisites:	
Conditions for course completion: Passing the TOEFL iBT test at the Department of British and American Studies of the Faculty of Arts, UPJŠ in Košice as part of RIFIV project.	
Learning outcomes: Students can register for TOEFL iBT tests and gain an international certificate. Register here: https://toefl-registration.ets.org/TOEFLWeb/extISERLogonPrompt.do	
Brief outline of the course: TOEFL iBT tests are the product of Educational Testing Services an international nonprofit organization. The TOEFL test helps prove candidates have the English skills they will actually use in an academic classroom. In the test, candidates may read a passage from a textbook and listen to a lecture and then speak or write in response, just like they would in a classroom. Because the test is composed of 100% academic questions and tasks, many universities consider it the most appropriate test to use when making admissions decisions. TOEFL test scores help candidates stand out because of the TOEFL test's reputation for quality, fairness and 100% academic content. It is the most widely accepted English-language test in the world, including more than 9,000 colleges, universities, agencies and other institutions in 130 countries. And that list includes the top 100 universities in the world. By sending TOEFL scores to your selected university, you will be proving that you are ready for academic success. Learn more at: http://www.upjs.sk/filozoficka-fakulta/toeic-a-toefl/	
Recommended literature: Official literature is available at http://www.ets.org/toefl/ibt/prepare/ 1. The Official Guide to the TOEFL® Test, Fourth Edition, available at http://store.ets.org/store/ets/en_US/pd/productID.252671700/categoryId.3552000 2. Official TOEFL iBT® Tests with Audio, Volume 1, available at http://store.ets.org/store/ets/en_US/pd/productID.259982900/categoryId.3552000	

Course language: English
Notes:
Course assessment Total number of assessed students: 0
Provides:
Date of last modification: 03.05.2015
Approved:

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty:	
Course ID: CJP/TOAAHSV/14	Course name: Testing Professional and Academic English - Humanities and Social Sciences
Course type, scope and the method: Course type: Recommended course-load (hours): Per week: Per study period: Course method: combined	
Number of ECTS credits: 1	
Recommended semester/trimester of the course:	
Course level: N	
Prerequisites: CJP/AJFL2/10 or CJP/2AJEVSIII/12 or CJP/1AJEVSIV/12 or CJP/FVSAJVS2/07 or CJP/CJ/07 or CJP/FFAJSLO1/08 or CJP/FFAJPS/08 or CJP/FFAJFIL2/08 or CJP/FFAJFIL2/08 or CJP/FFAJAE1/08 or CJP/FAJMK2/09 or CJP/CUJAZ/08 or CJP/CJTAJ/12 or CJP/CJPT2/09 or CJP/APR2/08 or CJP/ANG2/05 or CJP/AJŠR4/12 or CJP/AJPSV2/07 or CJP/AJF2/09	
Conditions for course completion:	
Learning outcomes:	
Brief outline of the course:	
Recommended literature:	
Course language:	
Notes:	
Course assessment Total number of assessed students: 0	
Provides:	
Date of last modification: 04.07.2017	
Approved:	

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty:	
Course ID: CJP/TOAALV/14	Course name: Testing Professional and Academic English - Medical Science
Course type, scope and the method: Course type: Recommended course-load (hours): Per week: Per study period: Course method: combined	
Number of ECTS credits: 1	
Recommended semester/trimester of the course:	
Course level: N	
Prerequisites: CJP/LFMKAB/09 or CJP/LFAJDe/05 or CJP/LFAJD/08 or CJP/LFAJD/05 or CJP/LFPAJ/11 or CJP/LFPKAJ/11 or CJP/LFMKAZ/09 or CJP/LFMKAV/09	
Conditions for course completion:	
Learning outcomes:	
Brief outline of the course:	
Recommended literature:	
Course language:	
Notes:	
Course assessment Total number of assessed students: 0	
Provides:	
Date of last modification: 04.07.2017	
Approved:	

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty:	
Course ID: CJP/TOAAPV/14	Course name: Testing Professional and Academic English - Natural Science
Course type, scope and the method: Course type: Recommended course-load (hours): Per week: Per study period: Course method: combined	
Number of ECTS credits: 1	
Recommended semester/trimester of the course:	
Course level: N	
Prerequisites: CJP/PFAJAKA/07 or CJP/AJD2/07 or CJP/PFAJGA/07 or CJP/PFAJKKA/07	
Conditions for course completion:	
Learning outcomes:	
Brief outline of the course:	
Recommended literature:	
Course language:	
Notes:	
Course assessment Total number of assessed students: 0	
Provides:	
Date of last modification: 04.07.2017	
Approved:	

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty:	
Course ID: CJP/ LFPKAJ/11	Course name: Written Communication in English
Course type, scope and the method: Course type: Practice Recommended course-load (hours): Per week: 1 Per study period: 14 Course method: combined, present	
Number of ECTS credits: 2	
Recommended semester/trimester of the course:	
Course level: I., I.II., N	
Prerequisites:	
Conditions for course completion: Active participation in class and 1 missed class at the most (2 x 45 minutes). Continuous assessment: 3 written assignments (to be handed in to the lecturer in weeks 5, 9 and 12). Continuous assessment result of 60 % is a prerequisite for student's participation in the final exam test. The final exam test accounts for 50% of the final grade and the overall result of continuous assessment represents the other 50% of the overall grade. The final grade will be calculated as follows: A 93-100 %, B 85-92 %, C 77-84 %, D 69-76 %, E 60-68 %, FX 59% or less.	
Learning outcomes: Familiarization of students with selected genres of written communication in English, their lexical and stylistic characteristics. Development of communicative competence in written communication in English with focus on grammatical phenomena and vocabulary in practice at B1 - B2 level (CEFR).	
Brief outline of the course: Formal and informal language. Email English, formal letters, business correspondence. Language of forms and office documents. Abbreviations and signs, symbols, numbers. CV, its form and structure, cover letter. Genres of business correspondence. Abstract and academic article.	
Recommended literature: Downes, C. (2008). Cambridge English for Job-hunting. Cambridge: CUP. Mascull, B. (2010). Business vocabulary in use. Intermediate. Cambridge: CUP. Emmerson P. (2004) Email English. MacMillan Glendinning, E.H.- Howard, R. (2007) Professional English in Use – Medicine, CUP Michael McCarthy, Felicity O'Dell (2002) English Vocabulary in Use. Advanced. CUP OXFORD Collocations dictionary for students of English (2002).	

Fronek, J., Mokráň, P. (2003) Slovensko-anglický frazeologický slovník. Vyd. Nová Práca, Bratislava
Internet, noviny, časopisy, bulletiny, zdravotná dokumentácia

Course language:

English language (B1 - B2 level, CEFR)

Notes:

Course assessment

Total number of assessed students: 148

A	B	C	D	E	FX
20.95	33.11	20.27	9.46	10.14	6.08

Provides: Mgr. Zuzana Naďová, Mgr. Barbara Mitříková

Date of last modification: 26.06.2017

Approved:

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty:	
Course ID: CJP/ LFPKAJ/11	Course name: Written Communication in English
Course type, scope and the method: Course type: Practice Recommended course-load (hours): Per week: 1 Per study period: 14 Course method: combined	
Number of ECTS credits: 2	
Recommended semester/trimester of the course:	
Course level: N	
Prerequisites:	
Conditions for course completion: Active participation in class and 1 missed class at the most (2 x 45 minutes). Continuous assessment: 3 written assignments (to be handed in to the lecturer in weeks 5, 9 and 12). Continuous assessment result of 60 % is a prerequisite for student's participation in the final exam test. The final exam test accounts for 50% of the final grade and the overall result of continuous assessment represents the other 50% of the overall grade. The final grade will be calculated as follows: A 93-100 %, B 85-92 %, C 77-84 %, D 69-76 %, E 60-68 %, FX 59% or less.	
Learning outcomes: Familiarization of students with selected genres of written communication in English, their lexical and stylistic characteristics. Development of communicative competence in written communication in English with focus on grammatical phenomena and vocabulary in practice at B1 - B2 level (CEFR).	
Brief outline of the course: Formal and informal language. Email English, formal letters, business correspondence. Language of forms and office documents. Abbreviations and signs, symbols, numbers. CV, its form and structure, cover letter. Genres of business correspondence. Abstract and academic article.	
Recommended literature: Downes, C. (2008). Cambridge English for Job-hunting. Cambridge: CUP. Mascull, B. (2010). Business vocabulary in use. Intermediate. Cambridge: CUP. Emmerson P. (2004) Email English. MacMillan Glendinning, E.H.- Howard, R. (2007) Professional English in Use – Medicine, CUP Michael McCarthy, Felicity O'Dell (2002) English Vocabulary in Use. Advanced. CUP OXFORD Collocations dictionary for students of English (2002).	

Fronek, J., Mokráň, P. (2003) Slovensko-anglický frazeologický slovník. Vyd. Nová Práca, Bratislava
Internet, noviny, časopisy, bulletiny, zdravotná dokumentácia

Course language:

English language (B1 - B2 level, CEFR)

Notes:

Course assessment

Total number of assessed students: 148

A	B	C	D	E	FX
20.95	33.11	20.27	9.46	10.14	6.08

Provides: Mgr. Barbara Mitříková, Mgr. Zuzana Nad'ová

Date of last modification: 26.06.2017

Approved: