



**Cracow University of Economics Language
Centre**

English Language Teaching Framework

Business and Legal English 1 Level B1 Full time studies

Preliminary assumptions

- ✓ The course is based on the assumption that students who study at the B1 level, have already mastered the English language at the A2 level according to the Common European Framework of Reference for Languages (CEFR), confirmed by the CUE Language Centre placement test results.
- ✓ The course introduces and develops students' professional competence in their field of specialization, that is law and business (Employment Law and Intellectual Property)
- ✓ During the whole course students are expected to develop and improve, both receptive skills, such as listening and reading, and productive ones - speaking and writing by being exposed to articles, recordings, videos, podcasts and case studies set in business and legal context.
- ✓ During the course students also develop language skills needed for academic purposes, such as reading, understanding and analyzing different materials and resources in a diagnostic way.
- ✓ During the course the teacher uses every opportunity to encourage discussion and communication, with much emphasis put on soft skills and business skills, such as presentations.
- ✓ Having completed the course students should be able not only to comprehend the concepts related business and/or legal areas, but also to apply them in the whole process of communication, both oral and written.
- ✓ The course explores the following business writing genres: e-mails/letters of enquiry and advice. Appropriate registers, formats and conventions are examined to ensure the students' competence in communicating effectively in business contexts.
- ✓ The teacher plays the role of an organizer, facilitator and a counselor of the whole process of teaching and learning. However, final learning outcomes depend on students' individual work during the course, their willingness to learn and sufficient time devoted to learning.
- ✓ If students' initial knowledge and skills prevent them from effective participation in the course to achieve the intended learning outcomes at the B1 level it is their responsibility to bridge the gap to meet the requirements set.

The target level of language proficiency: B1+

<p>1. Aims of the course and its duration</p>	<p>Aims of the course:</p> <ul style="list-style-type: none"> • To further develop students' language skills • To develop communicative competencies in English • To improve vocabulary range and explore complex grammatical structures • To enable students to use English in academic, professional, business and legal settings • To help present student's personal viewpoint in speech and writing in a clear and coherent manner • To stimulate self-education learning strategies • To promote team work <p>Course duration:</p> <ul style="list-style-type: none"> • 2 semesters – 60 hours (2x30)
<p>2. The content of the course:</p>	
<p>➤ Main topic areas</p>	<p>Semester I</p> <ul style="list-style-type: none"> • Basic company concepts (organisation types, structures) • Corporate culture (definition and examples of different corporate cultures, the notion of unwritten rules in a company) • Employment law • Employment agreement • Employment dispute <p>Semester II</p> <ul style="list-style-type: none"> • Intellectual Property • Presentations: structure, language
<p>➤ Lexical and grammatical structures</p>	<p>Semester I</p> <ul style="list-style-type: none"> • Past tenses • Advice structures: strong recommendations and diplomatic advice • Prepositions relating to work environment • Organigrams: work organization and responsibility • Work placement/work experience/internship • Types of employment • Labour and employment problems <p>Semester II</p> <ul style="list-style-type: none"> • Questions • Requests and instructions • Formal and informal correspondence • Copyright • Industrial property law • Language of presentations

<p>➤ Language functions / ability to communicate</p>	<ul style="list-style-type: none"> • Giving short presentations summarising students' viewpoints on a given topic • Giving feedback to peers • Expressing opinions and presenting arguments • Analysing and selecting information • Using professional language connected with students' field of studies • Making requests and giving instructions • Telephoning
<p>➤ Academic component</p>	<ul style="list-style-type: none"> • Reading for understanding and synthesizing information from texts • Writing letter / email of enquiry, letter / email of advice • Active participation in typical academic settings: discussions, presentations • Finding, selecting and presenting information • Developing autonomy in learning
<p>3. Expected learning outcomes</p> <p>At the end of the course student:</p> <p>A. knows and understands the main ideas, facts and concepts that are included in the main topic areas of the course, confirmed by the CUE Language Centre placement results as well as understands relationships between acquired knowledge and his/her field of specialization,</p> <p>B. is able to interact with a degree of fluency and spontaneity expected at the B1 level of English, which enables him/her to be understood without strain by native and non-native speakers, either in spoken or written English,</p> <p>C. is ready to participate in the business and legal environment, taking responsibility for spoken and written communication he/she produces and assessing his/her progress.</p>	
<p>➤ Speaking</p>	<p>At the end of the course student:</p> <ul style="list-style-type: none"> - can discuss cultural problems in the workplace - can enumerate and describe different professions connected with legal environment - can role play a business telephone conversation
<p>➤ Reading</p>	<p>At the end of the course student:</p> <ul style="list-style-type: none"> - can read, analyse and understand business and legal texts - can comment on the information provided - can understand the description of facts, events in formal letters and/or documents - can recognize the line of argument in the treatment of the issue presented in a written material.

<p>➤ Listening</p>	<p>At the end of the course student:</p> <ul style="list-style-type: none"> - can understand interviews with experts working in business and legal environment - can select information and respond to questions about detail, meaning or gist
<p>➤ Writing</p>	<p>At the end of the course student:</p> <ul style="list-style-type: none"> - can lay out an email of enquiry - can lay out an email of advice.

Coursebooks: Halina Sierocka, *Legal English*, Wydawnictwo C.H.Beck , Warszawa 2014

Allison, J. Appleby, R. de Chazal E. - *The Business B1+*
Intermediate Coursebook, Macmillan

Additional materials: Teacher's own materials, materials based on available resources comprising information about their sources and copyrights.