



Cracow University of Economics Language Centre

English Language Teaching Framework

Business and Legal English 2 Level B1 +Full time studies

Preliminary assumptions :

- ✓ The course is based on the assumption that students successfully completed Course 1 in General Business English and Legal English, level B1.
- ✓ The course introduces and develops students' professional competence in their field of specialization, that is law and business (e.g. contract law, commercial law, public economic law).
- ✓ 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 negotiations.
- ✓ 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: cover letter and reply to enquiry. 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 participating 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, legal and business 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"> • Career choices • Recruitment process • Contract law and torts <p>Semester II:</p> <ul style="list-style-type: none"> • Making deals • Negotiations • Commercial law • Public economic law
<p>➤ Lexical and grammatical structures</p>	<p>Semester I</p> <ul style="list-style-type: none"> • Present tenses • Present perfect and past simple • Types of contracts • Types of clauses • Torts <p>Semester II</p> <ul style="list-style-type: none"> • Conditional sentences • Verb patterns with recommend/suggest/advise • Commercial Companies Code • Business entities
<p>➤ Language functions / ability to communicate</p>	<ul style="list-style-type: none"> • Participating in negotiations • Expressing opinions and presenting arguments

	<ul style="list-style-type: none"> • Analysing and selecting information • Paraphrasing • Creating definitions and synonyms / antonyms • Analysing a legal opinion
➤ Academic component	<ul style="list-style-type: none"> • Reading for understanding and synthesizing information from texts • Writing: cover letter, reply to enquiry • Active participation in typical academic settings: discussions, presentations, negotiations • Finding, selecting and presenting information • Analysing legal texts • 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, 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>	
➤ Speaking	<p>At the end of the course student:</p> <ul style="list-style-type: none"> - can use business vocabulary referring to contract law, commercial law, - to interrogate interlocutors in business-like environment - to carry out negotiations - can describe facts, events, emotions - to initiate conversation - to give arguments - to participate actively in legal and business context
➤ Reading	<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 to correspond - can recognize the line of argument in the treatment of the issue presented in a written material
➤ Listening	<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

➤ Writing	<p>At the end of the course student - can write cover letters / emails and letters / emails replying to enquiries.</p>

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.