



Preliminary assumptions :

- ✓ The course is based on the assumption that students successfully completed Course 2 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. tax law, financial law, the court system).
- ✓ 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 analysing 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 meetings.
- ✓ Having completed the course students should be able not only to comprehend the concepts related to business and/or legal areas included in the syllabus, but also to apply them in the whole process of communication, both oral and written.
- ✓ The course explores the following business writing genres: letters/emails complaint and apology. 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 counsellor 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: B2+

<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: 2 semesters – 60 hours (2x30)</p>
<p>2. The content of the course:</p>	
<p>➤ Main topic areas</p>	<p>Semester I</p> <ul style="list-style-type: none"> • Corporate Social Responsibility (CSR) • Financial Law • Meetings – structure, language <p>Semester II</p> <ul style="list-style-type: none"> • Talking about the future • Tax Law
<p>➤ Lexical and grammatical structures</p>	<p>Semester I</p> <ul style="list-style-type: none"> • Passive Voice • Reported Speech • Reporting verbs • Elements of Financial Law • Loan Agreement • The budget bill • Meetings: structures, useful expressions, body language <p>Semester II</p> <ul style="list-style-type: none"> • Future forms: Future Simple, "going to", Present Continuous • Expressing likelihood • Elements of Tax Law • Types of taxes • General revision
<p>➤ Language functions / ability to communicate</p>	<ul style="list-style-type: none"> • Participating in and chairing meetings • Expressing opinions and presenting arguments • Analysing and selecting information • Using collocations referring to business performance

<p>➤ Academic component</p>	<ul style="list-style-type: none"> • Writing: letters, emails of complaint and apology • Finding, selecting and presenting information • Analysing information contained in grids • 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 B2+ level of 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:</p> <ul style="list-style-type: none"> - can participate in and chair a meeting - can use vocabulary referring to tax law and financial law - can correct and reformulate ideas
<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 to correspond - 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 details, meaning or gist
<p>➤ Writing</p>	<p>At the end of the course student:</p> <ul style="list-style-type: none"> - can write letters/emails of complaint - can write letters/emails of apology

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.