



Introduction to University Etiquette, Official Correspondence and Composition of Academic Texts

Educational subject description sheet

Basic information

<p>Field of study Joint Bachelor in Sustainability</p> <p>Speciality -</p> <p>Organizational unit Faculty of Law and Administration</p> <p>Study level first cycle (joint degree programme)</p> <p>Study form full-time degree programme</p> <p>Education profile General academic</p> <p>Mandatory obligatory</p>	<p>Education cycle 2025/26</p> <p>Subject code UJ.WPAJBSS.820.16346.25</p> <p>Lecture languages english</p> <p>Subject related to scientific research Yes</p> <p>Disciplines Linguistics</p> <p>ISCED classification 0230 Languages not further defined</p> <p>USOS code</p>	
Subject coordinator	Magdalena Paluszkiewicz-Misiaczek	
Lecturer	Magdalena Paluszkiewicz-Misiaczek	
Period Semester 2	<p>Examination exam</p> <p>Activities and hours Lecture with elements of a discussion class: 20</p>	Number of ECTS points 2.0

Goals

C1	The aim of the course is to familiarise students with intracultural differences regarding proper university etiquette and official correspondence, equip them with fundamental skills and understanding so that they can operate in the formal register in English easily, as well as instruct them in the proper structure of an academic paper, sources evaluation and integration of graphs and data into written text.
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Subject's learning outcomes

Code	Outcomes in terms of	Effects	Examination methods
Knowledge - Student knows and understands:			
W1	differences between official and unofficial language; recognizes texts in formal, semi-formal and informal styles; knows how to construct a research paper and describe various aspects of sustainability being critical and evaluating	JBS_K1_W06	written exam
W2	the rules of university savoir vivre and writing official correspondence in university environment	JBS_K1_W01	written exam
Skills - Student can:			
U1	critically analyse various forms of academic correspondence taking into consideration intercultural differences; analyse academic literature in the field and conduct research under supervision.	JBS_K1_U01	written exam
U2	present and report in English (at least CEFR B2 level) knowledge, methodologies, ideas, problems and solutions, clearly and comprehensively, in various forms destined for different audiences.	JBS_K1_U02	written exam
Social competences - Student is ready for:			
K1	to critical assess of university correspondence and academic texts;	JBS_K1_K04	written exam
K2	to verbalize of own opinions related to different aspects of sustainability in formal and informal style depending on circumstances	JBS_K1_K05	written exam

Calculation of ECTS points

Activity form	Activity hours*
Lecture with elements of a discussion class	20
paper preparation	20
preparation for the exam	15
Student workload	Hours 55
	ECTS 2.0

* hour means 45 minutes

Study content

No.	Course content	Subject's learning outcomes
1.	University savoir vivre; Intercultural awareness; Intercultural competence	W2, U2, K1
2.	Various levels of formal and informal language; Gender sensitive and inclusive language; Commonly confused words and typical errors; Sentence structure	W2, U2, K1

No.	Course content	Subject's learning outcomes
3.	Organizing information; Topic sentence; Paragraphing; Punctuation; Use of articles; Choice of tenses	W1, U1, K1, K2
4.	Writing for the gist – summaries (indicative and informative, source identification) and reports (assessment, informative, survey); Organising information; Giving examples; Giving definitions, Paragraphing	W1, U1, U2, K1, K2
5.	Official correspondence in the university environment (part 1): official e-mails, letters to the authorities, letters giving information	W1, U1, U2, K1, K2
6.	Official correspondence in the university environment (part 2) - various transactional letters (complaints, queries, suggestions, apologies)	W1, U1, U2, K1, K2
7.	Data commentary; Written description of visual materials; Graphs and trends; Scholarship/Grant/Job applications	W1, U1, K1, K2
8.	Construction of a research paper (part 1) <ul style="list-style-type: none"> • How to write an introduction • Writing about methodology • Writing about results/writing the discussion 	W1, U1, K1, K2
9.	Construction of a research paper (part 2) <ul style="list-style-type: none"> • Concluding • Abstracts • Bibliography 	W1, U1, K1, K2
10.	Being critical and evaluating; Writing a review; Course summary	W1, U1, U2, K1, K2

Course advanced

Teaching methods :

conversation lecture, case study, practicals

Activities	Examination methods	Credit conditions
Lecture with elements of a discussion class	written exam	Written exam at the end of the term - minimum score of 60% to receive a passing grade. The scores from two written assignments the students will submit during the semester (text edition and evaluation and writing a short text (PBL case)) count towards the score of the final exam.

Entry requirements

Knowledge of English at least at CEFR B2 level

Literature

Obligatory

1. J. Swales, Ch. Feak. Academic Writing for Graduate Students. Essential Tasks and Skills, University of Michigan Press, 2008.
2. M. McCarthy, F. O'Dell, Academic Vocabulary in Use, Cambridge University Press, 2008.
3. J. Morley, I. People, Words for ideas, Express Publishing, 2004.
4. J. Morley, I. People, P. Doyle, University Writing Course, Express Publishing, 2016.
5. V. Evans, Successful Writing Proficiency, Express Publishing, 2021
6. J. Dooley, The Art of Writing, Express Publishing, 2022
7. Insider's Guide to College Etiquette: Second Edition., Bedford/St. Martin's 2014

Effects

Code	Content
JBS_K1_K04	The graduate can critically assess and verbalize own competencies and skills related to different aspects of sustainability as well as their need for development.
JBS_K1_K05	The graduate can defend the importance of scientific data and methods as a basis for decision-making.
JBS_K1_U01	The graduate can critically analyse academic literature, formulate research questions and conduct research under supervision.
JBS_K1_U02	The graduate can present and report knowledge, methodologies, ideas, problems and solutions, clearly and comprehensively, in different forms destined for different audiences - including discussions and debates which require defending a substantiated opinion, as well as conversations in a foreign language at the CEFR B2 level.
JBS_K1_W01	The graduate can describe the concept of sustainability and recognize the differences in relevant definitions, models and approaches.
JBS_K1_W06	The graduate can describe interconnections between various aspects of sustainability and identify their significance in the context of natural and social sciences, with a special focus on disciplines included in the selected specialisation track (law and politics; chemistry and physics; chemistry and biology; economics and geography; economics, management and engineering; humanities).