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| FACULTY: | Faculty of Humanities |
| FIELD OF STUDY: | German Philology |
| ERASMUS COORDINATOR OF THE FACULTY: | Dominika Liszkowska |
| E-MAIL ADDRESS OF THE COORDINATOR: | dominika.liszkowska@tu.koszalin.pl |
| COURSE TITLE: | Office and business correspondence |
| LECTURER’S NAME: | W. Trojanowicz |
| E-MAIL ADDRESS OF THE LECTURER: | Wieslaw.trojanowicz@tu.koszalin.pl |
| ECTS POINTS FOR THE COURSE: | 2 |
| COURSE CODE (USOS): |  |
| ACADEMIC YEAR: | **2025/2026** |
| SEMESTER:  (W – winter, S – summer) | s |
| HOURS IN SEMESTER: | 30 |
| LEVEL OF THE COURSE:  (1st cycle, 2nd cycle, 3rd cycle) | 1.cycle |
| TEACHING METHOD:  (lecture, laboratory, group tutorials, seminar, other-what type?) | Group tutorials |
| LANGUAGE OF INSTRUCTION: | **German** |
| ASSESSMENT METHOD:  (written exam, oral exam, class test, written reports, project work, presentation, continuous assessment, other – what type?) | Class tests, presentations |
| COURSE CONTENT: | The aim of the course is to familiarise students with the standards for official and administrative correspondence, different types of specialised texts in the field of official and business correspondence; writing official and business texts. |
| ADDITIONAL INFORMATION: | - S. Schwinger (Red.), Duden-Geschäftskorrespondenz, Berlin 2014.  - G. Neumayer u. U. Rudolph, Geschäftskorrespondenz von A bis Z, Hannover 2008. |

……………………………W. Trojanowicz, 25.03.25…………………………………..

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