



UNIwersYTET  
IM. ADAMA MICKIEWICZA  
W POZNANIU

## Composing and editing functional texts in German

### Educational subject description sheet

#### Basic information

<b>Study programme</b> Lingwistyka stosowana (Applied Linguistics and Intercultural Communication)		<b>Didactic cycle</b> 2023/24	
<b>Speciality</b> -		<b>Subject code</b> 09LSAS.14K.04077.23	
<b>Organizational unit</b> Faculty of Modern Languages and Literatures		<b>Lecture languages</b> English	
<b>Study level</b> First-cycle programme		<b>Course type</b> Obligatory	
<b>Study form</b> Full-time		<b>Block</b> Major subjects	
<b>Education profile</b> General academic			
<b>Subject coordinator</b>	Lucyna Krenz-Brzozowska		
<b>Lecturer</b>	Lucyna Krenz-Brzozowska		
<b>Period</b> Semester 3	<b>Activities and hours</b> • Classes: 15, Graded credit		<b>Number of ECTS points</b> 1

## Goals

Code	Goal
C1	Familiarizing the students with selected basic types and genres of functional texts in German, their structure and functions (e.g. CV, letter of application, private letter, Christmas greetings, business correspondence: enquiry, offer, order, order confirmation, waybill, complaint, invoice).
C2	Familiarizing the students with linguistic devices in German in terms of vocabulary, phraseology and syntax appropriate to a given genre of text and communicative purposes.
C3	Acquiring the ability to write in German selected genres of functional texts (e.g. a CV, a covering letter, a private letter, holiday wishes, business correspondence: an enquiry, an offer, an order, an order confirmation, a waybill, a complaint, an invoice)

## Subject learning outcomes

Code	Outcomes in terms of	Learning outcomes	Examination methods
<b>Knowledge - Student:</b>			
W1	knows and understands the structure and function of the basic genres of applied texts in German	LSA_K1_W08	Written colloquium, Test
W2	knows how to use patterns of applied texts available in the literature and on the Internet while respecting the principles of copyright and property protection	LSA_K1_W10	Written colloquium, Test
<b>Skills - Student:</b>			
U1	is able to analyse selected applied texts from the point of view of macro- and microstructure, vocabulary and phraseology as well as features of written language and official style	LSA_K1_U06	Written colloquium, Test
U2	is able to write selected basic texts in German using the lexis, phraseology, syntax and style characteristic of the given textual genre.	LSA_K1_U03	Written colloquium, Test
U3	is able to write selected basic academic texts in German using the lexis, phraseology, syntax and style, characteristic of this type of texts	LSA_K1_U01	Written colloquium, Test
<b>Social competences - Student:</b>			
K1	is able to understand the ethical issues connected with responsibility for the accuracy of the knowledge one transmits and respect for intellectual property intellectual property in the use of specimen texts available in the literature and on the Internet	LSA_K1_K04	Written colloquium

## Study content

No.	Course content	Subject learning outcomes	Activities
1.	Structural, linguistic and socio-cultural specificity of selected text types and genres	W1, W2, U1, U2, U3, K1	Classes

No.	Course content	Subject learning outcomes	Activities
2.	Structural, functional and stylistic features of selected texts, e.g. private letter, season's greetings, commercial letters (enquiry, offer, order, confirmation of order)	W1, W2, U1, U2, U3, K1	Classes
3.	Selected strategies of editing text, e.g. formulating the aim and text plan, paraphrasing sections of text	W1, W2, U1, U2, U3, K1	Classes

### Additional information

Activities	Teaching and learning methods and activities
Classes	Conversation lecture, Work with text, Classes method, Activating method - "brainstorming", Work in groups

Activities	Credit conditions
Classes	<p>To pass the course, the student has to pass the test on theoretical knowledge and the ability to apply the issues discussed in practice, including writing texts in German. Additionally, completing the assignments in due time will be taken into accounts (as homeworks will be the basis for classwork), being active in class (especially the quality of answers and comments given).</p> <p>The following scale will be used for the final test:</p> <p>Very good (bdb; 5,0): 93 – 100%</p> <p>Good plus (+db; 4,5): 84 – 92,75%</p> <p>Good (db; 4,0): 76 – 83,75%</p> <p>Satisfactory plus (+dst; 3,5): 68 – 75,75%</p> <p>Satisfactory (dst; 3,0): 60 – 67,76 %</p> <p>Unsatisfactory (ndst; 2,0): below 60%</p> <p>5.0 – excellent knowledge and skills in writing the functional texts discussed in class in German, e.g. correct structure and adequate style, flawless grammar and lexis; no errors impeding understanding. Flawless responses to theoretical questions. Possible one unjustified absence in class.</p> <p>4.5 – very good knowledge and skills in writing the functional texts discussed in class in German, e.g. correct structure, single small stylistic, grammatical and lexical errors; no errors impeding understanding. Single incorrect answers to theoretical questions. Possible one unjustified absence in class.</p> <p>4.0 – good knowledge and skills in writing the functional texts discussed in class in German, e.g. correct structure, few insignificant stylistic, grammatical and lexical errors; no errors impeding understanding. Few incorrect responses to theoretical questions. Possible one unjustified absence in class..</p> <p>3.5 – satisfactory knowledge and skills in writing the functional texts discussed in class in German, e.g. numerous more serious and/ or single errors in the structure of texts, numerous more serious or single stylistic, grammatical and lexical errors, one – two errors impeding understanding. Often incorrect answers to theoretical questions. Possible two unjustified errors in class.</p> <p>3.0 – acceptable knowledge and skills in writing the functional texts discussed in class in German, e.g. numerous more serious errors and/ or few errors in the structure of texts, numerous more serious errors and/ or stylistic, grammatical and lexical errors, two – three errors impeding understanding. Numerous incorrect answers to theoretical questions. Possible two unjustified absences in class.</p> <p>2.0 – unsatisfactory knowledge and skills in writing the functional texts discussed in class in German, e.g. numerous more serious errors and/ or numerous errors in the structure of texts, numerous more serious errors and/ or numerous stylistic, grammatical and lexical errors, three or more errors impeding understanding. Incorrect majority of answers to theoretical questions. Possible three or more unjustified absences in class.</p>

## Literature

### Obligatory

1. Briefe gut und richtig schreiben! (2006): Duden

### Optional

1. Sommerfeld, K.-E. / Schreiber, H. (eds.) (2001): Textsorten des Alltags und ihre typischen sprachlichen Mittel. Frankfurt am Main.

## Calculation of ECTS points

Activities	Activity hours*
Classes	15
Preparation for classes	7
Reading the indicated literature	2
Preparation for the assessment	6
<b>Student workload</b>	<b>Hours</b> 30
<b>Number of ECTS points</b>	<b>ECTS</b> 1

\* academic hour = 45 minutes

## Efekty uczenia się dla kierunku

Kod	Treść
LSA_K1_K04	The graduate is ready to understand the ethical issues related to responsibility for the reliability of the knowledge shared with others and respecting intellectual property rights.
LSA_K1_U01	The graduate can use a first foreign language taught in a given specialty/specialization at B2 level, as specified in the Common European Framework of Reference (CEFR) and a second foreign language at B1 or B2 level, as specified for a given specialty/specialization.
LSA_K1_U03	The graduate can independently use the subject-matter knowledge, including an innovative use of traditional and multimedia sources of information (in particular encyclopedias, dictionaries and corpora) available in the languages of a given specialty/specialization.
LSA_K1_U06	The graduate can create and analyze written and oral forms in the languages of a given specialty/specialization, using specialist terms and up-to-date methods and research tools, and participate in a debate (i.e. present and evaluate different opinions and positions and discuss them).
LSA_K1_W08	The graduate knows and understands comprehensive nature of language and verbal communication.
LSA_K1_W10	The graduate knows and understands basic concepts and principles of intellectual property and copyright protection.