

# STUDY GUIDE

## *B1 GENERAL ENGLISH COURSE*

Organised by

Poznań University of Technology

## 1. IDENTIFYING DATA.

· Course Name.	B1 General English Course
· Coordinating University.	Poznań University of Technology
· Partner Universities Involved.	EUNICE
· Course Field(s).	Modern language
· Related Study Programme.	N/A
· ISCED Code.	1231 language acquisition
· SDG.	4, 8, 10, 17
· Study Level.	N/A

· Number of ECTS credits allocated.	N/A
· Mode of Delivery.	"Online live" and "onsite"
· Language of Instruction.	English
· Course Dates.	'onsite': from 15 <sup>th</sup> October 2025 to 30 <sup>th</sup> June 2026 'online': from 15 <sup>th</sup> February 2026 to 30 <sup>th</sup> June 2026
· Precise Schedule of the Lectures.	15 meetings x 90min
· Key Words.	general English, communication, intermediate
· Catchy Phrase.	"Learn a new language and get a new soul." Czech Proverb

· Prerequisites and co-requisites.	B1 in English CEFR level
· Number of EUNICE students that can attend the Course.	'onsite' at PUT for PUT employees: 10 'online' for employees of EUNICE partner universities: 20
· Course inscription procedure(s).	Standard EUNICE procedure

## 2. CONTACT DETAILS.

· Department.	Centre of Languages and Communication at Poznań University of Poznań
· Name of Lecturer.	Maria Szaefer, MA and Marta Zakrzewska, MA
· E-mail.	<a href="mailto:maria.szaefer@put.poznan.pl">maria.szaefer@put.poznan.pl</a> ; <a href="mailto:marta.zakrzewska@put.poznan.pl">marta.zakrzewska@put.poznan.pl</a>

· Other Lecturers.	N/A
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### 3. COURSE CONTENT.

A B1-level course, according to the CEFR classification, focuses on developing communication skills useful in the workplace, during business trips, and when collaborating with employees from other universities. The course covers both topics that may arise in informal conversations during business trips and those specifically related to work at a university.

### 4. LEARNING OUTCOMES.

#### Knowledge

Participants are familiar with vocabulary related to business and personal travel, office work, money and finance, life in big cities, education, food, relaxation and work, professional phone conversations, and email writing. They know typical expressions and phrases used in professional situations, such as business conversations or correspondence.

#### Skills

They can engage in dialogues on professional topics (e.g., planning trips, conducting phone conversations). They create accurate and comprehensible spoken and written statements on topics such as business, education, or food culture. They can describe their experiences, professional plans, or explain office procedures. They effectively use communication strategies, such as paraphrasing or asking for details, in situations requiring clarification or negotiation.

#### Social Competencies

Participants develop confidence in English communication, especially in professional contexts. They collaborate with others in pairs and groups, learning teamwork and the exchange of information in English.

They demonstrate openness and tolerance toward cultural diversity, which is crucial when working at a university or in international professional interactions.

### 5. OBJECTIVES.

Participants will learn to express opinions effectively and convey information in both professional and personal contexts. They will be able to conduct telephone and face-to-face conversations on work-related topics. They will expand their vocabulary related to the discussed fields. They will develop their email-writing skills. They will increase their awareness of cultural diversity in international communication. They will acquire the ability to collaborate in groups and share ideas in English.

## 6. COURSE ORGANISATION.

### UNITS

1.	<b>Who are we?</b> Introducing ourselves, providing email addresses, spelling names and surnames, brief social conversations. Placement test.
2.	<b>In the office.</b> Office equipment, office work, language used in telephone conversations.
3.	<b>Vacation or business?</b> Business and personal trips, language related to air travel, booking accommodations, and staying at a hotel.
4.	<b>Vacation or business?</b> Business and personal trips, language related to air travel, booking accommodations, and staying at a hotel.
5.	<b>My city.</b> Issues of large cities, urban tourism, means of transportation, important places in the city, giving directions.
6.	<b>My city.</b> Issues of large cities, urban tourism, means of transportation, important places in the city, giving directions.
7.	<b>Black Friday.</b> Money and finance, shopping, payment methods.
8.	<b>The good old days. Education.</b> Diplomas and academic titles, types of schools, subjects, university roles.
9.	<b>I'll have the salad.</b> Restaurant language, food, and cooking.
10.	<b>Digital detox.</b> Addiction to modern technologies.
11.	<b>KFC for Christmas?</b> Traditions and holidays around the world.
12.	<b>Netiquette and email writing.</b> Good online manners, formal and informal language, email etiquette.
13.	<b>Netiquette and email writing.</b> Good online manners, formal and informal language, email etiquette.
14.	<b>Work-life balance.</b> Healthy lifestyle.
15.	<b>Review and summary.</b> Revision of vocabulary, phrases, and expressions learned during the course.

### LEARNING RESOURCES AND TOOLS.

Platforms: Zoom, Canva, YouTube

### PLANNED LEARNING ACTIVITIES AND TEACHING METHODS.

**Methodology:** Language teaching through a communicative approach, task-based learning.

**Didactic activities:** Pair and group work, discussions, role-playing, giving presentations, writing emails.

## 7. ASSESSMENT METHODS, CRITERIA AND PERIOD.

A placement test will be conducted before the start of the course, followed by a similar test upon completion. The participants' progress will be assessed.

### OBSERVATIONS.

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## 8. BIBLIOGRAPHY AND TEACHING MATERIALS.

*English File Intermediate Plus, Third Edition*, Oxford University Press, 2014  
*English File Intermediate, Third Edition*, Oxford University Press, 2013  
*English File Upper-intermediate, Third Edition*, Oxford University Press, 2014  
*Cutting Edge Elementary*, Pearson Education Limited, 2001