


| | | |
|---|-------------------------------------|--|
|   | STUDY COURSE DESCRIPTION | APPROVED by College of Business Administration at 18.01.2021. meeting of Council of Studies Protocol No VAD 4-03/18.01.2021 |
|---|-------------------------------------|--|

| | | | |
|---|---|--------------------------------------|----|
| Title of the Course | BUSINESS ENGLISH II | | |
| Amount in credit points/ ECTS) | 2/3 | Amount in credit points/ ECTS) | 80 |
| Grounding | General English Language, Level B1 | | |
| Science Sector | Linguistics and Literature | | |
| Science Subsector | Business Linguistics | | |
| Summary of academic hours | | Amount (academic hours) | |
| Distance learning | | 80 | |
| Contact hours / video lessons | | 8 | |
| Exercises, self – assessment questions and tests | | 14 | |
| Individual work/ discussions in distance | | 16 | |
| Exams/tests | | 2 | |
| 1. level professional study programme | Micro, Small and Medium Enterprise Management | | |
| Author(s) of the course | Mg. paed. Kristīne Kvēle-Kvāle | | |
| Lecturer(s) of the course | Mg. paed., Mg.edu. Dārta Akmens | | |
| Goal of the course: | To deepen the understanding of English language as a system, to give opportunity to obtain skills theoretically and practically, that would allow to solve issues of work necessities, business communication as well as private life, in Russian language successfully and effectively and to have adequate reactions to situation changes. | | |
| Requirements for obtaining credit points (structure of course evaluation): | <u>The final evaluation is calculated:</u> Moodle discussion / tasks – 50% Exam – 50% <i>For obtaining final evaluation, both activities should hold successful evaluation – not below 4 points.</i> <i>Final evaluation is the average grade in 10-point system, in proportion of percentage distributed amongst both activities</i> | | |
| Study Results | | | |
| 1. Knowledge: 1.1. Students remember and demonstrate the core terminology of each of the subjects of the course and its use in communication. | | | |
| 2. Skills: 2.1.Students describe a company, to desing documents for job application, to use during the course learned language structures for communication via telephonenumber, in writing and presence, as well as durind presentations independently. | | | |
| 2.2.Students understand the audio material about the themes covered during the course on English language Level B1, while spoken slowly and clearly about the subjects, that are of personal or professional interest of the students. | | | |
| 2.3.Students understand texts, where commonly on daily bases used or related to their work language is used. Able to understand written in private letters expressed happenings, wishes and feelings. | | | |
| 2.4. Students, without prior preparation, engage in conversation about known to me or interesting to me subjects related to every-day life. | | | |

| | | | |
|-----------------|-----------------------|-----------|---------------|
| For general use | Valid from 01.03.2021 | Version 3 | page 1 from 3 |
|-----------------|-----------------------|-----------|---------------|

2.5. Studentse justify in short thir opinion, intents in different professional situations and communicate accordingly.

3. *Competency:*


3.1. Students recognise the text and structure of communication situation and are able to interpret them basing on context, as well as to use the language according to the communication nesessity.

Content of the Course

| No. | Subjects | Contact hours, video, audio lessons | Distance learning | Exercises, self- assessment questions and tests | Individual task – remote discussion. Description of the individual task is available in the E-studies | Exam |
|---------------|--------------------|--|-------------------|---|--|------|
| 1. | Company Structures | 8 | 6 | 2 | 2 | 2 |
| 2. | Telephone language | | 6 | 2 | 2 | |
| 3. | Recruitment | | 6 | 2 | 2 | |
| 4. | Meetings | | 6 | 2 | 2 | |
| 5. | Formal writing | | 4 | 2 | 2 | |
| 6. | Marketing | | 4 | 2 | 2 | |
| 7. | Finance | | 4 | 1 | 2 | |
| 8. | Presentations | | 4 | 1 | 2 | |
| TOTAL: | | | 8 | 40 | 14 | 16 |
| 80 | | | | | | |

Mastering the course and successfully passing examination, student is capable of (*knowledge, skills and competencies*)

| Study Results: | Evaluation Criteria | | |
|------------------|--|--|--|
| | (40-69%) | (70-89%) | (90-100%) |
| Knowledge | To recognise and name the terminology of the course themes and grammar forms | To understand and define the terminology and to use grammar form | To use terminology and grammar forms according to the communication |
| Skills | To recognise the structure of communication, to combine terminology and | To combine terminology and language structures in sentences, that atr thematically | To integrate listening, reading, writing and communication skills in communication |

| | | |
|--|-------------------------------------|--|
|  | STUDY COURSE DESCRIPTION | APPROVED by College of Business Administration at 18.01.2021. meeting of Council of Studies Protocol No VAD 4-03/18.01.2021 |
|--|-------------------------------------|--|

| | | | |
|--|--|---|--|
| | language structures in sentences | different from the study material a | situations freely. To form structured communication. |
| Competencies | Responsibility by evaluating real communication situations | Ability to offer appropriate language solutions to simple communication situations. | Ability to offer appropriate, elastic and detailed language solutions in communication situations. |
| Acknowledgement of the obtained study results | | | |
| Study Results Evaluation Method | 1. | 2. | 3. |
| | | | |
| | | | |
| | | | |
| Moodle discussions/tasks | X | X | - |
| Exam | X | X | X |

Core Literature

| | |
|----|--|
| 1. | Kvele-Kvale K. English Business Language. SIA "Latvijas Uzņēmējdarbības un menedžmenta akadēmija", 2009. |
|----|--|

Additional Literature

| | |
|----|---|
| 1. | CEP Publishing, Business English Official Vocabulary, 2020 Edition |
| 2. | Mark Roche, Business English Speaking, 2019 Edition |
| 3. | Mark Roche, Business English Writing, 2019 Edition |
| 4. | Mark Powell, Dynamic Presentations, 2020 Edition |
| 5. | Barbara Garside, Tony Garside, Essential Telephoning in English, 2020 Edition |

Recommended Periodicals

| | |
|-----|--|
| 1. | <i>Inc.</i> |
| 2. | <i>Entrepreneur</i> |
| 3. | <i>Fast Company</i> |
| 4. | https://www.teachingenglish.org.uk/ |
| 5. | www.learnenglish.britishcouncil.org/en |
| 6. | https://www.thetimes.co.uk/ |
| 7. | https://www.ted.com/ |
| 8. | www.bbc.co.uk/learningenglish/ |
| 9. | www.macmillandictionary.com |
| 10. | www.freedictionary.com |

| | | | |
|-----------------|-----------------------|-----------|---------------|
| For general use | Valid from 01.03.2021 | Version 3 | page 3 from 3 |
|-----------------|-----------------------|-----------|---------------|