

Title of the Course		CULTURE ASPECTS OF THE LATVIAN LANGUAGE	
Amount in credit points/ECTS)	2/3	Volume (in hours)	80
Prior knowledge	Latvian language at C1 level, Latvian as a mother language		
Science Sector	Linguistics		
Science Subsector	Business linguistics		
Summary of academic hours		Amount (academic hours)	
Distance learning		40	
Contact hours / video lessons		8	
Exercises, self – assessment questions and tests		14	
Individual work/ discussions in distance		16	
Exams/tests		2	
1 <sup>st</sup> level professional study programme	Office Management		
Author(s) of the course	Dr. philol., Dr.oec. Ineta Kristovska		
Lecturer(s) of the course	Dr. philol. Dite Liepa		
Goal of the course:	The aim of the course is to describe today’s Latvian language, the culture of the Latvian language, language norms and society’s attitude towards it. Students are able to use the theoretical knowledge in practice and use newly-acquired findings, develop written and oral skills by objectively analysing and understanding the changes in the language.		
Requirements for obtaining credit points (structure of course evaluation):	<u>The final evaluation is calculated:</u> Moodle discussion/tasks – 40% Exam – 60% <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. A student describes the notion of ‘language culture’, language in the literature, literal language, its norms both in written and spoken, in the use of dialects. 1.2. A student generalizes and separates practical knowledge in the use of Latvian language: business language in written and spoken ways, understanding the layers of illiteracy lexicon and correct choice of the language tools in certain situations; 1.3. A students writes in an attractive form; 1.3. A student analyses the categories of linguistics, especially illustrating it in the lexicon and stylistics; 1.4. A student adjusts knowledge of the Latvian literary language, language culture by objectively analysing and understanding the changes in the language. 2.Skills: 2.1. A student demonstrates practical use the language in business communication; 2.2. A student adjusts the spoken and written skills to the needs of the sector. 2.3. A student uses the sources of Latvian lexicography (dictionaries, databases, internet sources, etc.) 3. Competences:			
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3.1. A student demonstrates respective use of the Latvian language in written and spoken according to the situation.

**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.	Notion of literary language	8	5	14	16	2
2.	Literary norms, its sources and well-mannered person's language		5			
3.	Illiteracy work differences		5			
4.	Basics of linguistics		5			
5.	Most common mistakes in language.		5			
6.	Layers of lexicon.		5			
7.	Phraseology. Basics of lexicography of the Latvian language		5			
8.	Language styles		5			
<b>TOTAL:</b>		8	40	14	16	2
<b>80</b>						

**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%)
<b>Knowledge</b>	Has general knowledge and understanding about the culture of the Latvian language, literary and non-literary language, its norms un usage, however finds it difficult to get involvbed in the discussion and justify	Has detailed knowledge and understanding about the culture of the Latvian language, literary and non-literary language, its norms un usage, can discuss every topic in a wider context, however cannot justify one's opinion	Has outstanding knowledge and understanding about the culture of the Latvian language, literary and non-literary language, its norms un usage, can discuss every topic in a wider context, and justify one's opinion

	one's opinion		
<b>Skills</b>	Finds it challenging to independently and successfully find language means appropriate to the aim of communications and style in a written and oral communication	Can independently and successfully find language means appropriate to the aim of communications and style in a written and oral communication cannot justify the unsuccessful choice	Can independently, successfully and creatively find language means appropriate to the aim of communications and style in a written and oral communication can justify the unsuccessful choice
<b>Competences</b>	Lacks knowledge on the business use of language, lacks understanding about the appropriate use of language means in the business communication	Has good knowledge on the business use of language, good understanding about the appropriate use of language means in the business communication, however has little practical skills	Has outstanding knowledge on the business use of language, well-grounded understanding about the appropriate use of language means in the business communication, and wide practical experience

**Acknowledgement of the obtained study results**

Study Results	1.	2.	3.
<b>Evaluation Method</b>			
Moodle discussions/tasks	X	X	-
Exam	X	X	X

**Core Literature**

1.	Freimane I. <i>Valodas kultūra teorētiskā skatījumā</i> . Rīga :1993 (pieejama elektroniski Valsts valodas komisijas mājaslapā: <a href="http://www.vvk.lv">www.vvk.lv</a> )
2.	Koluža, R. <i>Kas meklē, tas atrod</i> . Latviešu valodas rokasgrāmata. Lielvārde: Lielvārds 2007.
3.	<i>Latviešu valoda</i> (prof. Andreja Veisberga redakcijā). Rīga : LU Akadēmiskais apgāds 2013.
4.	<i>Latviešu valoda</i> . Pareizrakstības un pareizrūnas rokasgrāmata. Rīga : Avots 2002.
5.	<i>Normatīvo aktu projektu izstrādes rokasgrāmata..</i> Rīga : Valsts kanceleja, 2016. ( arī <i>Vēstule rakstīšanas vadlīnijas</i> . Rīga : Valsts kanceleja 2016)
6.	Skujina, V. Lai taptu vārds... Pieejams: <a href="http://termini.lza.lv/article.php?id=238">http://termini.lza.lv/article.php?id=238</a>
7.	Skujina V. <i>Latviešu valoda lietišķajos rakstos</i> . Rīga: 1999 (atk. izdevumi 2003., 2005. un turpmākajos gados)
8.	Rozenbergs, J. <i>Latviešu valodas stilistika</i> . Rīga : Zvaigzne 1995.

9.	Smiltneiece, G. <i>Stilistika un morfostilistika</i> . Studiju materiāli. Liepāja: LiePA2014.
10.	Vispārlietojamo saīsinājumu saraksts. Pieejams: <a href="http://vvc.gov.lv/advantagecms/export/docs/komisijas/saisinajumi-1.pdf">http://vvc.gov.lv/advantagecms/export/docs/komisijas/saisinajumi-1.pdf</a>
11.	Valsts valodas centra Latviešu valodas ekspertu komisijas lēmumi, pieejami <a href="http://vvc.gov.lv">vvc.gov.lv</a> (Komisijas, Latviešu valodas ekspertu komisija, Latviešu valodas ekspertu komisijas pieņemtie lēmumi)
<b>Additional Literature</b>	
1.	Baltiņš, M., Druviete, I. Ceļavējš cilvēku ciltij. Valoda sabiedrībā. Rīga : Latviešu valodas aģentūra, 2017.
2.	Blinkena, A. <i>Latviešu interpunkcija</i> . Rīga : Zvaigzne ABC, 2009
3.	Druviete I. <i>Skatījums. Valoda, sabiedrība, politika</i> . Rīga : LU Akadēmiskais apgāds, 2010.
4.	Kramiņš, E. <i>Retorikas rokasgrāmata. Runāsim skaidri, spilgti, iedarbīgi!</i> (nodaļas „Runa saziņā”, „Saziņas dalībnieku mijiedarbība”) Rīga: Turība, 2016, 12.–82.lpp.; 493.–512.lpp.
5.	<i>Latviešu valodas gramatika</i> . Rīga : LU Latviešu valodas institūts, 2013 (atkārtoti 2015).
6.	Laugale, V, Šulce, Dz. <i>Lielo burtu lietojums latviešu valodā: ieskats vēsturiskajā izpētē, problēmas un risinājumi</i> . Rīga: LVA 2012.
7.	<i>Literārā valoda un normas lingvistiskajā praksē: Eiropas pieredze un tradīcijas</i> . Autoru kol. Rīga : Latviešu valodas aģentūra, apgāds Zinātne 2014.
8.	Mūze, B., Pakalna, D., Kalniņa, I. <i>Bibliogrāfiskās norādes un atsauces</i> . Metodiskais līdzeklis. Rīga: 2005. (kursdarbu u.c. zinātnisku darbu noformēšanai)
9.	Paegle Dz., Kušķis J. <i>Kā runā latvietis</i> . Rīga : Zvaigzne ABC 2002.
10.	<i>Tiesību aktu tulkošanas rokasgrāmata</i> . Rīga : Tulkošanas un terminoloģijas centrs 2006.
11.	<i>Valodas prakse: vērojumi un ieteikumi</i> . Rīga: Latviešu valodas aģentūra (iznāk kopš 2005.gada)
<b>Recommended Periodicals</b>	
1.	Elektroniskās vārdnīcas ( <a href="http://www.tezaurs.lv">www.tezaurs.lv</a> ), Valsts valodas centra ( <a href="http://vvc.gov.lv">vvc.gov.lv</a> ) un Latviešu valodas aģentūras ( <a href="http://www.lva.lv">www.lva.lv</a> ) tīmekļvietne
2.	Akadēmiskā terminu datubāze ( <a href="http://termini.lza.lv/term.php">http://termini.lza.lv/term.php</a> ),
3.	Valsts valodas centra ( <a href="http://vvc.gov.lv">vvc.gov.lv</a> ) un Latviešu valodas aģentūras ( <a href="http://www.lva.lv">www.lva.lv</a> ) tīmekļvietne;
4.	Latviešu valodas pareizrakstības un pareizrunas vārdnīca ( Rīga: Avots, 1995; atkārtoti arī vēlāk) Svešvārdu vārdnīca, Sinonīmu vārdnīca, Latviešu valodas slenga vārdnīca, u.c.