

Title of the Course		BUISNESS ENGLISH I	
Amount in credit points/ECTS)	2/3	Volume (in hours)	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		40	
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		Office Management	
Author(s) of the course		Mg. paed., Mg.edu. Darta Akmens	
Lecturer(s) of the course		Mg. paed., Mg.edu. Darta Akmens	
Goal of the course:		The goal of the course is to develop student’s oral and written competencies of English language and promote the use the knowledge of the language, culture and business in the entrepreneurship environment.	
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 remembers and demonstrates the core terminology of each of the subjects of the course and its use in communication.			
2. Skills: 2.1. Students apply the obtained knowledge in communication.			
3. Competency: 3.1. Students assess and practically use the knowledge of business English in different situations regarding their professional area and wider multidisciplinary contexts.			
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.	Parts of Speech. Nouns. Articles. Adjectives. Adverbs. Verbs. Numerals. Pronouns. Prepositions.	8	6	2	2	2
2.	Tense System. Present Simple. Past Simple. Future Simple. Present Continuous. Past Continuous. Future Continuous. Present Perfect. Past Perfect. Future Perfect.		6	2	2	
3.	Social Engagements. Informal Introductions. Formal Introductions.		6	2	2	
4.	Dining out. Restaurant.		6	2	2	
5.	Travel. Types of Travel.		4	2	2	
6.	Hotels and Accommodation. Types of Accommodation. Reservation		4	2	2	
7.	Around Town. Places in a City. Giving Directions.		4	1	2	
8.	Medical Needs. Illnesses, Injuries, Treatment. At the Hospital		4	1	2	
TOTAL :		8	40	14	16	2
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	To understand and define the terminology and	To use terminology and grammar forms according to the

	the course themes and grammar forms	to use grammar form	communication
Skills	To use terminology and grammar forms in sentences during communication	To integrate complex language structures in simple communications	To use the communication skills by creating self-driven and structured communication
Competences	Understanding and evaluating communication situations in the business environment	Decision-making and simple communication in real business situations	Leading communication and presentation skills during real business situations

Acknowledgement of the obtained study results

Study Results	1.1.	2.1.	3.1.
Evaluation Method			
Moodle discussions/tasks	x	x	-
Exam	x	x	x

Core Literature

1.	Kvēle-Kvāle K. Biznesa angļu valoda I, SIA "Latvijas Uzņēmējdarbības un menedžmenta akadēmija", 2009.
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Additional Literature

1.	CEP Publishing, Business English Vocabulary, 2020 Edition
2.	Masterclass International School, Business English Writing, 2020 Edition
3.	Routledge, English for Business Communication, 2020 Edition
4.	Jane Cordell, Cambridge Business English Activities, 2019 Edition
5.	Paul Emmerson, Business English Handbook Advanced, 2020 Edition

Recommended Periodicals

1.	<i>The Times</i>
2.	<i>The Economist</i>
3.	<i>The Guardian</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

