

Title of the Course	BUSINESS GERMAN II		
Amount in credit points/ECTS)	2/3	Volume (in hours)	80
Grounding	Basic level of German Language		
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	Dr. paed. Margarita Kaltigina		
Lecturer(s) of the course	Dr. paed. Margarita Kaltigina		
Goal of the course:	To learn knowledge and skills, that helps to use the German language in business situations.		
Requirements for obtaining credit points (structure of course evaluation):	<u>The final evaluation is calculated:</u> Moodle discussion/tasks – 70% Exam – 30% <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			
Knowledge: 1.1. A student identifies the German language as a system, understands grammar and use vocabulary in a particular context.			
Skills: 2.1. A student expresses one’s opinion and successfully communicates in different situations and contexts, including business environment and private life; 2.2. A student independently chooses study materials and other information linked to the usage of language in a specific context.			
Competency: 3.1. Students apply theoretical knowledge of language in their work and in any other problem-related situations.			
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.	Professional telephone conversations. Invitations.	8	10	4	4	2
2.	Travelling. Hotels.		10	4	4	
3.	Work. Money.		10	4	4	
4.	Applying for a job, professional terminology. Business letters.		10	2	4	
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	Understanding of elementary rules of grammar and vocabulary	Correct recognition of text and audio content, expressing own opinion and giving answers, understanding of terminology	Ability to understand and define information in complex texts, audio and video recordings in any area of language usage
Skills	Application of basic rules of grammar and vocabulary	Ability to justify and express own opinion, to analyse and integrate information, to use study materials and other resources	Ability to combine and synthesize all knowledge, means and resources to use the language freely
Competences	Critical thinking, self-evaluation of language knowledge, decision-making during problem- situations regarding	Responsibility, initiative, self- discipline during the situations where language is being used, ability to communicate and	Creativity during application of the language in writing and speaking of any subject, ability to

	lacking of language competency	present information successfully	communicate and cooperate using the language successfully. To organise, plan and carry out communication and information exchange
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Acknowledgement of the obtained study results

Study Results	1.	2.	3.
Evaluation Method			
Moodle discussions/tasks	X	X	X
Test	X	X	X

Core Literature

1.	Steinberga A. German Language for Business – distance studies, Biznesa vadibas koledza, 2007
Additional Literature	
1.	Ziedins E. Practical Grammar of German Language, Zvaigzne ABC, 2014.
2.	Hereinhova E., Hoheima B. German Language Self-Study, Zvaigzne ABC, 2014.
3.	German – Latvian and Latvian – German dictionaries
Recommended Periodicals	
1.	Goethe-Institut, https://www.goethe.de/ins/lv/lv/index.html
2.	www.spiegel.de