

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	Office 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 telephone, 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. 2.5. Studentse justify in short thir opinion, intents in different professional situations and			
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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 necessity.

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 language structures	To combine terminology and language structures in sentences, that atr thematically different from the	To integrate listening, reading, writing and communication skills in communication

	in sentences	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	1.	2.	3.
Evaluation Method			
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.
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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