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|---|--|-------------------------|----|
| Title of the Course | | BUSINESS RUSSIAN I | |
| Amount in credit points/ECTS) | 2/3 | Volume (in hours) | 80 |
| Grounding | Basic level of the Russian Language | | |
| Science Sector | Linguistics and Literature | | |
| Science Subsector | Business Linguistics | | |
| Summary of academic hours | | Amount (academic hours) | |
| Distance learning | | 46 | |
| Contact hours / video lessons | | 8 | |
| Exercises, self – assessment questions and tests | | 8 | |
| Individual work/ discussions in distance | | 16 | |
| Exams/tests | | 2 | |
| 1. level professional study programme | Office Management | | |
| Author(s) of the course | Mg. Philol. Gaļina Glazunova; Mg. psych., Mg. sc.ing. Tatjana Timofejeva | | |
| Lecturer(s) of the course | Mg. psych., Mg. sc.ing. Tatjana Timofejeva | | |
| Goal of the course: | To deepen the understanding of Russian language as a system – its functions, processes, tendencies in the 21 st century, to give opportunity to obtain skills theoretically and practically allowing 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/task – 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 | | | |
| Knowledge: 1.1. A student identifies the Russian 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. A student applies theoretical knowledge of language in 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. | Words and phrases of etiquette. | 8 | 6 | 1 | 2 | 2 |
| 2. | How to address a stranger, official representative, audience. | | 5 | 1 | 2 | |
| 3. | Russian names, surnames, father's names. | | 6 | 1 | 2 | |
| 4. | Russian and foreign surnames in the context of Russian language. | | 6 | 1 | 2 | |
| 5. | Telephone conversations. | | 6 | 1 | 2 | |
| 6. | Mutual impact of languages, positive and negative consequences. | | 6 | 1 | 2 | |
| 7. | Traits of modern Russian spoken language. | | 6 | 1 | 2 | |
| 8. | Money – its names and regard to it. | | 5 | 1 | 2 | |
| TOTAL: | | | 8 | 46 | 8 | 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 | 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 | Ability to combine and synthesize all knowledge, means and resources to use the language freely |

| | | study materials and other resources | |
|--------------------|--|---|--|
| Competences | Critical thinking, self-evaluation of language knowledge, decision-making during problem-situations regarding lacking of language competency | Responsibility, initiative, self-discipline during the situations where language is being used, ability to communicate and present information successfully | Creativity during application of the language in writing and speaking of any subject, ability to communicate and cooperate using the language successfully. To organise, plan and carry out communication and information exchange |

Acknowledgement of the obtained study results

| Study Results | 1. | 2. | 3. |
|--------------------------|----|----|----|
| Evaluation Method | | | |
| Moodle discussions/tasks | X | X | X |
| Exam | X | X | X |

Core Literature

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| 1. | Berdicevskis A. Kolarova E. Russian Language Self-Studying. Riga: Zvaigzne ABC, 2012. |
| 2. | Kotane L., Kozlova I. Russian for business. Riga: Zvaigzne ABC, 2012. |
| 3. | Krasnais M., Puzule V., Silakalne G. Russian Language Manual. Riga: Zvaigzne ABC, 2004. etc. |
| 4. | Ovsijenko J. Russian Language for Beginners. Riga: Zvaigzne ABC, 2011. |

Additional Literature

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| 1. | Krievu-latviesu dictionaries and latviesu-krievu dictionaries. |
| 2. | Булыко А.Н. Словарь иноязычных слов. Актуальная лексика. Минск: Харвест, 2006. |
| 3. | Бунимович Н., Жаркова Т., Корнилова Т. и др. Краткий словарь современных понятий и терминов. Москва: Республика, 2000. |
| 4. | Голуб И. Новый справочник по русскому языку и практической стилистике. Москва: Эксмо, 2007. |
| 5. | Грушко Е., Медведев Ю. Энциклопедия русских фамилий. Москва: Эксмо, 2002. |
| 6. | Еремина Л., Любимцева С., Тарковская Б. Русский язык для бизнесменов. Москва: «Русский язык» Курсы, 2006. |
| 7. | Инфантьев Б. Балто-славянские культурные связи. Лексика, мифология, фольклор. Рига: ВЕДИ, 2007 |

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| 8. | Королёва М. Говорим по-русски (аудиокнига). Москва: Контент-Медиа, Эхо-Москвы, 2009. |
| 9. | Краус Г. Деловой язык. Современный сленг профессионалов. Москва: Омега-Л, 2008. |
| 10. | Кузнецов И. Деловое общение. Деловой этикет. Москва: ЮНИТИ-ДАНА, 2008. |
| 11. | Новиков Вл. Словарь модных слов. Языковая картина современности. Москва: АСТ-ПРЕСС КНИГА, 2011. |
| 12. | Ожегов С.И., Шведова Н.Ю. Толковый словарь русского языка. Москва, 2001. |
| 13. | Окунцова Е. Новейший словарь иностранных слов. Москва: АЙРИС-пресс, 2007. |
| 14. | Розенталь Д., Джанджакова Е., Кабанова Н. Справочник по русскому языку. Москва: Айрис-Пресс, 2006. |
| 15. | Солганик Г. Толковый словарь. Язык газеты, радио, телевидения. Москва: АСТ Астрель, 2002. |
| 16. | Успенский Л. Слово о словах. Москва: Астрель, 2008. |

Recommended Periodicals

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| 1. | Справочно-информационный портал «Русский язык» http://www.gramota.ru/ |
| 2. | Русский язык дистанционно (по материалам СМИ). А.Н.Богомолов. Центр международного образования МГУ им. М.В.Ломоносова): http://dist-learn.ru |
| 3. | Русский язык: говорим и пишем правильно - ресурс о культуре письменной и устной речи - http://www.gramma.ru |