

Title of the Course		PROFESSIONAL ENGLISH LANGUAGE II	
Amount in credit points/ ECTS)	1/1,5	Amount in credit points/ ECTS)	40
Grounding	General English Language, Level B1		
Science Sector	Linguistics and Literature		
Science Subsector	Business Linguistics		
Summary of academic hours		Amount (academic hours)	
Distance learning		20	
Contact hours / video lessons		4	
Exercises, self – assessment questions and tests		7	
Individual work/ discussions in distance		7	
Exams/tests		2	
1. level professional study programme	Law		
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Lecturer(s) of the course	Mg.phil., 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 English 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 know the core terminology of each of the subjects of the course and its use in communication.			
2. Skills: 2.1.Students are able to 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 are able to 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, are able to engage in conversation about known to me or interesting to me subjects related to every-day life.			
2.5. Students are able to justify in short thir oppinions, intents in different professional situations and			

communicate accordingly.

 3. *Competency:*

3.1. Students are able to 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.	Exams/tests
1.	Company Structures.	4	2	0,5	0,5	2
2.	Telephone language.		3	1	1	
3.	Recruitment		2	0,5	0,5	
4.	Meetings.		2	1	1	
5.	Formal writing. Professional terminology		3	1	1	
6.	Marketing		3	1	1	
7.	Finance.		3	1	1	
8.	Presentations		2	1	1	
<b>TOTAL:</b>		4	20	7	7	2
<b>40</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>	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
<b>Skills</b>	To recognise the structure of communication, to combine terminology and	To combine terminology and language structures in sentences, that atr thematically	To integrate listening, reading, writing and communication skills in

	language structures in sentences	different from the study material a	communication situations freely. To form structured communication.
<b>Competencies</b>	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.
<b>Acknowledgement of the obtained study results</b>			
<b>Study Results</b>	<b>1.1.</b>	<b>2.1.-2.5.</b>	<b>3.1.</b>
<b>Evaluation Method</b>			
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.
<b>Additional Literature</b>	
1.	Emmerson, P. Essential Business Vocabulary Builder. Macmillan, 2017.
2.	Emmerson, P. Advanced Business English Handbook.
3.	Emmerson, P. Business Grammar Builder. Macmillan, 2006.
4.	Murphy, R. English Grammar in Use. 1994.
5.	Powell, M. Presenting in English. Thomson, Heinle. 2002.
<b>Recommended Periodicals</b>	
1.	<a href="http://learnenglish.britishcouncil.org/en">learnenglish.britishcouncil.org/en</a>
2.	<a href="http://www.bbc.co.uk/learningenglish/">www.bbc.co.uk/learningenglish/</a>
3.	<a href="http://www.macmillandictionary.com">www.macmillandictionary.com</a>
4.	<a href="http://www.freedictionary.com">www.freedictionary.com</a>