

| | | | |
|--|--|--------------------------------|----|
| Title of the Course | PROFESSIONAL ENGLISH LANGUAGE I | | |
| Amount in credit points/ECTS) | 1/1,5 | Volume (in hours) | 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 | Organisation and management of government institutions. Commerce. Management of micro, small and middle enterprises. Accounting and finance planning. Law. Tourism and hotel services. Human resource psychology and human resource 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 to promote to use the knowledge of the language, culture and business in business environment. | | |
| Requirements for obtaining credit points (structure of course evaluation): | <p><u>The final evaluation is calculated:</u> Moodle discussion / tasks – 50% Test – 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></p> | | |
| Study Results | | | |
| 1. <i>Knowledge:</i> 1.1. Students know the core terminology of each of the subjects of the course and its use in communication. 2. <i>Skills:</i> 2.1. Students are able to apply the obtained knowledge in communication. 3. <i>Competency:</i> 3.1. Students 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 work/ discussions in distance | Exams/tests |
|----------------|---|---------------------------------------|-------------------|---|---|-------------|
| 1. | Parts of Speech. Nouns. Articles. Adjectives. Adverbs. Verbs. Numerals. Pronouns. Prepositions. | 4 | 3 | 1,5 | 1 | 2 |
| 2. | Tense System. Present Simple. Past Simple. Future Simple. Present Continuous. Past Continuous. Future Continuous. Present Perfect. Past Perfect. Future Perfect. | | 3 | 1,5 | 1 | |
| 3. | Social Engagements. Informal Introductions. Formal Introductions. | | 3 | 1 | 1 | |
| 4. | Dining out. Restaurant. | | 3 | 0,5 | 0.5 | |
| 5. | Travel. Types of Travel. | | 3 | 1 | 1 | |
| 6. | Hotels and Accommodation. Types of Accommodation. Reservation | | 2 | 0,5 | 0.5 | |
| 7. | Around Town. Places in a City. Giving Directions. | | 2 | 0.5 | 0,5 | |
| 8. | Medical Needs. Illnesses, Injuries, Treatment. At the Hospital | | 2 | 0,5 | 0.5 | |
| TOTAL : | | 4 | 20 | 7 | 7 | 2 |
| 40 | | | | | | |

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 | To understand and define the terminology and to | To use terminology and grammar forms according to the |

| | course themes and grammar forms | 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 | - |
| Test | x | x | x |

Core Literature

| | |
|----|--|
| 1. | Murphy, R.(1994). <i>English Grammar in Use</i> . |
| 2. | McCarthy, M., O'Dell, F.(2002). <i>English Vocabulary in Use</i> . |
| 3. | Baade,K., Duckworth, M. et al. (2014). <i>Business Result</i> . |
| 4. | Barrall, I., Johnson, Ch. et al. (2016). <i>Intelligent Business</i> . |
| 5. | Falvey, D., Cotton., D. et al. (2016). <i>Market Leader</i> . |

Additional Literature

| | |
|----|--|
| 1. | Mascyull, B. (2006). <i>Business Vocabulary in Use</i> . |
| 2. | <i>The Times</i> |
| 3. | <i>The Economist</i> |
| 4. | <i>The Guardian</i> |

Recommended Periodicals

| | |
|----|---|
| 1. | https://www.teachingenglish.org.uk/ |
| 2. | https://www.thetimes.co.uk/ |
| 3. | https://www.ted.com/ |
| 4. | www.macmillandictionary.com |