Title of the Course	PROFESSIONAL ENGLISH LANGUAGE II		
Amount in credit points/ ECTS)	1/1,5	Amount in credit points/ ECTS)	1/1,5
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. Kristīne Kvēle-Kvāle
Lecturer(s) of the course	Mg.sc.soc., Mg.paed. Līga Beļicka
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):	The final evaluation is calculated: Moodle discussion / tasks – 50% Exam – 50% *For obtaining final evaluation, both activities should hold successful evaluation – not below 4 points.* *Final evaluation is the average grade in 10-point system, in proportion of percentage distributed amongst both activities*

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 telepohone, 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 nesessity.

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.	Company Structures.		2	0,5	0,5	
2.	Telephone language.		3	1	1	
3.	Recruitment		2	0,5	0,5	
4.	Meetings.	4	2	1	1	2
5.	Formal writing		3	1	1	
6.	Marketing		3	1	1	
7.	Finance.		3	1	1	
8.	Presentations		2	1	1	
	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 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	To combine terminology and language structures in sentences, that atr	To integrate listening, reading, writing and communication

	terminology and language structures in sentences	thematically different from the study material a	skills in communication 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, elestic and detailed language solutions in communication situations.

Acknowledgement of the obtained study results

Study Results Evaluation Method	1.1.	2.1.-2.5.	3.1.
Moodle discussions/tasks	X	X	-
Exam	X	X	X

Core Literature

1.	Kvele-Kvale K. English Business Language. SIA "Latvijas Uznemejdarbibas un menedzmenta akademija", 2009.

Additional Literature

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.

Recommended Periodicals

1.	learnenglish.britishcouncil.org/en
2.	www.bbc.co.uk/learningenglish/
3.	www.macmillandictionary.com E
4.	www.freedictionary.com