

DESCRIPTION OF STUDY COURSE

Course unit title	Business English	
Programme	Bachelor International Finance	
Year of study	1st year	
Level of course unit (e.g. first, second or third cycle)	First, Bachelor's study	
Course unit code	BFa001	
Name of lecturer(s)	Astrīde Stonāne	
Credit points	6 ECTS	
Language of instruction	English	
Type of course unit (compulsory, optional)	Compulsory	
Semester when the course unit is delivered	1	
Mode of delivery	face-to-face	
Aim of Course	To develop the ability to communicate grammatically correctly in different situations, to give an insight into terminology in the areas of business and finance, and to provide a basis for studying all study courses in English.	
Preliminary knowledge (prerequisites and co-requisites)	English Intermediate or Upper Intermediate level	
Course contents	Elements of discussion techniques, CV, a job interview, legal forms of organization, company structure, forms of money, types of banks and banking products, capital, financial statements, human resources development, interpretation of trends, graphs and charts, basics of business correspondence, summaries of business related texts, commenting of authentic texts, presentations, functional grammar.	
Planned learning activities and teaching methods	Participation in classes, successful acquisition of the main business topics, 4 in-class tests, presentation, home assignments, oral examination. Assessment is based on:	
	1. Class tests and active participation during classes	25%
	2. Presentation	25%
	3. Assessment of the oral examination	50%
	Teaching methods	Student work load (1 CP = 40 hours of student work)
Practical lessons	40%	
Work in library, independent study	60%	
	Total 160 hours	

<p>Learning outcomes of the course unit</p>	<p>Successful completion of the course ensures the ability to freely communicate in multi-cultural context understanding and using professional terminology and concepts.</p> <p>Speaking skills On completing this course successfully students will be able to:</p> <ol style="list-style-type: none"> 1. obtain and exchange information, express opinion about the course topics, 2. Successfully participate in job interviews, prepare and deliver effective presentations. <p>Listening skills On completing this course successfully students will be able to;</p> <ol style="list-style-type: none"> 1. understand authentic speech in a foreign language; 2. comprehend and summarize the key information according to the contents and the level of difficulty; 3. Transfer audio information into visual and written information (graphs, tables, charts). <p>Reading skills On completing this course successfully students will be able to:</p> <ol style="list-style-type: none"> 1. define the main idea of the text (skimming); 2. evaluate the facts mentioned in the text; 3. comprehend unknown words from the context; 4. find the necessary information in the text (scanning); 5. Use foreign sources for obtaining information. <p>Writing skills On completing this course successfully students will be able to write:</p> <ol style="list-style-type: none"> 1. CV; 2. the letter of application; 3. outlines; 4. summaries 5. Business and finance related terminology. 																																												
<p>Assessment methods and criteria</p>	<table border="1"> <thead> <tr> <th data-bbox="504 1444 888 1621">Learning outcomes The form of assessment</th> <th data-bbox="901 1444 1027 1621">Speaking & Listening skills</th> <th data-bbox="1034 1444 1193 1621">Reading skills</th> <th data-bbox="1200 1444 1359 1621">Writing skills</th> <th data-bbox="1366 1444 1519 1621">Terminology</th> </tr> </thead> <tbody> <tr> <td data-bbox="504 1630 888 1664">1.test</td> <td data-bbox="901 1630 1027 1664"></td> <td data-bbox="1034 1630 1193 1664"></td> <td data-bbox="1200 1630 1359 1664">●</td> <td data-bbox="1366 1630 1519 1664">●</td> </tr> <tr> <td data-bbox="504 1673 888 1706">2.test</td> <td data-bbox="901 1673 1027 1706">●</td> <td data-bbox="1034 1673 1193 1706">●</td> <td data-bbox="1200 1673 1359 1706"></td> <td data-bbox="1366 1673 1519 1706">●</td> </tr> <tr> <td data-bbox="504 1715 888 1749">3. test</td> <td data-bbox="901 1715 1027 1749"></td> <td data-bbox="1034 1715 1193 1749">●</td> <td data-bbox="1200 1715 1359 1749">●</td> <td data-bbox="1366 1715 1519 1749">●</td> </tr> <tr> <td data-bbox="504 1758 888 1792">4. test</td> <td data-bbox="901 1758 1027 1792">●</td> <td data-bbox="1034 1758 1193 1792"></td> <td data-bbox="1200 1758 1359 1792"></td> <td data-bbox="1366 1758 1519 1792">●</td> </tr> <tr> <td data-bbox="504 1800 888 1834">Presentation</td> <td data-bbox="901 1800 1027 1834">●</td> <td data-bbox="1034 1800 1193 1834">●</td> <td data-bbox="1200 1800 1359 1834">●</td> <td data-bbox="1366 1800 1519 1834">●</td> </tr> <tr> <td data-bbox="504 1843 888 1877">Written Exam</td> <td data-bbox="901 1843 1027 1877"></td> <td data-bbox="1034 1843 1193 1877">●</td> <td data-bbox="1200 1843 1359 1877">●</td> <td data-bbox="1366 1843 1519 1877">●</td> </tr> <tr> <td data-bbox="504 1886 888 1919">Oral Exam</td> <td data-bbox="901 1886 1027 1919">●</td> <td data-bbox="1034 1886 1193 1919">●</td> <td data-bbox="1200 1886 1359 1919"></td> <td data-bbox="1366 1886 1519 1919">●</td> </tr> </tbody> </table>	Learning outcomes The form of assessment	Speaking & Listening skills	Reading skills	Writing skills	Terminology	1.test			●	●	2.test	●	●		●	3. test		●	●	●	4. test	●			●	Presentation	●	●	●	●	Written Exam		●	●	●	Oral Exam	●	●		●				
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<p>Recommended or required reading</p>	<p>Required reading:</p> <ol style="list-style-type: none"> 1. Emmerson, P., “<i>Business Vocabulary Builder</i>” intermediate to upper-intermediate, Macmillan, 2015 																																												



	<ol style="list-style-type: none">2. Emmerson, P., “<i>Business Vocabulary Builder</i>” pre-intermediate to intermediate, Macmillan, 20173. Evanss, V., Gilmore, K., “<i>Career Paths. Banking</i>”, Express Publishing 20194. Pratten, J., “<i>Absolute Banking English</i>”, Delta Publishing, 20195. MacKenzie, I., “<i>Financial English</i>”, Cengage Learning, 2nd edition, 20166. Emmerson, P., “<i>Business Grammar Builder</i>” intermediate to upper-intermediate, Macmillan, 2017 <p>Recommended reading:</p> <ol style="list-style-type: none">1. Cotton, D., <i>Market Leader</i>, Course book. Longman, 20162. Mackenzie, I., <i>English for Business Studies</i>, Cambridge University Press, 2017.
Recommended optional programme components	To be agreed at the start of the course.