

**DESCRIPTION OF STUDY COURSE**

<b>Course unit title</b>	<b>Business English</b>	
<b>Programme</b>	Bachelor International Finance	
<b>Year of study</b>	1st year	
<b>Level of course unit (e.g. first, second or third cycle)</b>	First, Bachelor's study	
<b>Course unit code</b>	<b>BFa001</b>	
<b>Name of lecturer(s)</b>	Astrīde Stonāne	
<b>Credit points</b>	4 CP	
<b>Number of ECTS allocated</b>	6 ECTS, Latvian credit points are multiplied by 1,5 to get ECTS	
<b>Language of instruction</b>	English	
<b>Type of course unit (compulsory, optional)</b>	Compulsory	
<b>Semester when the course unit is delivered</b>	1	
<b>Mode of delivery</b>	face-to-face	
<b>Aim of Course</b>	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.	
<b>Preliminary knowledge (prerequisites and co-requisites)</b>	English Intermediate or Upper Intermediate level	
<b>Course contents</b>	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.	
<b>Planned learning activities and teaching methods</b>	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%
	<b>Teaching methods</b>	<b>Student work load (1 CP = 40 hours of student work)</b>
Practical lessons	40%	
Work in library, independent study	60%	
	<b>Total 160 hours</b>	

<p><b>Learning outcomes of the course unit</b></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><b>Speaking skills</b> On completing this course successfully students will be able to:</p> <ol style="list-style-type: none"> <li>1. obtain and exchange information, express opinion about the course topics,</li> <li>2. Successfully participate in job interviews, prepare and deliver effective presentations.</li> </ol> <p><b>Listening skills</b> On completing this course successfully students will be able to;</p> <ol style="list-style-type: none"> <li>1. understand authentic speech in a foreign language;</li> <li>2. comprehend and summarize the key information according to the contents and the level of difficulty;</li> <li>3. Transfer audio information into visual and written information (graphs, tables, charts).</li> </ol> <p><b>Reading skills</b> On completing this course successfully students will be able to:</p> <ol style="list-style-type: none"> <li>1. define the main idea of the text (skimming);</li> <li>2. evaluate the facts mentioned in the text;</li> <li>3. comprehend unknown words from the context;</li> <li>4. find the necessary information in the text (scanning);</li> <li>5. Use foreign sources for obtaining information.</li> </ol> <p><b>Writing skills</b> On completing this course successfully students will be able to write:</p> <ol style="list-style-type: none"> <li>1. CV;</li> <li>2. the letter of application;</li> <li>3. outlines;</li> <li>4. summaries</li> <li>5. Business and finance related terminology.</li> </ol>																																																	
<p><b>Assessment methods and criteria</b></p>	<table border="1"> <thead> <tr> <th data-bbox="504 1444 888 1525">Learning outcomes</th> <th data-bbox="901 1444 1023 1615">Speaking &amp; Listening skills</th> <th data-bbox="1029 1444 1195 1615">Reading skills</th> <th data-bbox="1201 1444 1367 1615">Writing skills</th> <th data-bbox="1374 1444 1519 1615">Terminology</th> </tr> </thead> <tbody> <tr> <td data-bbox="504 1534 888 1615">The form of assessment</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="504 1624 888 1659">1.test</td> <td></td> <td></td> <td align="center">●</td> <td align="center">●</td> </tr> <tr> <td data-bbox="504 1668 888 1704">2.test</td> <td align="center">●</td> <td align="center">●</td> <td></td> <td align="center">●</td> </tr> <tr> <td data-bbox="504 1713 888 1749">3. test</td> <td></td> <td align="center">●</td> <td align="center">●</td> <td align="center">●</td> </tr> <tr> <td data-bbox="504 1758 888 1794">4. test</td> <td align="center">●</td> <td></td> <td></td> <td align="center">●</td> </tr> <tr> <td data-bbox="504 1803 888 1839">Presentation</td> <td align="center">●</td> <td align="center">●</td> <td align="center">●</td> <td align="center">●</td> </tr> <tr> <td data-bbox="504 1848 888 1883">Written Exam</td> <td></td> <td align="center">●</td> <td align="center">●</td> <td align="center">●</td> </tr> <tr> <td data-bbox="504 1892 888 1928">Oral Exam</td> <td align="center">●</td> <td align="center">●</td> <td></td> <td align="center">●</td> </tr> </tbody> </table>	Learning outcomes	Speaking & Listening skills	Reading skills	Writing skills	Terminology	The form of assessment					1.test			●	●	2.test	●	●		●	3. test		●	●	●	4. test	●			●	Presentation	●	●	●	●	Written Exam		●	●	●	Oral Exam	●	●		●				
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	<ol style="list-style-type: none"><li>2. Emmerson, P., “<i>Business Vocabulary Builder</i>” pre-intermediate to intermediate, Macmillan, 2017</li><li>3. Evanss, V., Gilmore, K., “<i>Career Paths. Banking</i>”, Express Publishing 2019</li><li>4. Pratten, J., “<i>Absolute Banking English</i>”, Delta Publishing, 2019</li><li>5. MacKenzie, I., “<i>Financial English</i>”, Cengage Learning, 2<sup>nd</sup> edition, 2016</li><li>6. Emmerson, P., “<i>Business Grammar Builder</i>” intermediate to upper-intermediate, Macmillan, 2017</li></ol> <p>Recommended reading:</p> <ol style="list-style-type: none"><li>1. Cotton, D., <i>Market Leader</i>, Course book. Longman, 2016</li><li>2. Mackenzie, I., <i>English for Business Studies</i>, Cambridge University Press, 2017.</li></ol>
<b>Recommended optional programme components</b>	To be agreed at the start of the course.