

DESCRIPTION OF STUDY COURSE

Course unit title	English for Specific Purposes	
Programme	Finance Management Information Systems	
Year of study	1.	
Academic year	2024/2025	
Level of course unit (e.g. first, second or third cycle)	First, Bachelor's stud	
Course unit code	BFPIS016	
Name of lecturer/-ers	G.Zapletnuka	
Credit points	2	
Number of ECTS allocated	3 ECTS, Latvian credit points are multiplied by 1,5 to get ECTS	
Language of instruction	English	
Type of course unit (compulsory, optional)	Compulsory	
Semester when the course unit is delivered	2	
Mode of delivery	face-to-face / ZOOM	
Aim of Course	<ul style="list-style-type: none"> - give insight into accounting terminology - develop negotiation skills - expand the vocabulary related to business negotiations - deepen knowledge of grammar - teach how to describe graphic information 	
Preliminary knowledge (prerequisites and co-requisites)	English language knowledge according to B2 (intermediate) level	
Course content	<ul style="list-style-type: none"> - cash flow - cash flow management - insolvency and bankruptcy - annual report (profit or loss statement, balance sheet) - business negotiations (oral/written) - characterization and analysis of graphically represented economic indicators - grammar topics: conditionals, future predictions 	
Organization and tasks of students' independent work / Planned study forms and teaching methods	Participation in classes, successful learning of main topics, 2 class tests, presentations, homeworks. The assesment consists of:	
	1. Class test	33.4%
	2. Class test.	33.4%
	3. Evaluation of presentations (negotiations)	16.6%
	4. Participation in classes.	16.6%
	100%	

Organization and tasks of students' independent work / Planned study forms and teaching methods	Samount of students work (in hours)	
	Practical lessons	28
	Class tests	4
	Homeworks	16
	Gropu work	16
	Independent work	16
	Total	80 hours
Planned learning activities and teaching methods)	Teaching methods	
	<ul style="list-style-type: none"> - Collection of information from various sources, its maintenance and presentation - Preparation of recordings of video presentations - Group work - Independent work - Work with scanned (shared?) documents (online Word, Power Point, Excel) - Online research - Online learning tools (Zoom, Quizlet, Puzzel.org, liveworksheets.com, Moodle quizzes) 	
	Successful completion of the course ensures the following development of English language skills:	
	1. Speaking skills	
	<ul style="list-style-type: none"> - discuss and express your opinion about current and future trends - preparation and participation in business negotiations 	
	2. Listening skills	
	<ul style="list-style-type: none"> - perceive and collect the most important information - convert audio information into visual and written information (graphs, tables, curves, etc.) - understand different English accents 	
	3. Redaing skills	
	<ul style="list-style-type: none"> - determine the main idea expressed in the text (skimming) - find the required information in the text (scanning) - evaluate the facts mentioned in the text - understand the meaning of unfamiliar words in context - fast information search on the Internet 	
	4. Writing skills	
	<ul style="list-style-type: none"> - a summary of the information read or heard - business correspondence (negotiations) - descriptions of schedule and financial creators 	
	5. Learing industry terminology	
<ul style="list-style-type: none"> - use, define and translate the financial terms learned in the course 		
6. Grammar		
<ul style="list-style-type: none"> - future predictions - degrees of probability - conditionals 		
7. Use of digital tools in language learning		
<ul style="list-style-type: none"> - use various digital learning tools - work with scanned documents 		

Assessment methods and criteria	Form of studies	Learning outcomes				
		1	2	3	4	5
	1. Class test			●	●	●
2. Class test	●	●	●	●	●	
3. Negotiations	●	●	●	●	●	
4. Participation in classes	●	●	●			

Recommended or required reading	<p>Books:</p> <ol style="list-style-type: none"> 1. <i>Finance 1, Oxford English for Careers</i>, Richard Clark, David Baker, OUP 2015 2. <i>Business Vocabulary in Use</i>, Bill Mascull, CUP 2012 3. <i>Professional English in Use, Finance</i>, Ian MacKenzie, CUP 2006 4. <i>Financial English</i>, Ian MacKenzie, Cengage Learning, 2012 5. <i>English for the Financial Sector</i>, Ian MacKenzie, CUP 2008 6. <i>Essential Business Vocabulary Builder</i>, Paul Emmerson, Macmillan 2014 7. <i>Build your Business Grammar</i>, Tim Bowen, LTP 1997 8. <i>In business, Activities to bring Business English to life</i>, Marjorie Rosenberg, CUP 2005 9. <i>DAF im Unternehmen</i>, N. Fügert, R.Grosser, C. Hanke, Klett 2019 10. <i>Entscheidungen, Deutsch als Geschäfts- und Verhandlungssprache</i>, A. Buscha, J. Matz, S.Raven, Schubert-Verlag, 2018 <p>Online resources:</p> <ul style="list-style-type: none"> - studies.ba.lv (BA's LMS) - investopedia.com (business terminology explained) - quizlet.com (study flashcards) - puzzel.org (crosswords and other word puzzles) - liveworksheets.com (gap-fill exercises) - youtube.com
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