



RTU Course "Special Business English Course in innovations and entrepreneurship"

22333 SESMI Valodu docētāju grupa

General data

Code	VID532
Course title	Special Business English Course in innovations and entrepreneurship
Course status in the programme	Compulsory/Courses of Limited Choice; Courses of Free Choice
Course level	Undergraduate Studies
Course type	Professional
Field of study	Languages
Responsible instructor	Sarmīte Kavala
Academic staff	Lauma Krieviņa
Volume of the course: parts and credits points	1 part, 4.0 Credit Points, 6.0 ECTS credits
Language of instruction	LV, EN
Possibility of distance learning	Not planned
Abstract	An integrated speciality related Business English course intended to develop skills required for professional communication in the English language and to provide an insight into the wide range of the usage of the English language and terminology in various business contexts. The teaching materials – texts and exercises – are selected according to the specialization and language skill level of each group.
Goals and objectives of the course in terms of competences and skills	The aim of the course is to develop and improve integrated English language skills and competences in different business and special professional field related contexts, thus preparing competitive specialists for the international labour market. The objectives of the course: To develop text comprehension as a source of information reference and analysis; To develop writing skills; To develop presentation and discussion skills; To develop listening comprehension; To improve accuracy of expression; To develop the terminology in the context of the specialisation chosen.
Structure and tasks of independent studies	Students independently learn the terminology and improve their language skills by using the handouts and texts and video materials in the ORTUS system, the Internet and libraries. Students read texts on business and specialty texts, gathering information and preparing presentations and business correspondence. Independent work is 30%, the exam (written and speaking) result is 70% of the final mark.
Recommended literature	<ol style="list-style-type: none"> 1. Cotton D., Falvey D., Kent S. Market Leader Upper Intermediate Business English, 2007 2. Emmerson P. Business Vocabulary Builder Intermediate to Upper-Intermediate.-Macmillan Publishers Limited, 2009 3. Allison J., Emmerson P. The Business. Intermediate.-Macmillan Publishers Limited, 2007 4. Angļu – latviešu starptautiskās uzņēmējdarbības terminu vārdnīca / English - Latvian Dictionary of International Business / I.Matisones un I.Blumfeldes redakcijā.-R: Apgāds Zvaigzne ABC, 2006. 5. Angļu – latviešu nodokļu terminu vārdnīca / English - Latvian Tax Dictionary / I.Matisones un I.Blumfeldes redakcijā.-R: RTU, 2006. 6. Uzņēmējdarbības loģistikas terminu skaidrojošā vārdnīca. N.Sprancmaņa, J.Merkurjeva, I.Matisones, I.Blumfeldes redakcijā.-R: Apgāds Zvaigzne ABC, 2007
Course prerequisites	Business English and the terminology acquired in the previous English language courses

Course outline

Theme	Hours
Introduction	2
The economy. Industries and companies	8
Corporate strategy	4
International trade	6
Managing people	4
Team building	6
Negotiations	4
Crisis management	6
Innovations and inventions	6
Describing trends	4
Finances and accounting	6
Project management	4
Information technologies	4

Learning outcomes and assessment

Learning outcomes	Assessment methods
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Able to read with understanding texts in specialty using the terminology acquired, to answer questions, to summarize a text.	During classes the lecturer's comments on the accuracy of responses. In the exam reading skills are assessed in a 10-grade system.
Able to express their views in writing on various aspects of their specialty, to summarize information, to write business documents.	Assessed as passed. Writing summaries and business documents is a necessary precondition for the admission to the exam. In the exam writing skills are assessed in a 10-grade system.
Able to make presentations about various aspects of business and their specialty, to use PowerPoint when preparing presentations.	Assessment in a 10-grade system. Preparing presentations and giving them to the audience is a necessary precondition for the admission to the exam.
Able to participate in discussions related to their specialty, expressing their views and listening to and analyzing different views expressed by others.	During classes the lecturer's comments on the participation in discussions. In the exam speaking skills are assessed in a 10-grade system.
Able to understand audio and video recordings related to their specialty, to prepare and answer questions about the information heard.	During classes the lecturer's comments on the accuracy of responses. In the exam listening skills are assessed in a 10-grade system.
Able to express themselves in a grammatically correct language both in writing and speaking.	During classes the lecturer's comments on the accuracy of responses. In the exam language use is assessed in a 10-grade system.
Able to understand the terminology in texts related to business issues and texts in specialty, to use terminology when making comments on texts and giving presentations.	Regular terminology tests assessed as passed. In the exam terminology is assessed in a 10-grade system.

Study subject structure

Part	CP	ECTS	Hours per Week			Tests			Tests (free choice)		
			Lectures	Practical	Lab.	Test	Exam	Work	Test	Exam	Work
1.	4.0	6.0	0.0	4.0	0.0		*				