



RTU Course "Functional Communication"

01A01 Speciālā lietojuma valodu katedra

General data

Code	HVD123
Course title	Functional Communication
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	Tatjana Smirnova
Academic staff	Zane Seņko Oksana Samuilova
Volume of the course: parts and credits points	2 parts, 4.0 Credit Points, 6.0 ECTS credits
Language of instruction	LV, EN, RU
Possibility of distance learning	Not planned
Abstract	Development of students skills in speaking and making presentations on professional subjects at conferences. Communication in a foreign language at a conversational level. The content of the course includes developing competence in spoken business language. Presentations are made on the following subjects: professional, economic, cultural, and historical issues.
Goals and objectives of the course in terms of competences and skills	The aim of the course is to develop communication skills in English within the framework of technical translators-referents studies. The objectives of the course: 1)to develop communication skills in English/German discussing issues of popular scientific, technical scientific and socio-economic character; 2)to extend the range of active vocabulary; 3)to develop accuracy of expression (oral and written expression, grammatical precision, etc) 4)to develop speaking skills through participating in discussions (developing an argument, persuasion, comparison-contrast, summarising, etc)
Structure and tasks of independent studies	Regular work completing the tasks, studying new lexical-grammatical items
Recommended literature	Grāmatas: 1.Business Objectives. (Intermediate). V. Hollet, Oxford: Oxford Univ. Press, 2010. 2.Business Opportunities (Intermediate). V. Hollet, Oxford: Oxford Univ. Press, 2008. 3.International Express. (Intermediate) L. TaylorEnglish, Oxford: Oxford Univ. Press, 2010. 4.T. Lambert, Key Management Questions:smart questions for every business situation, Financial Times Pitman Publishing, London, 2002. 5.Landmark (Intermediate) S. Haines and B. Stewart, Oxford: Oxford Univ. Press, 2009. 6.Reward (Intermediate). S. Greenall. Oxford: Macmillan Publishers Ltd, 2008. 7.Working in English (Intermediate) L. Jones. Cambridge: Cambridge Univ. Press, 2001. Vārdnīcas: 1. Collins Concise Dictionary. General Consultant j. M. Sinclair, Harper Collins Publishers, UK, Sixth ed., 2007. 2.Oxford Dictionary of Business. Ed. Allene TUCK, Oxford Univ. press, 2009. 3.Oxford Learner's Wordfinder Dictionary (Intermediate to Advanced) Hugh Trappes - Lomax, Oxford Univ. Press, 2001.
Course prerequisites	Secondary school level after centralised exam

Course outline

Theme	Hours
Needs analysis. Introduction. Vocabulary work. Discussion: Studies at RTU	2
Discussion Culture and Communication – cross-cultural comparison. Reading strategies and discussion.	6
Management Culture. Communication strategies: summarising, expressing one's opinion, agreeing/disagreeing.	2
Vocabulary work on the theme Appointments: definitions, synonyms, antonyms key words and phrases. Comprehension check.	2
Speaking practice on the topic Business trip: questions, answers, expressing opinion, discussion.	2
Analysis of the text on the topic Business Trip. Listening comprehension tasks	2
Presentation of student's reports: Professional Issues. Discussion and peer evaluation of the report in groups.	8
Negotiating/Bargaining. Discussion, problem solving, decision making, advising on the future course of action.	2
Developing communicative competence; discussing levels of formality in modern language. Listening to the recorded text	4
Speaking practice: Interviewing. Discussion (arguing for, arguing against, weighting opinions, resuming).	4
Discussion: The Role of the Internet in language Learning. Skills: searching for information, selecting relevant data	2
Functional language practice on the topic Digital Revolution.Discussion.	2
Role-play: negotiations, reaching an agreement.	10
Vocabulary consolidation (words, word collocations and expressions).	10
Test on the covered material (listening comprehension , lexical-grammatical tasks, reading comprehension)	6

Learning outcomes and assessment

Learning outcomes	Assessment methods
Students are able to evaluate, discuss, interpret topical contemporary issues on business, social, economic and other topics.	Assessment: home tasks, presentation at practical classes, exam.
Students are able to use correctly and spontaneously, model, define vocabulary, expressions, clichés applied for specific purposes.	Assessment: home tasks, tests, exam.
Students are able to discuss and explain the objective or critical understanding of topical issues on the basis of theoretical materials studied within the framework of the course, using the knowledge acquired.	Assessment: tests, exam. Evaluation: tests – tested/not tested. Exam – according to 10 point scale.

Study subject structure

Part	CP	ECTS	Hours per Week			Tests			Tests (free choice)		
			Lectures	Practical	Lab.	Test	Exam	Work	Test	Exam	Work
1.	2.0	3.0	0.0	2.0	0.0		*				
2.	2.0	3.0	0.0	2.0	0.0		*				