



RTU Course "Fundamentals of Written Speech"

01A01 Speciālā lietojuma valodu katedra

General data

Code	HVD156
Course title	Fundamentals of Written Speech
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	Larisa Iļjinska
Academic staff	Oksana Samuilova Iveta Karitone Anita Eiholca
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	<p>This course provides an introduction to writing clear, accurate messages and to understanding basic writing strategies. It is designed to help students to be more proficient at the kind of writing they need to do. This course will acquaint students with some typical techniques used for effective writing and will give them practice in writing various kinds of business letters, reports, summaries, reviews, abstracts and essays. Students will master vocabulary and terminology of business correspondence.</p> <p>Practical classes at which different types of letters, pieces of academic writing are analyzed, new vocabulary is mastered, writing and translating skills are developed. A short introduction into different types of business letters is given. Both individual and group work is implemented. Independent work of students is encouraged.</p>
Goals and objectives of the course in terms of competences and skills	<p>Aims of the course:</p> <ol style="list-style-type: none"> 1. to master and improve skills in writing and translating business documents; 2. to prepare students for the 3rd year term paper writing. <p>Objectives of the course:</p> <ol style="list-style-type: none"> 1. to develop competence to organize communication logically and use appropriate tenor and mode of language; 2. to master vocabulary and grammar used in business correspondence; 3. to develop academic writing skills.
Structure and tasks of independent studies	Students are to master business vocabulary independently, write different types of business letters, reports, summaries, reviews, essays.
Recommended literature	<ol style="list-style-type: none"> 1. Ashley A. (2003) Correspondence Workbook. New York: Oxford University Press. 2. Belcher W. L. (2009) Writing Your Journal Article in 12 Weeks. USA: SAGE Publications 3. Cohen R.F., Miller J.L. (2003) Reason to Write. New York: Oxford University Press. 4. Conway D., Shirreffs B. (2003) On Course for IELTS. Student's book. New York: Oxford University Press. 5. Crème, P. and M. Lea. 2003. Writing at University : A guide for students. Open University Press. 6. Emmerson P. (2004) E-mail English. Oxford: Macmillan Education 7. Ilynska L. (2004) English for Science and Technology. Riga: RTU Publishing House. 8. Loughheed L. (2003) Business Correspondence: A Guide to Everyday Writing. New York: Pearson Education. 9. Murray, N. (2012) Writing Essays in English Language and Linguistics, Cambridge University Press. 10. Sweeney S. (1997) English for Business Communication. Cambridge: Cambridge University Press 11. Taylor S. (2006) Model Business Letters, E-mails. Riga: Zvaigzne ABC.
Course prerequisites	English language skills at B2 level according to CEFR

Course outline

Theme	Hours
Introduction. Writing: Technical Writing, Academic Writing, Research Writing.	2
Technical Writing. Presentation of Business Documents: structure of business letter (three different layouts)	2
Style and Language of Business Documents (clarity, accuracy, length, order). Important steps to effective writing.	2
Personnel Documentation: CV, Letter of application, References, Interview letter, Job description, Letter of resignation	2
Enquiries and Replies. Methods of enquiry. Asking for catalogues, price-lists, samples, goods on approval, estimate	2
Replies, Quotations, Estimates and Tenders. Terminology.	2
Orders: placing an order, delivery dates, method of delivery, acknowledging an order, delays in delivery	2
Payment: invoices, pro-forma invoices, statement of account, varying the terms of payment, methods of payment.	2

Claim Business Letter. Adjustments. Personal complaints.	2
Memorandum, Agenda, Meeting Minutes. Terminology and useful expressions.	2
Administrative Correspondence: arranging functions, invitations, and replies to invitations.	2
Miscellaneous Correspondence: reservations, appointments	2
Sales Letters. Main parts of sales letter. Effective sales letters.	2
Advertisements (overview of synonyms: ad, advert, commercial, promotion, trailer) Notices and Leaflets.	2
Review of Business Correspondence	2
Transportation: road, rail, sea, air transport and documentation.	2
Insurance: the insurance contract, temporary cover, claims.	2
Credit Letters: forms of credit (bills of exchange, drafts), requirements for granting credit.	2
Collection Letters. Useful expressions.	2
Reports and Proposals: guide to successful writing	2
Revision as a Part of Successful Writing: grammatical tense, word order, capitalization, punctuation, articles	2
Academic Writing.	2
Writing Essays. Writing sentences: simple and compound sentences.	2
Paragraph Writing. Parts of a paragraph: topic sentence, supporting details, closing sentence.	2
Punctuation: commas, semicolons, colons, dashes, quotation marks.	2
Elements of Style: elementary rules of usage, principles of composition, words and expressions commonly misused	2
Term Paper Writing. Main requirements. Structure. Introduction, Conclusion, Bibliography.	2
Writing Practice: writing introductions, thesis statements and conclusions.	2
Assessment Tests	8

Learning outcomes and assessment

Learning outcomes	Assessment methods
Students are able to integrate differences between various words and terms and logically use them in respective types of writing.	Are able to use business correspondence lexis appropriately, to apply punctuation marks correctly.
Students are able to effectively apply appropriate functional style in respective type of writing.	Assessment: 4 tests (annotations, essays, reports, reviews, business letters), exam.
Students are able to translate different business correspondence phrases and clichés.	Evaluation: tests (3-4 business letters, 30 phrases to translate, 10 theoretical questions) – tested/not tested; exam – mark according to 10 grade scale
Students are able to differentiate and creatively relate business letter writing and academic writing skills acquired within the framework of the course.	Assessment: 4 tests (annotations, essays, reports, reviews, business letters), exam.

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		*				