



RTU Course "Terminology of Business and Law"

01A01 Speciālā lietojuma valodu katedra

General data

Code	VIA170
Course title	Terminology of Business and Law
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	Marina Platonova Natalja Muracova Anita Eiholca
Volume of the course: parts and credits points	1 part, 3.0 Credit Points, 4.5 ECTS credits
Language of instruction	LV, EN, RU
Possibility of distance learning	Not planned
Abstract	On completion of the course, participants will have enhanced their knowledge of international business and legal systems and have developed their ability to use English language effectively in a professional, business, legal and social context. In addition, students will have developed an extensive range of appropriate English language skills, as well as having produced a very useful portfolio of commercial correspondence and written work. Language skills are developed through many stimulating, realistic communicative activities.
Goals and objectives of the course in terms of competences and skills	The aim of the course: to help students develop the skills needed to succeed in an English-speaking business and legal environment. Objectives of the course are to help students to: <ul style="list-style-type: none"> •develop English language skills & business English skills in professional context; •develop terminology translation and analysis skills; •establish a foundation in business and legal terminology studies in English; •develop practical business and legal English skills relevant to the modern working environment in Latvia and abroad; •compile their own terminology data base and use it for further translations; •acquire practical management issues, such as: mission statements, employee morale, etc.
Structure and tasks of independent studies	Fulfill several exercises focused on terminology definition, explanation and translation; translate a business or legal text from English into Latvian/ Russian and from Latvian/Russian into English (1,800 pr. signs), explain the key terms from the original text; submit the portfolio of materials covered.
Recommended literature	1. Brown G., Kauffman K. (2012) Legal Terminology (6th Edition). Prentice Hall 2. Business English Dictionary (2001) Pearson Education Limited, Great Britain. 3. Cotton D., (2000) Keys to Management, Pearson Education Limited, Great Britain. 4. Cotton, D., Robbins S., (1996) Business Class, Pearson Education Limited, Great Britain. 5. Friedman Jack P. (ed.) (2007) Dictionary of Business Terms (Barron's Business Guides). Barron's Educational Series, Inc.; 4th edition 6. Johnson C., (2001) Banking and Finances, Pearson Education Limited, Great Britain. 7. Juridisko terminu vārdnīca uzņēmējdarbībai. Rīga. 1997. 8. Juridisko terminu vārdnīca. Rīga. 1998 9. Malinska K., Hells, K.G. (2004) Biznesa ekonomika, Rīga. 10. Pilbeam A., (2001) International Management, Pearson Education Limited, Great Britain. 11. Powell M. (2002) Business Matters, Language Teaching Publications, Great Britain. 12. Tullis G., Trappe T., (2006) Intelligent Business, Pearson Education Limited, Great Britain. 13. Whittington Brown S., (2005) Legal Terminology. USA: Cengage Learning
Course prerequisites	English language skills at B2 level according to CEFR

Course outline

Theme	Hours
Foundation of the Latvian commercial and legal systems.	4
Types of entrepreneurship organization. Legislative basis.	3
Types of agreements. Articles of association.	6
Accounting principles.	4
Main accounting documents.	10
Types of financial institutions. Bank services. Bank systems. Stock Exchange	3
Legal system. Litigation system: members, principles.	8
Tax system of Latvia and EU	4
Tests	6

Learning outcomes and assessment

Learning outcomes	Assessment methods
Students are able to analyze contemporary terminology issues on the basis of various scientific sources.	Assessment: discussions, exam. Are able to identify and comment on topical terminology translation issues.
Students are able to read, comprehend and analyse intermediate and advanced authentic texts on the subject in English, Latvian and Russian, explaining and interpreting relevant terms.	Assessment: texts, tests, exam. Are able to analyse a text, identify translation problems, classify legal/business terms at classes, tests, exam (2,400 pr. signs)
Students are able to develop a database of legal and business texts and vocabulary on issues discussed within the framework of the course.	Assessment: texts, tasks, exam. Are able to correctly use legal and business terminology according to the context. Evaluation: tests-tested/ not tested, exam – mark according to 10 grade scale.
Students are able to translate legal and business texts, demonstrating competence in terminology translation and correct usage of relevant terminology.	Are able to translate legal/business text at test 4 times a semester (750 pr. s. EN?LV/RU, 25 min., 750 pr. s. LV/RU?EN, 25 min.) and explain 20 terms. Exam - 1,500 pr.s. EN?LV/RU,40min.; 1,200 pr.s. LV/RU?EN,40 min.

Study subject structure

Part	CP	ECTS	Hours per Week			Tests			Tests (free choice)		
			Lectures	Practical	Lab.	Test	Exam	Work	Test	Exam	Work
1.	3.0	4.5	0.0	3.0	0.0		*				