



DESCRIPTION OF STUDY COURSE

Course unit title	Business English	
Programme	Bachelor International Finance	
Year of study	1st year	
Academic year	2022./2023.	
Level of course unit (e.g. first, second or third cycle)	First, Bachelor's study	
Course unit code	BFa001	
Name of lecturer(s)	Astrīde Stonāne	
Credit points	4 CP	
Number of ECTS allocated	6 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	1	
Mode of delivery	face-to-face	
Aim of Course	To develop the ability to communicate grammatically correctly in different situations, to give an insight into terminology in the areas of business and finance, and to provide a basis for studying all study courses in English.	
Preliminary knowledge (prerequisites and co-requisites)	English Intermediate or Upper Intermediate level	
Course contents	Elements of discussion techniques, CV, a job interview, legal forms of organization, company structure, forms of money, types of banks and banking products, capital, financial statements, human resources development, interpretation of trends, graphs and charts, basics of business correspondence, summaries of business related texts, commenting of authentic texts, presentations, functional grammar.	
Planned learning activities and teaching methods	Participation in classes, successful acquisition of the main business topics, 4 in-class tests, presentation, home assignments, oral examination. Assessment is based on:	
	1. Class tests and active participation during classes	25%
	2. Presentation	25%
	3. Assessment of the oral examination	50%
	Teaching methods	Student work load (1 CP = 40 hours of student work)
Practical lessons	40%	
Work in library, independent study	60%	
	Total 160 hours	

<p>Learning outcomes of the course unit</p>	<p>Speaking skills On completing this course successfully students will be able to:</p> <ol style="list-style-type: none"> 1. obtain and exchange information, express opinion about the course topics, 2. Successfully participate in job interviews, prepare and deliver effective presentations. <p>Listening skills On completing this course successfully students will be able to;</p> <ol style="list-style-type: none"> 1. understand authentic speech in a foreign language; 2. comprehend and summarize the key information according to the contents and the level of difficulty; 3. Transfer audio information into visual and written information (graphs, tables, charts). <p>Reading skills On completing this course successfully students will be able to:</p> <ol style="list-style-type: none"> 1. define the main idea of the text (skimming); 2. evaluate the facts mentioned in the text; 3. comprehend unknown words from the context; 4. find the necessary information in the text (scanning); 5. Use foreign sources for obtaining information. <p>Writing skills On completing this course successfully students will be able to write:</p> <ol style="list-style-type: none"> 1. CV; 2. the letter of application; 3. outlines; 4. summaries 5. Business and finance related terminology. 																																											
<p>Assessment methods and criteria</p>	<table border="1"> <tr> <td data-bbox="496 1279 898 1464"> <p align="center">Learning outcomes The form of assessment</p> </td> <td data-bbox="898 1279 1027 1731"> <p align="center">Speaki ng & Listeni ng skills</p> </td> <td data-bbox="1027 1279 1195 1731"> <p align="center">Reading skills</p> </td> <td data-bbox="1195 1279 1362 1731"> <p align="center">Writing skills</p> </td> <td data-bbox="1362 1279 1540 1731"> <p align="center">Terminolo gy</p> </td> </tr> <tr> <td data-bbox="496 1464 898 1505"> <p>1.test</p> </td> <td data-bbox="898 1464 1027 1505"></td> <td data-bbox="1027 1464 1195 1505"></td> <td data-bbox="1195 1464 1362 1505"> <p align="center">●</p> </td> <td data-bbox="1362 1464 1540 1505"> <p align="center">●</p> </td> </tr> <tr> <td data-bbox="496 1505 898 1545"> <p>2.test</p> </td> <td data-bbox="898 1505 1027 1545"> <p align="center">●</p> </td> <td data-bbox="1027 1505 1195 1545"> <p align="center">●</p> </td> <td data-bbox="1195 1505 1362 1545"></td> <td data-bbox="1362 1505 1540 1545"> <p align="center">●</p> </td> </tr> <tr> <td data-bbox="496 1545 898 1585"> <p>3. test</p> </td> <td data-bbox="898 1545 1027 1585"></td> <td data-bbox="1027 1545 1195 1585"> <p align="center">●</p> </td> <td data-bbox="1195 1545 1362 1585"> <p align="center">●</p> </td> <td data-bbox="1362 1545 1540 1585"> <p align="center">●</p> </td> </tr> <tr> <td data-bbox="496 1585 898 1626"> <p>4. test</p> </td> <td data-bbox="898 1585 1027 1626"> <p align="center">●</p> </td> <td data-bbox="1027 1585 1195 1626"></td> <td data-bbox="1195 1585 1362 1626"></td> <td data-bbox="1362 1585 1540 1626"> <p align="center">●</p> </td> </tr> <tr> <td data-bbox="496 1626 898 1666"> <p>Presentation</p> </td> <td data-bbox="898 1626 1027 1666"> <p align="center">●</p> </td> <td data-bbox="1027 1626 1195 1666"> <p align="center">●</p> </td> <td data-bbox="1195 1626 1362 1666"> <p align="center">●</p> </td> <td data-bbox="1362 1626 1540 1666"> <p align="center">●</p> </td> </tr> <tr> <td data-bbox="496 1666 898 1706"> <p>Written Exam</p> </td> <td data-bbox="898 1666 1027 1706"></td> <td data-bbox="1027 1666 1195 1706"> <p align="center">●</p> </td> <td data-bbox="1195 1666 1362 1706"> <p align="center">●</p> </td> <td data-bbox="1362 1666 1540 1706"> <p align="center">●</p> </td> </tr> <tr> <td data-bbox="496 1706 898 1731"> <p>Oral Exam</p> </td> <td data-bbox="898 1706 1027 1731"> <p align="center">●</p> </td> <td data-bbox="1027 1706 1195 1731"> <p align="center">●</p> </td> <td data-bbox="1195 1706 1362 1731"></td> <td data-bbox="1362 1706 1540 1731"> <p align="center">●</p> </td> </tr> </table>	<p align="center">Learning outcomes The form of assessment</p>	<p align="center">Speaki ng & Listeni ng skills</p>	<p align="center">Reading skills</p>	<p align="center">Writing skills</p>	<p align="center">Terminolo gy</p>	<p>1.test</p>			<p align="center">●</p>	<p align="center">●</p>	<p>2.test</p>	<p align="center">●</p>	<p align="center">●</p>		<p align="center">●</p>	<p>3. test</p>		<p align="center">●</p>	<p align="center">●</p>	<p align="center">●</p>	<p>4. test</p>	<p align="center">●</p>			<p align="center">●</p>	<p>Presentation</p>	<p align="center">●</p>	<p align="center">●</p>	<p align="center">●</p>	<p align="center">●</p>	<p>Written Exam</p>		<p align="center">●</p>	<p align="center">●</p>	<p align="center">●</p>	<p>Oral Exam</p>	<p align="center">●</p>	<p align="center">●</p>		<p align="center">●</p>			
<p align="center">Learning outcomes The form of assessment</p>	<p align="center">Speaki ng & Listeni ng skills</p>	<p align="center">Reading skills</p>	<p align="center">Writing skills</p>	<p align="center">Terminolo gy</p>																																								
<p>1.test</p>			<p align="center">●</p>	<p align="center">●</p>																																								
<p>2.test</p>	<p align="center">●</p>	<p align="center">●</p>		<p align="center">●</p>																																								
<p>3. test</p>		<p align="center">●</p>	<p align="center">●</p>	<p align="center">●</p>																																								
<p>4. test</p>	<p align="center">●</p>			<p align="center">●</p>																																								
<p>Presentation</p>	<p align="center">●</p>	<p align="center">●</p>	<p align="center">●</p>	<p align="center">●</p>																																								
<p>Written Exam</p>		<p align="center">●</p>	<p align="center">●</p>	<p align="center">●</p>																																								
<p>Oral Exam</p>	<p align="center">●</p>	<p align="center">●</p>		<p align="center">●</p>																																								
<p>Recommended or required reading</p>	<p>Required reading:</p> <ol style="list-style-type: none"> 1. Emmerson, P., “<i>Business Vocabulary Builder</i>” intermediate to upper-intermediate, Macmillan, 2015 2. Emmerson, P., “<i>Business Vocabulary Builder</i>” pre-intermediate to intermediate, Macmillan, 2017 3. Evanss, V., Gilmore, K., “<i>Career Paths. Banking</i>”, Express Publishing 2019 																																											



	<ol style="list-style-type: none">4. Pratten, J., “<i>Absolute Banking English</i>”, Delta Publishing, 20195. MacKenzie, I., “<i>Financial English</i>”, Cengage Learning, 2nd edition, 20166. Emmerson, P., “<i>Business Grammar Builder</i>” intermediate to upper-intermediate, Macmillan, 2017 <p>Recommended reading:</p> <ol style="list-style-type: none">1. Cotton, D., <i>Market Leader</i>, Course book. Longman, 20162. Mackenzie, I., <i>English for Business Studies</i>, Cambridge University Press, 2017.
Recommended optional programme components	To be agreed at the start of the course.