

Study Course Title	English for Specific Purposes
Study Course Code	ValoB364
Branch of Science	Linguistics and literary studies
Credits(ECTS)	3
Total Number of Contact Hours	30
Number of Lecture Hours	2
Number of Seminar and Practical Assignment Hours	28
Number of Hours for Laboratory Assignments	0
Independent Study Hours	45
Language of Instruction	English
Course Approval Date	22.08.2025
Responsible Unit	BA School of Business and Finance of the University of Latvia

Study form	Lectures	Seminars and Practical Assignments	Laboratory Assignments	Independent Studies
Full-time Regular Studies	2	28	0	45
Distance learning	1	5	0	69

Course Developer

Dr. philol., prof. Indra Karapetjana

Prerequisite Knowledge

Prerequisite knowledge required for the acquisition of the course corresponds to the study program admission requirements and the general knowledge, skills and competences obtained at the previous level of education.

Study Course Abstract

The aim of the course is to promote in-depth learning of business terminology and to promote the application of English language knowledge and skills in the field of business. The study course develops the skill of working with authentic sources of information, improves students' ability to listen and perceive and select the necessary information, develops business correspondence skills, deepens the understanding of style, using authentic materials and learning business management terminology.

Course Plan Full-time Regular Studies

1. Business Vocabulary: Company Structures and Functions 1L 2Pd
 2. Writing Professional Emails, Leading Business Meetings and Discussions test (1) 2S 2Pd
 3. Financial English: Budgets, Forecasts, and Reports 2Pd
 4. Financial Terminology: Banking, Investment, and KPIs, test (2) 2S 2Pd
 5. ERP (Enterprise Resource Planning) and CRM (Customer Relationship Management) Systems 1L 2Pd
 6. Business Report Writing and Summarizing, test (3) 2Pd
 7. Cross-Cultural and International Communication 2S
 8. Negotiation Strategies and Language 2S 2Pd
 9. Marketing and sales terminology, test (4) 2S 2Pd
 10. Human resource management, test (5) 2Pd
- Total 2L 10S 18Pd

Course Plan Distance learning

1. Business Vocabulary: Company Structures and Functions 1L
 2. Writing Professional Emails, Leading Business Meetings and Discussions test (1) 1Pd
 3. Financial English: Budgets, Forecasts, and Reports 1Pd
 4. Financial Terminology: Banking, Investment, and KPIs, test (2) 1Pd
 5. ERP (Enterprise Resource Planning) and CRM (Customer Relationship Management) Systems 1Pd
 6. Business Report Writing and Summarizing, test (3)
 7. Cross-Cultural and International Communication
 8. Negotiation Strategies and Language 1Pd
 9. Marketing and sales terminology, test (4)
 10. Human resource management, test (5)
- Total 1L 5Pd

Characterization of students' independent work organization and tasks

Work with authentic materials, information acquisition, selection, preparation of presentations, homework.

Learning Outcomes

Knowledge:

1. Understand key business terminology related to company structures, financial operations, ERP/CRM systems, marketing, sales, and human resource management.
2. Recognize the principles and formats of effective business communication, including professional emails, reports, meetings, and negotiations.
3. Identify linguistic and cultural features that influence cross-cultural and international communication in business settings.

Skills:

4. Interpret and analyze business texts, reports, financial documents, and visual data (e.g., graphs, charts).
5. Produce clear and structured written communication, such as emails, reports, summaries, and HR/memo texts.
6. Engage in spoken business interactions including meetings, discussions, and negotiations using appropriate style, vocabulary, and strategy.

Competence:

7. Communicate effectively in English in diverse business contexts, including finance, operations, HR, marketing, and management.
8. Adapt language and communication style for multicultural and international professional environments.
9. Work independently and collaboratively using English for problem-solving, information analysis, and decision-making in business processes.

Requirements for Awarding Credits

Full-time

Intermediate tests:

1. Tests (5) and completed tasks are graded on a 10-point scale. Weighting in the overall grade – 25%
2. Presentation is graded on a 10-point scale. Weighting in the overall grade – 25%

Final test:

3. Oral examination is graded on a 10-point scale. Weighting in the overall grade – 50%

Distance Learning

Intermediate tests:

1. Tests (5) and completed tasks are graded on a 10-point scale. Weighting in the overall grade – 25%
2. Presentation is graded on a 10-point scale. Weighting in the overall grade – 25%

Final test:

3. Oral examination is graded on a 10-point scale. Weighting in the overall grade – 50%

Criteria for Evaluating Learning Outcomes

In accordance with Regulations of the Cabinet of Ministers of the Republic of Latvia, at the end of the course, students' knowledge is evaluated according to the following criteria: the amount and the quality of the obtained knowledge, acquired skills and competence in compliance with the planned learning outcomes.

Type of Assessment	Learning Outcomes								
	1	2	3	4	5	6	7	8	9
1. Tests	+	-	+	+	+	-	-	-	-
2. Presentation	+	+	+	+	-	+	+	+	+
3. Examination (oral)	+	+	+	+	+	+	+	+	+

Compulsory Reading List

1. Ashley, A. A Handbook of Commercial Correspondence. OUP, 2020
2. MacKenzie, I. Professional English in Use. Finance. CUP, 2018
3. Mckeown, A., Wright, R., Professional English in Use. Management. CUP, 2017
4. O’Driscoll, N., Market Leader. Marketing. Pearson-Longman, 2016
5. MacKenzie, I. English for the Financial Sector. CUP, 2017
6. Siskind, K. English for Financial Institutions. Bibliothèque nationale de Luxembourg, 2023.

Further Reading List

1. Cotton, D., Falvey, D., Kent, S., Market Leader. Upper Intermediate Coursebook, Pearson-Longman, 2020
2. Emmerson, P Email English, Macmillan, 2014
3. Emmerson, P., Business English Handbook, advanced, Macmillan, 2017
3. Emmerson, P. Business Vocabulary Builder. MacMillian, 2019
4. Littlejohn, A. Company to Company. CUP, 2015
5. Mascoll, B., Business Vocabulary in Use. C1-C2, 2022

Periodicals and Other Sources

- 1 Latvia National terminology portal
- 2 Forbes - American business magazine/ www.forbes.com
- 3 The Economist <https://www.economist.com> The Economist | Go beyond breaking news / UK weekly magazine of news and international affairs
- 4 Financial Times <https://www.ft.com>, news about business, economics and international finance
- 5 The Guardian <https://www.theguardian.com>, United Kingdom newspaper