

## **Business English I: Management and Labour Market in EU**

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LAIS course code	SDSK2013
Form of evaluation	Exam
Academic credit points (ECTS credit points)	2 KP (3 ECTS)
The total number of contact lessons	16
The number of lectures	2
The number of practical classes	14
Prerequisites	Advanced knowledge of English, basic competence in business management
Part of the study programme	Theoretical courses of the branch and IT courses

### **Study course objective**

The aim of the course is to improve students' competences of modern Business English in the areas of management and labour market in the EU context and to learn the terminology and special vocabulary used in these fields, to be able to recognise and understand it, and to use contrastively together with the respective lexical units in Latvian/Russian (for 2TK students) and to be able to use them in oral and written communications.

### **Study results**

Having acquired the study course, a student shall:

- be able to understand various texts related to management and labour market and to use the knowledge both in oral and written communications and in translation;
- be able to explain and apply in a context the basic concepts of these areas, to recognise terms and vocabulary, to carry out an analysis of the special vocabulary, to create a glossary, to seek reliable sources for the preparation of translations, to create texts by using the concepts used in the English language of business;
- be able to express, orally or in writing, a clear and structured oral opinion on the topics covered by the course;
- be able to understand and analyse the actual business processes and information expressed in figures and in writing at the level necessary for translators.

### Organisation mode of students' individual work

Students' individual work shall include:

- acquisition of the course by using the study materials, text books and Internet resources;
- completion of home assignments;
- preparation for the mid-term tests and exam.

### Evaluation of study results

- All home assignments/individual tasks have been submitted.
- Two mid-term tests passed (margin: 70%).

The end result is made of:

- average score in both test and class work 40% of the final assessment;
- exam – 60% of the final assessment.

### Study course outline

No.	Title of the topic
1.	Economy, economic situation, crisis. Internal and external markets.
2.	Business in the EU environment, setting up a company; its structure, the functions of departments. General business concepts.
3.	Business management. Legal acts and documents. Laws, regulations, articles of association.
4.	Management models and cultures. Management styles.
5.	Labour market. Local and EU labour markets.
6.	Employer and employee. Contractual employment relationships.
7.	Management. Local and EU environment. Strategy, planning, competition.
8.	Management. Business resources. Capital, human resources, competencies.

### Study course schedule

No. of the class	Title of the topic	Type of class (lectures, seminars, practical classes, laboratory work), amount of academic hours
1.	Economy, economic situation, crisis. Internal and external markets.	Lecture 60 min.; practical class 30 min.
2.	Business in the EU environment, setting up a company; its structure, the functions of departments. General business concepts.	Practical class
3.	Business management. Legal acts and documents. Laws, regulations, articles of association.	Practical class
4.	Management models and cultures. Management styles in the modern context. Cultural differences, ethics, equality, non-discrimination. Written/oral tasks.	Practical class

No. of the class	Title of the topic	Type of class (lectures, seminars, practical classes, laboratory work), amount of academic hours
5.	Management models and cultures. Management styles in the modern context. Presentations.	Practical class
6.	Group task – preparation for mid-term test 1.	Practical class
7.	Discussion of the group task results. Written/oral tasks.	Practical class
8.	<b>Test.</b>	Practical class
9.	Labour market. Local and EU labour markets. Vacancies. Recruitment. Job applications. Headhunting.	Lecture 60 min.; practical class 30 min.
10.	Vacancies. Selection and recruitment. Socialisation and psychological aspects.	Practical class
11.	Group task – preparation for mid-term test 2.	Practical class
12.	Discussion of the group task results. Written/oral tasks.	Practical class
13.	<b>Test.</b>	Practical class
14.	Management. Local and EU environment. Strategy, planning, competition.	Practical class
15.	Management. Business resources. Capital, human resources, competencies.	Practical class
16.	Course review; written/oral review tasks.	Practical class

### Basic literature

1. Trappe T., Tullis G. *Intelligent Business. Style Guide. Advanced Business English*. 2013 [2011].
2. Guffey M. E., Seefer C. M. *Business English*. 10th edition. 2011.
3. Owen R. *BBC Business English*. 1991.
4. MacKenzie I. *English for Business Studies*. 1997.
5. Powell M. *Business Matters*. Language Teaching Publications. 1997.
6. Cotton D., Falvey D., Kent S. *Market Leader, Intermediate Business English*. Longman Ltd. 2001.
7. Cotton D., Robbins S. *Business Class*. Longman Ltd. 1996.

### Supplementary literature

Forbes.com

Inc.com

Wsj.com

Businessinsider.com

1. Lannon M., Tullis G., Trappe T. Insights into Business. – Longman, 1997 – 160 p.
2. Pilbeam A. Market Leader. International Management – Pearson Education

- Limited, 2000 – 96p.
3. Powell M. Business Matters. Language Teaching Publications, 1997 – 144 p.
  4. Business English resources <http://www.businessenglishresources.com/>
  5. Business English Online: Macmillan Business <http://www.businessenglishonline.net/resources/in-company-second-edition-resources/wordlists/> ; <http://www.businessenglishonline.net/resources/powerpoint-presentations-2/> , and others
  6. Free Business English materials: [http://www.freeeslmaterials.com/business\\_english.html](http://www.freeeslmaterials.com/business_english.html)
  7. Current mass media coverage, such as:  
*Financial Times*: <http://www.ft.com/home/europe>  
*The Economist*: <http://www.economist.com/>  
*The Guardian*: <http://www.theguardian.com/media/financialtimes>,  
*BBC Business News* <http://www.bbc.com/news/business>

### **Other sources of information**

1. Collin P.H. *Dictionary of Business*. Peter Collin Publishing. 1997.
2. Likumi likumi.lv.
3. Online business dictionaries:  
<http://www.businessdictionary.com/>  
<http://en.softonic.com/s/english-oxford-business-dictionary-download-free-full-version:pocketpc>
4. Tezaurs.lv.
5. Latvijas Nacionālais terminoloģijas portāls termini.gov.lv.
6. EU terminology: <https://iate.europa.eu/home>.