

## KURSA APRAKSTS

**1. Studiju kursa līmenis:**

Pirmā līmeņa profesionālās augstākās izglītības vispārizglītojošais mācību kurss.

**2. Kursa nosaukums:**

Biznesa angļu valoda I (Business English I)

**3. Kredītpunkti:**

2

**4. Kursa autore:**

Mg. paed. Kristīne Kvēle-Kvāle

**5. Kursa mērķis:**

Padziļināt izpratni par angļu valodu kā sistēmu, dot iespēju gan teorētiski, gan praktiski apgūt zināšanas un prasmes, kas ļautu sekmīgi un efektīvi risināt gan ar privāto, gan darba dzīvi saistītos jautājumus angļu valodā dažādās situācijās un adekvāti reaģēt uz situācijas maiņu.

**6. Kursa saturs:**

1. Parts of Speech.
2. Tense System.
3. Social Engagements.
4. Dining Out.
5. Travel.
6. Hotels and Accommodation.
7. Around Town.
8. Medical Needs.
9. Company Structures.
10. Telephone Language.
11. Recruitment.
12. Meetings.
13. Formal Writing.
14. Marketing.
15. Finance.
16. Presentations.

**7. Prasības kredītpunktu iegūšanai:**

klātienē nodarbību apmeklējums;  
ieskaite – pārbaudes darbs (rakstiskā formā).

**8. Literatūra:**

1. Chilver J. English for Business. A Functional Approach. – DP Publications Limited.
2. Cotton D., Falvey D., Kent S. Market Leader. - Pearson Education Limited, 2001.
3. Joseph F., Travis P. Fast Track to CAE. – Pearson Education Limited, 1999.
4. Mascull B. Business Vocabulary in Use. – Cambridge University Press, 2002.
5. Murphy R. Essential Grammar in Use. A self – study reference and practice book for elementary students. - Cambridge University Press, 1997.
6. Murphy R. Essential Grammar in Use. A self – study reference and practice book for intermediate students. - Cambridge University Press, 2000.
7. Naylor H., Murphy R. Essential Grammar in Use Supplementary Exercises. - Cambridge University Press, 1996.
8. Prodromou L. Grammar and Vocabulary for First Certificate. – Pearson Education Limited, 1999.
9. Redman S. English Vocabulary in Use. - Cambridge University Press, 1997.
10. Tullis G., Trappe T. New Insights into Business. – Pearson Education Limited, 2000.
11. Vince M. Advanced Language Practice. – Macmillan Publishers Limited, 1998.
12. John Eastwood. Oxford Practice. Basic Grammar. Oxford University Press, 2012.
13. Mark Ibbotson and Bryan Stephens. Business Start-Up. CUP. 2012.
14. Bill Mascull. Business Vocabulary in Use. Elementary to Advanced. CUP.
15. Peter Strut. English for International Tourism. Pearson Education Limited. 2003. (*Destinations, Careers, Hotel Facilities, Reservation, Places of Interest, Getting around. Directions; Eating Out*)
16. Michael Swan and Catherine Walter. Oxford English Grammar Course. Basic to Intermediate. Oxford University Press.
17. Liz Taylor and Alistair Lane. International Express. Oxford University Press. 2007
18. [www.bbc.co.uk/skillswise](http://www.bbc.co.uk/skillswise) Reading, Speaking, Listening skills, Grammar.
19. [www.britishcouncil.org/professionals-business.htm](http://www.britishcouncil.org/professionals-business.htm) Hotels, tourist information, business travel
20. [www.elt.oup.com/student/practicegrammar](http://www.elt.oup.com/student/practicegrammar)
21. [www.english-grammar.at](http://www.english-grammar.at) Downloadable grammar sheets and online exercises.
22. [www.englishgrammarsecrets.com](http://www.englishgrammarsecrets.com) Caroline and Pearson Brown. English Grammar Secrets for Self-study
23. <http://www.macmillandictionary.com> English-English Dictionary
24. [www.macmillanenglish.com/getreadyforbusiness](http://www.macmillanenglish.com/getreadyforbusiness)
  - 24.1. Andrew Vaughan and Dorothy E.Zemach. Get Ready for Business. High Beginners to Intermediate (A1-B1).(*Best suits: students of business who need fundamental communication skills to enter the workplace*)
25. [www.macmillanenglish.com/business](http://www.macmillanenglish.com/business)
  - 25.1. Paul Emmerson. Business English Handbook. Upper-Intermediate to Advanced (B2/C1). Macmillan Publishers. 2007.
  - 25.2. Paul Emmerson. Business Vocabulary Builder. Intermediate /Upper Intermediate (B1/B2)

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- 25.3. Paul Emmerson. Business Grammar Builder. Intermediate/Upper Intermediate (B1/B2)
- 25.4. Paul Emerson. Essential Business Grammar Builder. Pre-Intermediate/Upper Intermediate (B1/B2) Paul Emmerson. Essential Business Vocabulary Builder. Intermediate / Upper Intermediate (B1/B2)
- 25.5. Peter Viney. Basic Survival and Survival English. International Communication for Professionals. High Beginners to Pre-Intermediate (A1, A2) (*Best suits: Students looking for basic communication skills for the international world of work*)
26. [www.ucl.ac.uk/internet-grammar](http://www.ucl.ac.uk/internet-grammar) Internet Grammar of English