

<b>Course title</b>	<b>Functional communication and language</b>
<b>Course code</b>	Valo1189
<b>Credit points</b>	2
<b>ECTS creditpoints</b>	3
<b>Total Contact Hours</b>	<b>32</b>
<b>Number of hours for lectures</b>	16
<b>Number of hours for seminars and practical assignments</b>	16

### **Course developers**

Inguna Teilāne

### **Course abstract**

The course provides an overview of the most important functional communication issues, the practical application of their theoretical findings, as well as provides percept of the world of different languages.

Aim - to improve students' skills and abilities related to functional communication and language competence.

Tasks of the studies:

- to improve students' communicative skills and abilities, needed for various situations of communication,
- to improve students' practical skills in development of presentations and convincing presenting of it.
- to develop skills and abilities of public performance.

### **Learning outcomes**

- students demonstrate understanding of functional communication and language facts;
- students are able to choose language tools appropriate for communication situation, they develop their own individual language style;
- students demonstrate skills of communication development and applied etiquette;
- students are able to practically apply obtained theoretical knowledge.

### **Course plan**

Course structure: lectures - 16 h., seminars - 16 h.

Themes of lectures:

1. Marvellous world of languages.
2. Functional communication.
3. Characterization of functional communication.
4. Peculiarities of verbal and non-verbal communication.
5. Documents, their elaboration, execution requirements.
6. Business correspondence.
7. Applied etiquette. Telephone conversations.
8. Development of presentations.
9. Convincing communication.
10. Speech culture.
11. Public speech.
12. Public performance. Answers to tricky questions.

Themes of seminar/practical works:

1. Marvellous world of languages.
2. Convincing communication.
3. Speech culture.
4. Speech technique. Significance of proper breathing, articulation and clear diction.
5. Public speech.
6. Analysis of practical material of speech.
7. Querying. Answers to tricky questions.
8. Performance with independently developed presentation.

Students' independent work:

Students steady the obtained knowledge in practice.

### **Requirements for awarding credit points**

Regular participation and active work in lectures - 60%, test - 40%.

### **Compulsory reading**

- Ezera I, Graudiņa I., Dreiberģa S. Lietiškā komunikācija, - R., 2000.  
 Kalve I. Jaunās paaudzes lietvedība. Rīga, Biznesa augstskola Turība, 2002.  
 Omarova S. Cilvēks runā ar cilvēku. Saskarsmes psiholoģija.  
 Kestere I. Lietiškā etiķete. Eiropas pieredze. Izdevējs: Zvaigzne ABC, 2005.

### **Further reading**

1. Apele A. Prasme runāt publiski.- R., 2011.
2. Ābele M. Lietvedība. –R., 2007.
3. Bahanovskis V. Praktiskā lietvedība. – Rīga, 2005.
4. Ediers Dž. Efektīva komunikācija, -R., 1999
5. Guļevska D., A. Miķelsone, T. Porīte. Pareizrakstības un pareizrūnas rokasgrāmata. - Rīga: AVOTS, 2002. - 233 lpp.
6. Keigels T.D. Uzstāšanās māksla. Droši paņēmieni, kā pārliecināt un patikt klausītājiem, – R., 2008.
7. Koluža R. Palīdzi, māsiņ! Pareizrakstības rokasgrāmata. - Rīga: Zvaigzne ABC, 2005. - 110 lpp.
8. Dokumentu izstrādāšanas vispārējās un tehniskās prasības, kas ir ietvertas Ministru kabineta 2010. gada 28. septembra noteikumos Nr. 916 «Dokumentu izstrādāšanas un noformēšanas kārtība».
9. Rubīna A. Latviešu valodas rokasgrāmata. Valodas kultūra teorijā un praksē . - Rīga: Zvaigzne ABC, 2005. - 188 lpp.
10. Kramiņš E. Runas prasme saziņā. -R., 2005.

**Periodicals and other sources**

www.ailab.lv  
 www.letonika.lv  
 www.liis.lv  
 www.tezaurs.lv  
 www.termi.lv  
 www.valoda.lv;  
 www.vvk.lv

**Notes**

ABSP "History" Part C.

**Course content**

Marvellous world of languages. Functional communication. Characterization of functional communication. Peculiarities of verbal and non-verbal communication.  
 Documents, their elaboration, execution requirements.  
 Business correspondence. Applied etiquette. Telephone conversations.  
 Development of presentations.  
 Convincing communication. Speech culture. Analysis of practical material of speech.  
 Public speech. Speech technique.  
 Public performance. Answers to tricky questions.