



**RIGA  
GRADUATE  
SCHOOL OF  
LAW**

## Course Outline

<b>Course number</b>	<b>RBA300</b>				
Course title	<b>Academic English</b>				
Credit points	3 ECTS (2 LV)				
Total hours	80				
Lecture hours	16				
Seminar and other hours	16				
Course level	Bachelor				
Prerequisites	NA				
Category	Mandatory	<b>x</b>	Restricted elective		Free elective

### COURSE RESPONSIBLE

<i>Name</i>	<i>Academic degree</i>	<i>Academic position</i>
Silvija Andernovics	MA TEFL	Visiting lecturer

### COURSE TEACHERS

<i>Name</i>	<i>Academic degree</i>	<i>Academic position</i>
Silvija Andernovics	MA TEFL	Visiting lecturer

### COURSE ABSTRACT

This course aims to build on the existing English language capabilities of the undergraduate students, both spoken and written as they enter academic life. The academic linguistic environment is very different and more demanding than that which they have previously encountered in secondary school.

Especial attention will be also paid to identifying fake news and to digital safety and digital security as these are very pertinent issues in today's world.

## COURSE OBJECTIVES

This course has the following main objectives:

### Knowledge:

1. Professional communication: CV (written /video), email, reference/motivation letters, short oral presentations about topical events.
2. Essay and academic writing traditions using the Argumentative essay as a foundation.

### Skills:

3. The ability to construct a comprehensive and relevant CV (both written and video).
4. The ability to produce various formal written documents using the appropriate format and language.

### Competencies:

5. Enhanced confidence in presenting themselves in both a spoken and written form in a professional and academic environment.
6. To have developed the ability to construct and argue their point of view in a reasoned and convincing manner.

## GRADING CRITERIA

<b>Criteria</b>	<b>Weighting</b>
Written CV (not Europass)	10%
Video CV (2 – 3 minutes)	10%
Email	5%
Reference / Motivation letter	10%
Oral presentation / notes	5%
Re-written legal letter (informal-formal)	10%
Argumentative essay	50%

## COURSE REQUIREMENTS

Before each assignment students will be given the appropriate assessment criteria.

If students fail an assignment i.e., get below half marks (or the set pass mark) and their attendance and class participation have been satisfactory then they have the opportunity to re-do the assignment in order to improve their marks.

#### **COURSE PLAN – MAIN SUBJECTS**

<b>No.</b>	<b>Main subjects</b>	<b>Planned hours</b>
1	CV (written + video) / email / reference / motivation letter/ re-written legal letter  Ongoing oral presentations	18
2	Academic essay writing traditions / argumentative essay	14