

PROFESSIONAL LANGUAGE AND WRITTEN COMMUNICATION

3 ECTS (CREDITS)

Purpose of the subject:

The student will acquire proficiency in both spoken and written forms of the official Lithuanian language. They will be able to compose business and personal documents, edit translated or original texts, use relevant sources of document management and language use, and apply the theoretical knowledge of document preparation in practice.

Study subject annotation:

The subject of Professional Lithuanian Language and Written Communication develops skills in the use of professional Lithuanian language, and in the preparation and processing of official and personal documents. The course covers the norms of professional Lithuanian language and teaches critical evaluation and correction of non-normative language errors in editing and drafting texts. It introduces how to prepare the main company documents (order, resolution, minutes, certificate, letter, etc.) in accordance with the requirements and how to formalise their requisites, as well as the principles of business correspondence.

Evaluation form:

Exam