

BUNIN YELETS STATE UNIVERSITY

WORKING PROGRAM OF THE DISCIPLINE B1.C.02.02 Business Foreign Language

Training area: 38.03.02 Management

Orientation (profile): Organization management and logistics

Qualification (degree): *Bachelor's degree*

Form of study: *full-time*

Institute of Economics, Management and Service Technologies

Department: Eastern and European Languages, Translation and Linguodidactics

	full	-time part- shape	time correspondence
Course	1, 2		
Semester / trimester	1, 2, 3		

Lectures			
Laboratory classes			
Practical (seminar) classes	108		
including practical training Form			
(s) of intermediate certification	Credit (1 semester) Credit (2nd semester) Assessment test (3rd semester)		
Control			
Other forms of work			
Independent work	108		

Total hours: 216

Labor intensity: 6 credits.

Developer(s) of the work program:

Candidate of Pedagogical Sciences, Associate Professor A. N. Puzatykh

Ph. D., Associate Professor T. A. Parshutkina

Candidate of Pedagogical Sciences, Associate Professor N. V. Osipova

I.ORGANIZATIONAL AND METHODOLOGICAL SECTION

The purpose of studying the discipline is to improve the initial level of foreign language proficiency achieved at the previous stage of education; to master the basic skills of written and oral business communication necessary for practical use in the professional sphere, as well as to familiarize students with the realities and rules of modern business communication.

Objectives of studying the discipline:

- improve your phonetic and grammatical skills.
- expand the scope of passive and active vocabulary used in business communication;
- develop the ability to understand authentic speech by ear.
- improve the skills of business oral and verbal communication and written communication in a foreign language;
- develop skills in reading and translating professional texts;
- expand knowledge about the culture of business communication in the countries of the language being studied.

Place of the discipline in the structure of OPOP: implemented as part of the Mandatory part of block B1.

Planned results of training in the discipline:

Code of competence	Indicators of competence	Planned results of training in the discipline
UC-4	Know: - communicatively acceptable business communication styles in the state and foreign languages; - verbal and non-verbal means of interaction with partners.	Knows: – features of different communication styles (interpersonal, business); – main cultural features of business communication and speech cliches of the countries of the studied language.
	Be able to: - it is communicatively and culturally acceptable to conduct oral business conversations in the state and foreign languages; - conduct business correspondence, taking into account the peculiarities of the stylistics of official and unofficial letters, socio-cultural differences in the format of correspondence in the state and foreign languages.	Can do: -choose and use appropriate means of communication in a foreign language: vocabulary, basic grammatical forms and constructions in accordance with the field of communication; - use basic reference literature; - Vesti.
	Possess: - skills of using information and communication technologies when searching for the necessary information in the process of solving various communication tasks in the state and foreign languages; - skills of translating academic texts from a foreign language into the state language.	Has - skills of interpersonal and intercultural interaction in the field of business communication; - oral communication and writing skills, taking into account socio-cultural differences and stylistic features of the foreign language being studied.

GPC -3	Should Know: - basic methods and models for making organizational and managerial decisions and their socio-economic consequences.	Knows: - lexical features of a foreign language in the economic, financial and managerial spheres;
	Be able to: - identify the problem situations of the organization's activity, justify, develop and implement organizational and managerial decisions; - evaluate the expected results of the proposed organizational and managerial decisions and assess the organizational and social consequences of the decisions taken.	Can do: - use a foreign language in the field of economics, finance and management.
	Own: - methods of evaluating the expected results of implementing the proposed organizational and managerial solutions, using modern tools; - methods of analyzing the results of problem situations in the organization and developing organizational and managerial solutions, taking into account the achievement of economic and social efficiency.	Proficient in: - professional decision-making skills in a foreign language in a cross-cultural environment.

II. CONTENT AND SCOPE OF THE DISCIPLINE

with an indication of the number of hours allocated for students ' contact work
with a teacher (by type of training sessions) and for independent work

Full-time education

English language

No n /	a Name of sections and	topics Total	Classroom classes			Sam. rab.
			LC	PZ	LB	
Section 1. Representation in the field of business communication.						
1.	Topic 1. Biography. Grammar. Basics of normative pronunciation (articulation, stress, intonation).Conjugation of the verbs to be, to have.	18	-	10	-	8
2.	Topic 2. Organization of working hours. Grammar. Degrees of comparison of adjectives and adverbs. Personal and possessive pronouns. Indefinite pronouns much, many.	18-8-10	-	8	-	10
3.	Topic 3. Organization of leisure activities. Hobby.	18	-	10	-	8

	Grammar. Times of the Simple group. Irregular verbs. Indefinite pronouns some, any, no. Modal verbs and their equivalents.					
4.	Topic 4. Resume preparation. Cover letter. Grammar. Times of the Continuous group. Articles. Word formation.	18-8-10	-	8	-	10
	<i>Reporting form</i>	<i>Credit</i>				
	Total for 1 semester	72-36-36	-	36	-	36
	including practical training					
Section 2. Socio-cultural and linguistic aspects of business communication.						
5.	Topic 5. Russian Federation: sociocultural and linguocultural aspects. Grammar. Times of the Perfect group. Articles with geographical names.	18	-	10	-	8
6.	Topic 6. The country of the studied language: socio-cultural and linguistic aspects of foreign studies. Grammar. Passive voice. Articles with proper names.	18-8-10	-	8	-	10
7.	Topic 7. Cities of the countries of the language being studied. Grammar. Infinitive: forms, grammatical constructions.	18	-	10	-	8
8.	Topic 8. Oral business interaction. Grammar. Non-personal verb forms: participle 1,2. Independent participial turnover.	18-8-10	-	8	-	10
	<i>Reporting form</i>	<i>Credit</i>				
	Total for the 2nd semester	72-36-36	-	36	-	36
	including practical training					
Section 3. Academic and professional spheres of business communication.						
9.	Topic 9. University. Studying at the university. Grammar. The gerund.	18	-	10	-	8
10.	Topic 10. Sphere of professional activity. Grammar. Direct and indirect speech. Reviewing articles.	18	-	8	-	10
11.	Topic 11. Famous personalities in the field of professional activity. Grammar. Converting direct speech to indirect speech. Time matching.	18-10-8	-	10	-	8
12.	Topic 12. A business letter. A business letter. Structure of a business letter, types of letters.	18-8-10	-	8	-	10
	<i>Reporting form</i>	<i>Credit with</i>				

		<i>assessment</i>				
	Total for the 3rd semester	72-36-36	-	36	-	36
	including practical training					
	TOTAL:	216		108		108

German language

No n /	a Name of sections and	topics Total	Classroom classes			Sam. rab.
			LK	PZ	LB	
Section 1. Representation in the field of business communication						
1.	Topic 1. Biography. <i>Grammar, and phonetics.</i> Features of pronunciation of consonants and vowels of the German language. Verbal stress. Intonation of a German sentence. Word order in a simple German sentence. Quantitative numbers. Features of reading dates. Ordinal numbers. Personal and possessive pronouns. Conjugation of verbs in the present tense. Simple past tense (preterite)	18-10-8	—	10	—	8
2.	Topic 2. Organization of working hours. <i>Grammar.</i> Time designation. Verbs with separable and non-separable prefixes. Reflexive verbs. Modal verbs. Future tense. Negations	18-10-8	—	10	—	8
3.	Topic 3. Organization of leisure activities. Interests and hobbies. <i>Grammar.</i> Article: usage and declension in singular and plural numbers. Declension of nouns. Pronouns "man", "es"	18-8-10	—	8	—	10
4.	Topic 4. Resume preparation. Cover letter. <i>Grammar.</i> A compound sentence. Imperative mood	18-8-10	—	8	—	10
	<i>Reporting form</i>	<i>Credit</i>				
	<i>Total for semester 1</i>	<i>72-36-36</i>	—	36	—	36
	including practical training					
Section 2. Sociocultural and linguocultural aspects of business communication						
5.	Topic 5. Russian Federation: sociocultural and linguocultural aspects. <i>Grammar.</i> Complex tense forms of the verb: perfect, plusquamperfect. Pronominal adverbs	18-8-10	—	8	—	10
6.	Topic 6. Country of the studied language: socio-cultural and linguo-cultural aspects. <i>Grammar.</i> Use zu before the infinitive. Grammatical constructions: um zu + Infinitiv, ohne zu + Infinitiv, statt zu + Infinitiv; haben / sein zu + Infinitiv	18-10-8	—	10	—	8

7.	Topic 7. Cities of the countries of the language being studied. <i>Grammar.</i> Prepositions with accusative, dative, genitive	cases 18-8-10	–	8	–	10
8.	Topic 8. Oral business interaction. <i>Grammar.</i> Prepositions of dual management	18-10-8	–	10	–	8
	<i>Reporting form</i>	<i>Credit</i>				
	Total for semester 2	72-36-36	–	36	–	36
	including practical training					
Section 3. Academic and professional spheres of business communication						
9.	Topic 9. University. Studying at the university. <i>Grammar.</i> Declension of adjectives	18-10-8	–	10	–	8
10.	Topic 10. Sphere of professional activity. <i>Grammar.</i> Degrees of comparison of adjectives	18-10-8	–	10	–	8
11.	Topic 11. Well-known personalities in the field of professional activity. <i>Grammar.</i> Passive: education and use. A complex sentence. Types of subordinate clauses (additional subordinate clauses, determinative subordinate clauses)	18-8-10	–	8	–	10
12.	Topic 12. A business letter. A business letter. Structure of a business letter, types of letters. <i>Grammar.</i> Types of subordinate clauses (subordinate circumstantial: subordinate reasons, goals, conditions, time, mode of action)	18	–	8	–	10
	<i>18-8-10 Reporting form</i>	<i>Credit with assessment</i>				
	Total for the semester 3	72-36-36	–	36	–	36
	including practical training					
	TOTAL:	216		108		108

French language

No n /	a Name of modules and	topics Total	Classroom classes			Self. wor k.
			LC	PZ	LB	
Section 1. Representation in the field of business communication.						
1.	Topic 1. Biography. Grammar. Build a French sentence. Use of the article in French. Conjugation of the verbs "être" "avoir".	18	-	10	-	8
2.	Topic 2. Organization of working hours.	18	-	8	-	10

	Grammar. Groups of verbs. Reflexive verbs. Negative verb form. Possessive pronouns. Demonstrative pronouns.					
3.	Topic 3. Organization of leisure activities. Hobby. Grammar. The name is an adjective (both feminine and masculine). Degrees of comparison of adjectives and adverbs. Prepositions.	18	-	10	-	8
4.	Topic 4. Resume preparation. Cover letter. Grammar. Tenses of the indicative mood: Present tense (présent).	18-8-10	-	8	-	10
	<i>Reporting form</i>	<i>Credit</i>				
	Total for 1 semester	72-36-36	-	36	-	36
	including practical training					
Section 2. Socio-cultural and linguistic aspects of business communication.						
5.	Topic 5. Russian Federation: sociocultural and linguocultural aspects. Grammar. Будущее время (Future simple, Future dans le passé, Futur immédiat, Futur immédiat dans le passé, Futur antérieur, Futur antérieur dans le passé).	18	-	10	-	8
6.	Topic 6. The country of the studied language: socio-cultural and linguistic aspects of foreign studies. Grammar. Tenses of the indicative mood. Прошедшее время (Passé composé, passé simple, Imparfait, Plus-que-parfait, Passé immediate, Plus-que-parfait immediate, Passé antérieur).	18	-	8	-	10
7.	Topic 7. Cities of the countries of the language being studied. Grammar. Time matching.	18-10-8	-	10	-	8
8.	Topic 8. Oral business interaction. Grammar. Direct and indirect speech.	18-8-10	-	8	-	10
	<i>Reporting form</i>	<i>Credit</i>				
	Total for the 2nd semester	72-36-36	-	36	-	36
	including practical training					
Section 3. Academic and professional sphere of business communication.						
9.	Topic 9. University. Studying at the university. Grammar. Imperative mood.	18	-	10	-	8
10.	Topic 10. Sphere of professional activity. Grammar. Tenses of the conditional mood.	18	-	8	-	10
11.	Topic 11. Famous personalities in the field of professional activity. Grammar. Tenses of the subjunctive mood.	18	-	10	-	8
12.	Topic 12. A business letter. A business letter. Structure of a business letter, types of letters. Grammar. Non-personal verb forms.	18-8-10	-	8	-	10
	<i>Form of reporting</i>	<i>Credit with</i>				

		<i>assessment</i>				
	Total for the 3rd semester	72-36-36	-	36	-	36
	including practical training					
	TOTAL:	216		108		108

Full-time and part-time education (not implemented)

Part-time education (not implemented)

III. EVALUATION MATERIALS FOR THE CURRENT AND FUTURE EVALUATION OF THE PROJECT.

INTERMEDIATE CERTIFICATION OF STUDENTS IN THE DISCIPLINE

The current certification is carried out in the form of a control work.

Standard version of the control work

English language

Choose the correct option.

- Cambridge _____ a beautiful city.
a) be b) are c) is
- I'm _____ taxi-driver.
a) any b) an c) a
- My sister _____
a) is ten b) is ten years c) has ten years.
- John and Tom are _____ friends.
a) Peter b) Peter's c) of Peter
- This is my boyfriend. _____ French.
a) He's b) She's c) It's
- My teacher's from Canada, and _____ name's Lisa.
a) your b) our c) her
- My best friend is _____ doctor.
a) – b) the c) a
- We shall go for a walk if _____ sun comes out.
a) – b) a c) the
- We visited _____ Canada and _____ United States on our last journey.
a) the, – b) the, the c) –, the d) –, –
- Henry VIII had six _____.
a) wives b) wife's c) wife

German language

- Welches Jahr gilt als Gründungsjahr der staatlichen Bunin-Universität Jelez?
a) 1919
b) 1929
c) 1949
d) 1959
- Wann wurde die staatliche pädagogische Hochschule in die Bunin-Universität Jelez umbenannt?
a) 2000
b) 2002
c) 2004

- d) 2006
3. Was ist falsch?
- Unsere Universität hat einige Mensen.
 - Unsere Universität hat einen Sportkomplex.
 - Unsere Universität hat einen Behandlungsraum.
 - Unsere Universität hat einen Eispalast.
4. Was ist richtig?
- Das Hauptgebäude der staatlichen Bunin-Universität Jelez befindet sich in der Lenin-Straße.
 - Das Hauptgebäude der staatlichen Bunin-Universität Jelez befindet sich in der Kommunarow-Straße.
 - Das Hauptgebäude der staatlichen Bunin-Universität Jelez befindet sich in der Gorki-Straße.
 - Das Hauptgebäude der staatlichen I.A. Bunin-Universität Jelez befindet sich in der Puschkin-Straße.
5. Übersetzen Sie ins Deutsche: "Our university offers distance learning."
- In unserer Universität gibt es Fernstudium.
 - In unserer Universität gibt es Direktstudium.
 - In unserer Universität gibt es Abendstudium.
 - In unserer Universität gibt es Kommerzstudium.
6. Was ist falsch?
- Der Student hat ein Studienbuch.
 - In der Prüfungsperiode legen die Studenten Vorprüfungen und Prüfungen ab.
 - Der Direktor steht an der Spitze der Universität.
 - Unsere Universität hat auch Fernstudenten.
7. Wann haben die Direktstudenten eine Prüfungsperiode?
- im Winter und im Sommer
 - im Herbst und im Winter
 - im Frühling und im Sommer
 - im Herbst und im Frühling
8. In which of the phrases is the strong type of declension of adjectives represented?
- nach einer kurzen Pause
 - unsere Diskussion
 - staatliche Universität
 - das letzte Studienjahr
9. Ich befinde mich in dem ... Hörsaal:
- große
 - großen
 - groß
 - großem
10. Diese ... Lektorin sieht gut aus.
- junger
 - junge
 - jungen
 - junges

French language

Choose the correct option.

1. Futur immediat.

1. Un moment, je... la lampe.

- vais allumer, b) va allumer,
- aller allume, d) aller allumer

2. De quoi... aujourd'hui?

- vous – aller vous occuper, b) vas – vous vous occuper,

c) vais – vous vous occuper, d) allez – vous vous occuper

3. On dit qu'il... Moscou.

- a) vient bientôt quitter, b) a bientôt quitter,
- c) va bientôt quitter, d) aller bientôt quitté

II. Passé immédiat.

4. Nous...

- a) vient de nous lever, b) aller de nous lever,
- c) venons de nous lever, d) venons nous lever

5. Je... votre frère.

- a) viens rencontrer, b) vait rencontrer,
- c) vait de rencontrer, d) viens de rencontrer

6. Les enfants...

- a) viennent diner, b) viennent de diner,
- c) vienent de diner, d) viennent de dine

III. Imparfait.

7. A cette heure la plage... déserte.

- a) étais, b) étiait, c) a étais, d) était

8. Les enfants n'... pas jouer les exercices difficiles.

- a) a aimais, b) aimaient, c) ont aimaient, d) aimait

9. Chaque matin, Christine ... du café.

- a) prenais, b) prenait, c) prenait, d) prenaient.

10. Elles ... les fenêtres.

- a) ouvrent, b) ouvraient, c) ouvraient, d) ouvrez.

IV. Plus – que – parfait

Intermediate certification of students is carried out in the form of *credit and credit with an assessment* using the following assessment materials: a list of questions for the test, for the test with an assessment.

Questions for the test (from semester 1-full-time education)

Two tasks are expected to be completed during the test *задан*.

1. Lexical and grammatical task (*see questions on grammar*).
2. A monologue statement on a lexical topic (*see the list of lexical topics*).

Grammar questions

English language

1. Basics of normative pronunciation (articulation, stress, intonation).
2. Conjugation of the verbs to be, to have.
3. Degrees of comparison of adjectives and adverbs.
4. Personal and possessive pronouns.
5. Indefinite pronouns much, many.
6. Times of the Simple group.

German language

1. Word order in a simple German sentence.
2. Quantitative numbers.
3. Features of reading dates.

4. Ordinal numbers.
5. Personal and possessive pronouns.
6. Conjugation of verbs in the present tense.
7. Simple past tense (preterite).
8. Verbs with separable and non-separable prefixes.
9. Reflexive verbs.
10. Modal verbs.
11. Future tense.
12. Negatives.
13. Article: usage and declension in singular and plural numbers.
14. Declension of nouns.
15. Pronouns man, es.
16. A compound sentence.
17. Imperative mood.

French language

1. Build a French sentence.
2. Use of the article in French.
3. Conjugation of the verbs "être" and "avoir".
4. Groups of verbs.
5. Reflexive verbs.
6. Negative verb form.
7. Possessive and demonstrative adjectives.
8. The name is an adjective (both feminine and masculine).
9. Degrees of comparison of adjectives and adverbs.
10. Tenses of the indicative mood. Present time.

List of lexical topics

English language

1. Introduce yourself.
2. Working Day: duties, timetable.
3. Pastime, leisure activities.

German language

1. Beschreiben Sie Ihren Lebenslauf!
2. Wie verbringen Sie Ihren Arbeitstag?
3. Wie verbringen Sie Ihre Freizeit?

French language

1. La présentation. Ma biographie.
2. La journée de travail.
3. Des intérêts et le passe-temps.

Questions for the test (from semester 2-full-time education)

На зачете предполагается выполнение Two tasks are expected to be completed during the test
задан.

1. Lexical and grammatical task (*see questions on grammar*).
2. A monologue statement on a lexical topic (*see the list of lexical topics*).

Grammar questions

English language

1. Times of the Perfect group.
2. Articles with geographical names.
3. Passive voice.
4. Articles with proper names.
5. Non-personal verb forms: participle 1,2.
6. Independent participial turnover.
7. The gerund.

German language

1. Complex tense forms of the verb: perfect, plusquamperfect.
2. Pronominal adverbs.
3. Use zu before the infinitive.
4. Грамматические конструкции: um zu + Infinitiv, ohne zu + Infinitiv, statt zu + Infinitiv; haben/ sein zu + Infinitiv.
5. Prepositions with accusative, dative, and genitive cases.
6. Prepositions of double management.

French language

1. The imperative mood.
2. Будущее время (Future simple, Future dans le passé, Futur immédiat, Futur immédiat dans le passé, Futur antérieur, Futur antérieur dans le passé).
3. Прошедшее время (Passé composé, passé simple, Imparfait, Plus-que-parfait, Passé immediate, Plus-que-parfait immediate, Passé antérieur).
4. Time matching.

List of lexical topics

English language

1. Great Britain: special features.
2. Places of Interest: London.
3. The Russian Federation: special features.

German language

1. Erzählen Sie über die Bundesrepublik Deutschland!
2. Erzählen Sie über die Hauptstadt Deutschlands!
3. Erzählen Sie über die Russische Föderation!

French language

1. La France: aspects socioculturels et linguistiques.
2. Les villes de France: la mission d'affaires.
3. La Russie: aspects socioculturels et linguistiques.

Questions for the assessment test (from semester 3-full-time education)

Two tasks are expected to be completed during the testзадан.

1. Lexical and grammatical task (*see questions on grammar*).
2. A monologue statement on a lexical topic (*see the list of lexical topics*).

Grammar questions

English language

1. Direct and indirect speech.
2. Stable expressions: the most common colloquial cliché formulas (address, greeting, gratitude, apology).
3. Converting direct speech to indirect speech.
4. Time matching.
5. Non-personal verb forms: the infinitive, its forms and functions.

German language

1. Declension of adjectives.
2. Degrees of comparison of adjectives.
3. Passive: education and use.
4. A complex sentence. Types of subordinate clauses (additional subordinate clauses, determinative subordinate clauses).
5. Types of subordinate clauses (subordinate circumstantial: subordinate causes, goals, conditions, time, and mode of action).

French language

1. Direct and indirect speech.
2. Tenses of the conditional mood.
3. Tenses of the subjunctive mood.
4. Non-personal verb forms.
5. Passive voice.

List of lexical topics

English language

1. The University where you're studying.
2. My Future Profession.
3. Famous personalities of the past/ of the up-to-date.

German language

1. Erzählen Sie über die Universität, an der Sie studieren, und Ihr Studium!
2. Erzählen Sie über Ihren zukünftigen Beruf!
3. Erzählen Sie über einen bekannten Menschen in Ihrer Fachrichtung!

French language

1. Parlez de l'université dans laquelle vous étudiez.
2. Parlez de votre profession future.
3. Parlez d'une personne célèbre au domaine de votre activité professionnelle.

IV. LIST OF LITERATURE REQUIRED FOR MASTERING THE DISCIPLINE

4.1. Basic literature

English language

1. Conversational English for Bachelors: practicum: in 2 parts [Electronic resource] / K. Yu.Simonova, Yu. S. Eliseeva. - Omsk: Siberian State University of Physical Culture and Sports, 2020. - Part 1. - 226 p. - URL: <https://biblioclub.ru/index.php?page=book&id=607556> (accessed: 18.04.2024)

German language

1. German language: Speech workshop (Bachelor's degree): textbook / E. A. Chigirin, L. A. Khryachkova, M. V. Popova [et al. Ed. by E. A. Chigirin. - Voronezh: Voronezh State University of Engineering Technologies, 2021. - 145 p.: URL: <https://biblioclub.ru/index.php?page=book&id=688136> (accessed: 18.04.2024)

French language

1. French language: an educational and methodical manual on oral speech for students of non-linguistic faculties of pedagogical universities: [16+] / comp. by T. A. Sukhomlina; Samara State Socio-pedagogical University. Samara : Samara State Socio-Pedagogical University, 2022, 106 p. <https://biblioclub.ru/index.php?page=book&id=700381> (in Russian). <https://biblioclub.ru/index.php?page=book&id=700381> (accessed: 18.04.2024)

4.2. Additional literature

English language

1. Grishaeva E. B. Delovoy inostranny yazyk [Business foreign language]: textbook / E. B. Grishaeva, I. A. Mashukova. Krasnoyarsk: Siberian Federal University Publ., 2015, 192 p.(in Russian). <http://biblioclub.ru/index.php?page=book&id=435604> (accessed: 18.04.2024)

2. Puzatykh A. N. ENGLISH FOR BACHELOR'S DEGREE STUDENTS [Electronic resource]: textbook on the English language. - Part 1. / A. N. Puzatykh-Yelets: Yelets State University named after I. A. Bunin, 2018. - 94 p. - Access mode: http://www.elsu.ru/uploads/files/2018-11/1542709204_puzatykh_angliyskiy-dlya-bakalavrov_ch1_opublikovanny.pdf (accessed: 18.04.2024)

3. Shishkina T. S. English language of business communication as a linguistic Phenomenon[Electronic resource]: textbook / T. S. Shishkina. Rostov-on-Don; Taganrog: Southern Federal University, 2017, 201 p. (in Russian). <https://biblioclub.ru/index.php?page=book&id=570896> (accessed: 18.04.2024)

German language

1. Arkhangel'skaya N. N., Lapshina G. A. German language: a practical course for correspondence students of non-linguistic faculties [Electronic resource]: educational and methodical manual / N. N. Arkhangel'skaya, G. A. Lapshina-Moscow; Berlin: Direct-Media, 2016. – 74 p. –URL: <http://biblioclub.ru/index.php?page=book&id=472940>. (accessed: 18.04.2024)

2. Zimina, L. I. German language [Electronic resource]: textbook. manual / L. I. Zimina, I. N. Miroslavskaya. - Moscow: Yurayt Publishing House, 2019. - 147 p. - URL: <https://biblioclub.ru/book/nemeckiy-yazyk-444096> (accessed: 18.04.2024)

3. Paremskaya D. A. Prakticheskaya grammatika nemetskogo yazyka [Practical grammar of the German language]. Minsk: Vysheyshaya shkola Publ., 2016, 352 p.(in Russian) <http://biblioclub.ru/index.php?page=book&id=480187> (accessed: 18.04.2024)

French language

1. Exerçons-nous! : textbook / author-comp. by G. V. Belikova, E. E. Belyaeva, T. I. Alieva, N. A. Krailina [et al.]. – Moscow : Moscow State Pedagogical University (MPSU), 2016. – 380 p. - Access mode: by subscription. - URL: <https://biblioclub.ru/index.php?page=book&id=471546> -ISBN 978-5-4263-0234-1. - Text: electronic. (accessed: 18.04.2024)

2.Ivanchenko A. I. Grammatika frenzskogo yazyka: testy i kontrolnye raboty : metodicheskoe posobie [Grammar of the French language: tests and control works]. Saint-Petersburg: KARO Publ., 2007, 272 p.Available by subscription. - URL: <https://biblioclub.ru/index.php?page=book&id=461995> - Bibliogr. in the book-ISBN 978-5-89815-981-8. - Text: electronic. (accessed: 18.04.2024)

V.. LIST OF RESOURCES OF THE INFORMATION AND TELECOMMUNICATION NETWORK "INTERNET" REQUIRED FOR MASTERING THE discipline

№ Item No	. Link to the information resource	Name of the development in electronic form	Availability
1.	https://infourok.ru/Инфоурок	: educational Internet project of Russia. Includes: lesson notes, presentations, tests, video tutorials, and other materials on school curriculum subjects.	Free access
2.	http://edu.ru/	Russian Education: Federal Portal. Includes links to portals and websites of educational institutions; state educational standards; regulatory documents; a catalog of excursions and training programs.	Free Access
3.	http://lingualeo.com.ru	Educational portal for English language learners	Free access
4.	http://www.study.ru/	Educational portal for English language Learners	Free access
5. www .school .edu.ru	www.school.edu.ru	Russian General Education Portal	Free access
6.	web.de	6.web.de German Search Engine	Free access
7.	web.fr	7.web.fr French Search Engine	Free access

VI. MODERN PROFESSIONAL DATABASES AND INFORMATION REFERENCE SYSTEMS

http://www.biblioclub.ru.biblioclub.ru	Electronic Library System (EBS) University Library online	Registration via any university computer. In the future, unlimited individual access is provided from any point where there is access to the Internet
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..garant.ru	www.garant.ru Legal information Portal	Free access
www.elibrary.ru	Russian information portal in the field of science, technology, medicine and education	Free access
www.consultant.ru	Russian Computer Reference and legal system	Free access
http://www.multitrans.ru/Мультиязыковой	dictionary online	Free access
http://www.study.ru/Образовательный	portal for English language learners	Free access
www.school.edu.ru	Russian General Education Portal	Free access
www.deutschlands-staedte.com	German-language website about German cities	Free access
www.juma.de	www.juma.de German youth magazine "Yuma"	Free access
www.tatsachen-ueber-deutschland.de	" Germany. Facts - basic facts about Germany	Free access
www.vitaminde.de	Vitamin D-magazine for German language learners	Free access
http://www.bonjourdefrance.com	French language website for French language learners	Free access

VII. LICENSED AND FREELY DISTRIBUTED SOFTWARE

When implementing an academic discipline, the following licensed and freely distributed software is used:

- Microsoft Windows;
- Microsoft Office;
- LibreOffice, etc..

VIII. EQUIPMENT AND TECHNICAL MEANS OF TRAINING NECESSARY FOR THE IMPLEMENTATION OF THE EDUCATIONAL PROCESS IN THE DISCIPLINE

Training sessions are held in classrooms equipped with specialized furniture, including stationary or portable teaching equipment (projector, screen, computer / laptop).

Independent work is carried out in classrooms equipped with computer equipment with the ability to connect to the Internet and provide access to the electronic information and educational environment of the university.