

BUNIN YELETS STATE UNIVERSITY

"APPROVED"
Director of the Institute of Psychology
And Pedagogy /T.D.Krasova/



THE WORK PROGRAMME OF THE DISCIPLINE B1.C.02.02 Business foreign language

Direction of training: 44.03.01 Pedagogical Education

Profile: Primary education

Qualification (degree): bachelor

Mode of study: full-time

Institute of Psychology and Pedagogy

Department of Oriental and European Languages, Translation and Linguodidactics

| | full-time form | full-time and part-time form | part-time form |
|------------------------------|---------------------------------------|------------------------------|----------------|
| Study course | 1, 2 | | |
| Term | 1, 2, 3 | | |
| Lectures | | | |
| Laboratory work | | | |
| Seminars | 108 | | |
| including practical training | | | |
| Form of control | Credit test Credit test with grade | | |
| Control | | | |
| Other forms of work | | | |
| Independent work | 108 | | |

Total number of academic hours: 216

Labour intensity: 6 credits

Developer of the work programme: Cand. Ped. Sc., Associate Professor A.N. Puzatykh

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:

- to improve phonetic and grammatical skills;
- to expand the volume of passive and active vocabulary used in the sphere of business communication;
- to develop the ability to understand authentic speech by ear;
- to improve the skills of business oral and written communication in a foreign language;
- to develop the skills of reading and translating professionally oriented texts;
- to expand knowledge of the culture of business communication in the countries of the studied language.

The place of the discipline in the structure of the main professional educational program: it is implemented within the framework of the Compulsory Part of Block B1.

Planned learning outcomes for the discipline:

| Competence code | Indicators of Competence Achievement | Planned learning outcomes for the discipline |
|------------------------|--|--|
| UC-4 | To know: <ul style="list-style-type: none"> – communicatively acceptable styles of business communication in the state and foreign languages; – verbal and non-verbal means of interaction with partners. | Knows: <ul style="list-style-type: none"> – features of different communication styles (interpersonal, business); – basic cultural features of business communication and speech cliches of the countries of the studied language. |
| | To be able to: <ul style="list-style-type: none"> – communicatively and culturally acceptable conduct oral business conversations in the state and foreign languages; – conduct business correspondence, taking into account the stylistic features of official and unofficial letters, socio-cultural differences in the format of correspondence in the state and foreign languages. | Is able to: <ul style="list-style-type: none"> – choose and use appropriate means of communication in a foreign language: vocabulary, basic grammatical forms and constructions in accordance with the area of communication; – use basic reference literature; |
| | To possess: <ul style="list-style-type: none"> – skills in using information and communication technologies when searching for the necessary information in the process of solving various communication problems in the state and foreign languages; – skills in translating academic texts from a foreign language into the state language. | Possesses: <ul style="list-style-type: none"> – skills of interpersonal and intercultural interaction in the field of business communication; – skills of oral communication and writing, taking into account socio-cultural differences and stylistic features of the foreign language being studied. |
| GPC-7 | To know: <ul style="list-style-type: none"> – laws and features of building | Knows: <ul style="list-style-type: none"> – features of building business |

| | | |
|--|---|--|
| | <p>interactions between participants in educational relations;</p> <ul style="list-style-type: none"> – basic patterns of family relations that allow for effective work with the parent community; – patterns of formation of children-adult communities, their socio-psychological characteristics and patterns of development of children's and adolescent communities. | interactions in a foreign language |
| | <p>To be able to:</p> <ul style="list-style-type: none"> – select forms, methods, techniques of interaction with different participants in the educational process (students, parents, teachers, administration) in accordance with the context of the situation; – cooperate with other teaching staff and specialists in solving educational problems. | <p>Is able to:</p> <ul style="list-style-type: none"> – choose forms, methods, and techniques of foreign language interaction in accordance with the communication situation |
| | <p>To possess:</p> <ul style="list-style-type: none"> – actions to identify behavioral and personal problems of students related to the peculiarities of their development; – actions to interact with other specialists within the framework of a psychological, medical and pedagogical council; – skills of building (or constructing) interactions with different participants in educational relations (students, parents, teachers, administration) within the framework of the implementation of educational programs. | <p>Possesses:</p> <ul style="list-style-type: none"> – foreign language verbal and non-verbal communication skills |

II. CONTENT AND SCOPE OF THE DISCIPLINE

**indicating the number of hours allocated for contact work of students with the teacher
(by type of class) and for independent work**

Full-time education

| № | Name of sections and topics | Total | Classroom lessons | | | Ind. work |
|--|-----------------------------|-------|-------------------|------|------|-----------|
| | | | Lec. | Sem. | Lab. | |
| Section 1. Presentation in the field of business communication. | | | | | | |
| 1. | Topic 1. Biography. | 18 | - | 10 | - | 8 |

| | | | | | | |
|---|---|--------------------|---|----|---|----|
| | Grammar. Basics of standard pronunciation (articulation, stress, intonation). Conjugation of verbs to be, to have. | | | | | |
| 2. | Topic 2. Organization of working time. Grammar. Degrees of comparison of adjectives and adverbs. Personal and possessive pronouns. Indefinite pronouns much, many. | 18 | - | 8 | - | 10 |
| 3. | Topic 3. Organization of leisure. Hobbies. Grammar. Simple tenses. Irregular verbs. Indefinite pronouns some, any, no. Modal verbs, their equivalents. | 18 | - | 10 | - | 8 |
| 4. | Topic 4. Preparing a resume. Cover letter. Grammar. Continuous tenses. Articles. Word formation. | 18 | - | 8 | - | 10 |
| | <i>Control</i> | <i>Credit test</i> | | | | |
| | <i>Total for 1 term</i> | 72 | - | 36 | - | 36 |
| Section 2. Sociocultural and linguistic aspects of business communication. | | | | | | |
| 5. | Topic 5. Russian Federation: socio-cultural and linguistic-cultural aspects. Grammar. Perfect tenses. Articles with geographical names. | 18 | - | 10 | - | 8 |
| 6. | Topic 6. The country of the studied language: socio-cultural and linguistic-cultural aspects. .Grammar. Passive voice. Articles with proper names. | 18 | - | 8 | - | 10 |
| 7. | Topic 7. Cities of the countries of the studied language. Grammar. Infinitive: forms, grammatical constructions. | 18 | - | 10 | - | 8 |
| 8. | Topic 8. Oral business interaction. Grammar. Impersonal verb forms: participle 1,2. Independent participial phrase. | 18 | - | 8 | - | 10 |
| | <i>Form of control</i> | <i>Credit test</i> | | | | |
| | <i>Total for 2 term</i> | 72 | - | 36 | - | 36 |
| Section 3. Academic and professional spheres of business communication. | | | | | | |
| 9. | Topic 9. University. Studying at the university. Grammar. Gerund. | 18 | - | 10 | - | 8 |
| 10. | Topic 10. Sphere of professional activity. Grammar. Direct and indirect speech. Referencing articles. | 18 | - | 8 | - | 10 |
| 11. | Topic 11. Famous personalities in the sphere of professional activity. Grammar. Translating direct speech into indirect | 18 | - | 10 | - | 8 |

| | | | | | | |
|-----|---|-----------------------------------|---|-----|---|-----|
| | speech. Agreement of tenses. | | | | | |
| 12. | Topic 12. Business letter. Business letter. Structure of a business letter, types of letters. | 18 | - | 8 | - | 10 |
| | Control | | | | | |
| | <i>Form of control</i> | <i>Credit test with grade</i> | | | | |
| | <i>Total for 2 term</i> | 72 | - | 36 | - | 36 |
| | | | | | | |
| | Total number of academic hours: | 216 | | 108 | | 108 |

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

Part-time education (*not implemented*)

III. EVALUATION MATERIALS FOR CONDUCTING CURRENT AND IN-TERIM CERTIFICATION OF STUDENTS IN THE DISCIPLINE

Current certification is carried out in the form of a test.

Standard version of a test

Выберите правильный вариант.

- 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

Interim assessment of students is carried out in the form of a credit test, a credit test with a grade.

List of questions for the credit test

(1 term, Full-time education)

The test requires completing two tasks.

1. Lexical and grammatical task (see grammar questions).
2. Topic (see the list of lexical topics).

Grammar questions

1. Basics of standard 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. Simple tenses.

List of topics

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

List of questions for the credit test

(2 term, Full-time education)

The test requires completing two tasks.

1. Lexical and grammatical task (see grammar questions).
2. Topic (see the list of lexical topics).

Grammar questions

1. Perfect tenses.
2. Articles with geographical names.
3. Passive voice.
4. Articles with proper names.
5. Impersonal verb forms: participle 1,2.
6. Independent participial phrase.
7. Gerund.

List of topics

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

List of questions for the credit test with grade

(3 term, Full-time education)

The test requires completing two tasks.

1. Lexical and grammatical task (see grammar questions).
2. Topic (see the list of lexical topics).

Grammar questions

1. Direct and indirect speech.
2. Set expressions: the most common conversational clichés (address, greeting, gratitude, apology).
3. Translating direct speech into indirect speech.
4. Agreement of tenses.
5. Impersonal forms of the verb: the infinitive, its forms and functions.

List of topics

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

IV. LIST OF REFERENCES REQUIRED FOR MASTERING THE DISCIPLINE

4.1. Main literature

1. Bogatyreva M.A. English language textbook: for non-linguistic humanitarian universities. Initial stage of training [Electronic resource]: textbook / M.A. Bogatyreva. - 4th ed. - Moscow: Publishing house "FLINTA", 2022. - 637 p. — URL: <http://biblioclub.ru/index.php?page=book&id=93367> (date of access: 02.09.2024)

4.2. Additional literature

1. Grishaeva E.B. Business Foreign Language [Electronic resource]: study guide / E.B. Grishaeva, I.A. Mashukova. - Krasnoyarsk: Siberian Federal University, 2018. - 192 p. - URL: <http://biblioclub.ru/index.php?page=book&id=435604> (date of access: 02.09.2024)

2. Shishkina T.S. English of Business Communication as Linguistic Phenomenon [Electronic resource]: textbook / T.S. Shishkina. - Rostov-on-Don; Taganrog: Southern Federal University, 2018. - 201 p. - URL: <https://biblioclub.ru/index.php?page=book&id=570896> (date of access: 02.09.2004)

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

| № | Link to information resource | Name of the development in electronic form | Availability |
|----|---|--|--------------|
| 1. | https://www.deutsche-staedte.de/index.php | Deutsche Städte: German language site about cities of Germany | Free access |
| 2. | https://www.deepl.com/translator | DeepL: online-translator | Free access |

| | | | |
|----|---|---|--|
| 3. | https://www.hellotalk.com/?lang=ru | HelloTalk: community for finding language partners | Mobile application. Free access after registration |
| 4. | https://www.interpals.net/ | Interpals: a platform for written communication with native speakers | Free access after registration |
| 5. | https://lang-8.com/ | Lang-8: a platform for written communication with native speakers | Free access after registration |

VI. MODERN PROFESSIONAL DATABASES AND INFORMATION REFERENCE SYSTEMS

| № | Link to information resource | Name of the development in electronic form | Availability |
|----|---|---|--|
| 1. | http://www.biblioclub.ru | Electronic library system (ELS) University library online | Registration via the university computer. In the future, unlimited individual access is provided from any point where there is access to the Internet. |
| 2. | https://urait.ru/ | "Yurait": electronic library | Registration via the university computer. Further individual unlimited access from any point where there is access to the Internet |
| 3. | https://www.howtopronounce.com/ | HowToPronounc: pronunciation database | Free access |

VII. LICENSED AND FREELY DISTRIBUTABLE SOFTWARE

The following licensed and freely distributed software is used in the implementation of the academic discipline:

- Microsoft Windows;
- Microsoft Office;
- LibreOffice and others.

VIII. EQUIPMENT AND TECHNICAL TEACHING AIDS REQUIRED FOR THE IMPLEMENTATION OF THE EDUCATIONAL PROCESS IN THE DISCIPLINE

Classes are held in classrooms equipped with specialized furniture, including stationary or portable technical training equipment (projector, screen, computer/laptop). Independent work is conducted 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.