

**Аннотация рабочей программы дисциплины «Перевод деловой корреспонденции / Business correspondence translation» для направления подготовки 45.04.02 Лингвистика.
Направленность (профиль) образовательной программы - Современные технологии преподавания английского языка (на английском языке) Modern technologies in teaching English**

1. Цели и задачи освоения дисциплины

Цель изучения дисциплины:

The overall purpose of this course is for students to learn basic rules of translating business letters from English into Russian and from Russian into English.

Задачи изучения дисциплины:

By the end of the course students will:

- know how to translate different types of business correspondence from English into Russian and from Russian into English;
- enrich their vocabulary with basic business terminology;
- know a range of business letters and their peculiarities.

2. Компетенции обучающегося, формируемые в результате освоения дисциплины и индикаторы их достижения

2.1 Профессиональные компетенции и индикаторы их достижения

Код и наименование профессиональной компетенции	Код и наименование индикатора достижения профессиональной компетенции
PC-3. The participant of the educational process is able to conduct business communication in English orally and in written form in the chosen professional field.	IPC-1 PC-3 The participant of the educational process knows how to conduct business communication in English orally and in written form in the chosen professional field. IPC-2 PC-3 The participant of the educational process is able to conduct business communication in English orally and in written form in the chosen professional field. IPC-3 PC-3 The participant of the educational process has a good command of business communication in English orally and in written form in the chosen professional field.

3. Содержание дисциплины

Enquiries translation

- . Quotations and offers translation . Orders translation. Claims translation
- . Miscellaneous translation
- . Personalized business correspondence translation. Pass-fail exam.