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Course syllabus abstract
« Business Correspondence Translation (Перевод деловой корреспонденции)»
Field of study: 45.04.02 Linguistics
Major: « Business Correspondence Translation (Перевод деловой корреспонденции) »

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1. Goals and objectives of the course

Aims: 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.

Objectives: 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. Course competencies

Professional competences and indicators testing their formation

The code and name of the professional competences	The code and name of the indicator testing the formation of professional competences
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. Course syllabus
Practical studies

No	Section name	Section syllabus
1	Enquiries	Essential features of enquiry letters. Expressions used in enquiries. Translation.
2	Quotations and offers	Essential features of offers. Expressions used in offers. Translation.
3	Orders	Essential features of orders. Expressions used in orders. Translation.
4	Claims	Essential features of claims. Expressions used in claims. Translation.
5	Miscellaneous	Essential features of miscellaneous letters. Translation.
6	Personalized business correspondence	Essential features of personalized business correspondence. Expressions used in enquiries. Translation.