

Министерство науки и высшего образования Российской Федерации  
Федеральное государственное бюджетное образовательное учреждение  
высшего образования  
"Амурский государственный университет"

УТВЕРЖДАЮ

Проректор по учебной и научной  
работе

Лейфа А.В. Лейфа

14 июня 2024 г.

РАБОЧАЯ ПРОГРАММА  
«АНГЛИЙСКИЙ ЯЗЫК ДЛЯ ДЕЛОВОГО ОБЩЕНИЯ / ENGLISH FOR BUSINESS  
COMMUNICATION»

Направление подготовки 45.04.02 Лингвистика

Направленность (профиль) образовательной программы – Современные технологии преподавания английского языка (на английском языке) Modern technologies in teaching English

Квалификация выпускника – Магистр

Год набора – 2024

Форма обучения – Очная

Курс 2 Семестр 3

Зачет 3 сем

Общая трудоемкость дисциплины 108.0 (академ. час), 3.00 (з.е)

Составитель Н.В. Маковей, доцент, канд. пед. наук

Факультет международных отношений

Кафедра перевода и межкультурной коммуникации

Рабочая программа составлена на основании Федерального государственного образовательного стандарта ВО для направления подготовки 45.04.02 Лингвистика, утвержденного приказом Министерства науки и высшего образования Российской Федерации от 12.08.20 № 992

Рабочая программа обсуждена на заседании кафедры перевода и межкультурной коммуникации

01.04.2024 г. , протокол № 8

Заведующий кафедрой Ма Т.Ю. Ма

СОГЛАСОВАНО

Учебно-методическое управление

Чалкина Н.А. Чалкина

14 июня 2024 г.

СОГЛАСОВАНО

Выпускающая кафедра

Ма Т.Ю. Ма

14 июня 2024 г.

СОГЛАСОВАНО

Научная библиотека

Петрович О.В. Петрович

14 июня 2024 г.

СОГЛАСОВАНО

Центр цифровой трансформации и  
технического обеспечения

Тодосейчук А.А. Тодосейчук

14 июня 2024 г.

## 1. ЦЕЛИ И ЗАДАЧИ ОСВОЕНИЯ ДИСЦИПЛИНЫ

### Цель дисциплины:

The overall purpose of this course is for students to receive a wide-ranging overview of the business world, as well as acquire the key communication skills they will need in their future working lives.

### Задачи дисциплины:

By the end of the course students will:

- communicate in English in real-life work situations;
- will be equipped with genuinely useful, transferable language that they can take out of the classroom and use immediately in the workplace;
- practise in situations that take place within an organization, such as giving a report, making arrangements and taking part in meetings;
- speak and try out the target language in meaningful and authentic ways.

## 2. МЕСТО ДИСЦИПЛИНЫ В СТРУКТУРЕ ОБРАЗОВАТЕЛЬНОЙ ПРОГРАММЫ

This course is an integral part of the curriculum in the field of study 45.04.02 Linguistics and compiled by the participants of the educational process. To do the course successfully, students have to study interconnected courses: English for specific purposes and Intercultural Communication. The knowledge obtained as a result of studying this course can help to undertake academic internship and industrial work placement.

## 3. КОМПЕТЕНЦИИ ОБУЧАЮЩЕГОСЯ, ФОРМИРУЕМЫЕ В РЕЗУЛЬТАТЕ ОСВОЕНИЯ ДИСЦИПЛИНЫ И ИНДИКАТОРЫ ИХ ДОСТИЖЕНИЯ

### 3.1 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.

## 4. СТРУКТУРА ДИСЦИПЛИНЫ

Общая трудоемкость дисциплины составляет 3.00 зачетных единицы, 108.0 академических часов.

1 – № п/п

2 – Тема (раздел) дисциплины, курсовая работа (проект), промежуточная аттестация

3 – Семестр

4 – Виды контактной работы и трудоемкость (в академических часах)

4.1 – Л (Лекции)

4.2 – Лекции в виде практической подготовки

4.3 – ПЗ (Практические занятия)

4.4 – Практические занятия в виде практической подготовки

4.5 – ЛР (Лабораторные работы)

4.6 – Лабораторные работы в виде практической подготовки

4.7 – ИКР (Иная контактная работа)

4.8 – КТО (Контроль теоретического обучения)

4.9 – КЭ (Контроль на экзамене)

5 – Контроль (в академических часах)

6 – Самостоятельная работа (в академических часах)

7 – Формы текущего контроля успеваемости

1	2	3	4									5	6	7
			4.1	4.2	4.3	4.4	4.5	4.6	4.7	4.8	4.9			
1	First impressions	3			4								10	Discussion, exercises, tests
2	On schedule	3			4								10	Discussion, exercises, tests
3	Ethical business	3			4								10	Discussion, exercises, tests
4	Outsourcing	3			4								10	Discussion, exercises, tests
5	Employees	3			4								10	Discussion, exercises, tests
6	Communications	3			4								10	Discussion, exercises, tests
7	Performance	3			4								19.8	Discussion, exercises, tests
8	Pass-fail exam	3									0.2			
	Итого			0.0	28.0		0.0	0.0	0.2	0.0	0.0	79.8		

## 5. СОДЕРЖАНИЕ ДИСЦИПЛИНЫ

### 5.1. Практические занятия

Наименование темы	Содержание темы
First impressions	Arranging a meeting. Exchanging contact details. The life overlap.
On schedule	Running an update meeting. Questioning a decision. Five most common problems on projects.
Ethical business	Responding to invitations. Rule 47: a set of personal standards.
Outsourcing	Asking questions after a presentation. Outsourcing of robots.
Employees	Negotiating with colleagues. Making quick requests. Flow
Communications	Dealing with information on the phone. Resolving problems on the phone.
Performance	Evaluating performance. Raising difficult issues.

**6. САМОСТОЯТЕЛЬНАЯ РАБОТА**

№ п/п	Наименование темы (раздела)	Содержание темы (раздела)	Трудоемкость в академических часах
1	First impressions	Writing an email. Making a presentation.	10
2	On schedule	Watching a video. Making a presentation	10
3	Ethical business	Watching a video. Making a presentation	10
4	Outsourcing	Watching a video. Making a presentation.	10
5	Employees	Reading texts. Listening.	10
6	Communications	Reading texts. Listening.	10
7	Performance	Watching a video. Making a presentation	19.8

**7. ОБРАЗОВАТЕЛЬНЫЕ ТЕХНОЛОГИИ**

1. Flipped Classroom. The Flipped Classroom Model basically involves encouraging students to prepare for the lesson before the class starts. Thus, the class becomes a dynamic environment in which students elaborate on what they have already studied. Students prepare a topic at home so that the class the next day can be devoted to answering any questions they have about the topic. This allows students to go beyond their normal boundaries and explore their natural curiosity

2. Design Thinking. This technique is based on resolving real-life cases through group analysis, brainstorming, innovation and creative ideas. Although “Design Thinking” is a structured method, in practice it can be quite messy as some cases may have no possible solution. However, the Case Method prepares students for the real world and arouses their curiosity, analytical skills and creativity.

3. Self-learning. Curiosity is the main driver of learning. As a basic principle of learning, it makes little sense to force students to memorize large reams of text that they will either begrudgingly recall or instantly forget. The key is to let students focus on exploring an area which interests them and learn about it for themselves.

**8. ОЦЕНОЧНЫЕ СРЕДСТВА ДЛЯ ПРОМЕЖУТОЧНОЙ АТТЕСТАЦИИ**

Questions and tasks to do at the pass-fail exam

1. Do the test.

Example:

- If Peter \_\_\_\_\_ (come) to my place, we \_\_\_\_\_ (go) to play in the yard.
- If Peter \_\_\_\_\_ (not come) to my place, I \_\_\_\_\_ (watch) TV.
- If Frank’s parents \_\_\_\_\_ (have) their holidays in summer, they \_\_\_\_\_ (go) to the seaside.
- If they \_\_\_\_\_ (have) their holidays in winter, they \_\_\_\_\_ (stay) at home.
- If the fog \_\_\_\_\_ (thicken), Harold \_\_\_\_\_ (put up) the tent for the night.
- When I \_\_\_\_\_ (finish) my work, I \_\_\_\_\_ (go) to the cinema.
- We \_\_\_\_\_ (buy) this book as soon as our mother \_\_\_\_\_ (give) us some money.
- When we \_\_\_\_\_ (come) to your place you \_\_\_\_\_ (show) us your present.
- I \_\_\_\_\_ (return) you your ring when you \_\_\_\_\_ (ask) me.
- I \_\_\_\_\_ (wait) for my friend until he \_\_\_\_\_ (come) from the shop.

2. Do the task on communication.

Example: Speak about the best ways of negotiating with colleagues.

## 9. УЧЕБНО-МЕТОДИЧЕСКОЕ И ИНФОРМАЦИОННОЕ ОБЕСПЕЧЕНИЕ ДИСЦИПЛИНЫ

### а) литература

1. Гусякова, А. В. Business English in the New Millennium : учебное пособие / А. В. Гусякова. — Москва : Московский педагогический государственный университет, 2016. — 180 с. — ISBN 978-5-4263-0358-4. — Текст : электронный // Цифровой образовательный ресурс IPR SMART : [сайт]. — URL: <https://www.iprbookshop.ru/70106.html> (дата обращения: 26.03.2024). — Режим доступа: для авторизир. пользователей
2. Попов, Е. Б. Иностранный язык для делового общения. Английский язык : учебное пособие / Е. Б. Попов. — Саратов : Вузовское образование, 2013. — 72 с. — Текст : электронный // Цифровой образовательный ресурс IPR SMART : [сайт]. — URL: <https://www.iprbookshop.ru/16673.html> (дата обращения: 26.03.2024). — Режим доступа: для авторизир. пользователей
3. Слепович, В. С. Деловой английский язык = Business English : учебное пособие / В. С. Слепович. — Минск : ТетраСистемс, 2012. — 270 с. — ISBN 978-985-536-322-5. — Текст : электронный // Цифровой образовательный ресурс IPR SMART : [сайт]. — URL: <https://www.iprbookshop.ru/28070.html> (дата обращения: 26.03.2024). — Режим доступа: для авторизир. пользователей

### б) программное обеспечение и Интернет-ресурсы

№	Наименование	Описание
1	LibreOffice	Бесплатное распространение по лицензии GNU LGPL <a href="https://ru.libreoffice.org/about-us/license/">https://ru.libreoffice.org/about-us/license/</a>
2	Google Chrome	Бесплатное распространение по лицензии google chromium <a href="http://code.google.com/intl/ru/chromium/terms.html">http://code.google.com/intl/ru/chromium/terms.html</a> на условиях <a href="https://www.google.com/chrome/browser/privacy/eula_text.html">https://www.google.com/chrome/browser/privacy/eula_text.html</a> .
3	Electronic library «IPRbooks» <a href="http://www.iprbookshop.ru">http://www.iprbookshop.ru</a>	This electronic library has an access to different books and manuscripts in all main scientific fields (science, technology, medicine, social and human sciences).
4	Electronic library «Uright» <a href="https://urait.ru/">https://urait.ru/</a>	This electronic library has more than 4000 books, most of which are textbooks and study guides for all levels of professional education.

### в) профессиональные базы данных и информационные справочные системы

№	Наименование	Описание
1	<a href="https://languagetesting.info">https://languagetesting.info</a>	The purpose of the Language Testing Resources web site has always been to act as a reference guide to language testing related resources on the Internet by providing a history of, and links to, language testing related information, including publications that are freely available on other domains. The resources on language testing, such as articles, features, videos and audio, are made freely available for language teachers, language testers, and students of language testing, applied linguistics, and languages.
2	<a href="https://haskinslabs.org">https://haskinslabs.org</a>	Haskins Laboratories is an independent, international, multidisciplinary community of researchers conducting basic research on spoken and written language. Exchanging

		ideas, fostering collaborations, and forging partnerships across the sciences, it produces groundbreaking research that enhances our understanding of – and reveals ways to improve or remediate—speech perception and production, reading and reading disabilities, and human communication.
3	<a href="http://www.learner.org/">http://www.learner.org/</a>	As part of its mission to advance excellent teaching in American schools, Annenberg Learner funds and distributes educational video programs – with coordinated online and print materials – for the professional development of K-12 teachers. Many programs are also intended for students in the classroom and viewers at home, with videos that exemplify excellent teaching. Annenberg Learner also partners with impactful organizations to provide other means of achieving this goal. As part of the Annenberg Foundation, Learner supports the Foundation’s mission to encourage the development of more effective ways to share ideas and knowledge.

### **10. МАТЕРИАЛЬНО-ТЕХНИЧЕСКОЕ ОБЕСПЕЧЕНИЕ ДИСЦИПЛИНЫ**

The lessons are conducted in special classrooms aimed for lectures, seminars, term projects, individual and class work as well as for continuous and midterm assessment. The classrooms are equipped with task-specific furniture and study aids which help to show information in a classroom with a lot of people. All the classrooms correspond to current fire and occupational health and safety regulations [[https:// www.multitran.com/ m.exe? s=fire +and +occupational +health +and +safety +regulations&l1=1&l2=2](https://www.multitran.com/m.exe?s=fire+and+occupational+health+and+safety+regulations&l1=1&l2=2)]. Every student has an individual unlimited access to electronic libraries and information educational environment of the university. There is necessary licensed software. Students can work individually in the classrooms equipped with computers that have access to the Internet and the information educational environment of the university.