

Abstract of the academic subject

Б1.Б.ДБ.05.01.01 "BUSINESS CORRESPONDENCE AND BUSINESS DOCUMENTATION IN FOREIGN LANGUAGE (ENGLISH)"

Direction of training: 09.03.01 Economics

The subject's objectives: the students acquire linguistic and communicative competence for the successful use of the English language in their future careers. This requires the ability to use foreign language in 4 kinds of speech activity: speaking, listening, reading and writing. These skills are to be used for business contacts with foreign colleagues, companies and enterprises, as well as for self-study.

The realization of these objectives is to result in logical thinking formation and memory improvement, sustained attention, regular work skills, broadened mind, knowledge of the culture, traditions and rules of speech etiquette.

The learning tasks:

- systematization of previously studied linguistic material; mastering new language features in accordance with the selected themes and spheres of communication; development of language skills for communication purposes;
- improvement of communication skills in 4 major types of speech activity: speaking, listening, reading, writing in different spheres of activities;
- increase in knowledge about the social and cultural specifics of the target language countries; improving skills to build their verbal / non-verbal behavior in accordance with context; the formation of socio-cultural experience;
- further development of foreign language skills to carry out communication taking into account insufficient lexicon;
- development of educational abilities, allowing activities to improve the mastery of a foreign language; creation of readiness for independent and lifelong foreign language learning; formation the ability to do project tasks as well as the methodology of work with English-speaking Internet segment.

The subject's position in the general learning course:

The "Business Correspondence and Business Documentation in foreign language (English)" is an optional subject.

It is based on the knowledge of the course "Foreign language (English)", which was studied on the early stages of high school training.

The requirements to the results of the subject development:

As a result of the subject development the following general competences are to be formed:

GC-4 - the ability to communicate orally and in writing in Russian and English languages in the scope of interpersonal and cross-cultural interaction.

As a result of GC-4 development the students must:

1. Know: the general lexical minimum (no less than 2700 units); basic grammar material, culture and traditions of the target language countries in connection with the Russian culture and traditions; etiquette rules.

2. Be able to: recognize and productively use the main lexical and grammatical means of communication in case of domestic communication; understand the content of different types of texts in a foreign language; independently find information about the countries of the target language from various sources (periodicals, Internet, reference books etc.).

3. Be skilled in: basic English language in different forms of speech; different ways of oral and written communication.

GC-5 - the ability to communicate orally and in writing in Russian and foreign languages in the scope of interpersonal and cross-cultural communication.

As a result of GC-5 development the students must:

1. Know: Principles and methods of effective teamwork with a tolerant perception of social, ethnic, religious and cultural differences during foreign language interaction;

2. Be able to: tolerantly perceive social, ethnic, confessional and cultural differences while working in a team; understand the facial expressions and gestures of the English-speaking culture representatives, effectively communicate in English within the communication situations on the basis of the studied topics.

3. Be skilled in: thinking in a foreign language; writing and speaking in English correctly and convincingly; techniques and methods of communication with representatives of different cultures.

GC-7 - The ability to self-organization and self-education.

As a result of GC-7 development the students must

Know: content of self-organization technologies, their features and implementation based on self-development and professional activity.

Be able to: plan goals and set priorities in decision-making taking into account conditions, means, opportunities etc.; create their own process of learning information which is selected and structured for professional-activity.

Be skilled in: methods of emotional and functional self-regulation in the performance of professional activities; self-organization process technologies; methods of goal setting in a time perspective, planning methods, self-monitoring and self-evaluation activities.

The Subject Content:

№ п/п	The sections (topics)
1	Letters: CVs; Resumes; Cover letters
2	Faxes. E-mails. Notices.
3	Notices. Memos.
4	Sales leaflets.
5	Reports. Memos.

The form of control – credit (term 7)