**График дисциплины**

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| Weeks | Names of Themes | Hours (N) | Max Scores |
| 1-2 | 1**.Text** How to Write a CV and cover letter. Applying for a Job.  2. Revision of Modal Verbs denoting **permission, prohibition, obligation necessity, possibility & probability**  3. News Round –up**.**Rendering and Commenting of a newspaper article on the current global issues. | 6 | 18 |
| 3-4 | 1.**Text**. Logical Connectors used in Business Correspondence  2.**Grammar:**Conditional Clauses  3.News Round-up. Rendering & Commenting on a newspaper article on the Current global issues | 6 | 18 |
| SSW:”Simple Commercial Letter” |  | 8 |
| 5-6 | 1.**Text.** Types of Business Correspondence. Memo. E-mail. Formal Letters.  2.**Grammar.** Conditionals.Alternatives to IF.  3.**News Round-up**. Rendering & commenting on a newspaper article on current global issues. | 6 | 18 |
| SSW:”A Simple Business Deal” |  | 8 |
| 7 | 1.**Text**. The Art of Legal writing.  2. **Grammar**. Modal Verbs expressing mild **obligation, ability & advice.**  **News Round-up.** Prepare presentations on the current hot issues in the world. | 3 | 9 |
| SSW:”Enquires” |  | 5 |
| Test 1 |  | 16/100 |
| 8 | Midterm Examination |  | 100 |
| 9-10 | 1**.Text**. United Nations Communications. Formal Letters. Exh. 47-51  2.**Grammar**. Participial Abs. Constr-s  3.**News Round-up**. Presentations on hot spots issues | 6 | 18 |
| SSW:”Complaints and their Adjustment” |  | 6 |
| 11-12 | 1.**Text.**UNO communications. Informal Letters. Exhibits 52-54  2.**Grammar**. Complicated Grammar Structures.  3.**News Round –up.**Commentaries of politicians on the current global events. | 6 | 18 |
| SSW:”Financial Documents” |  | 6 |
| 13-14 | 1.**Text**. Notes Verbales. Exhibits 55-61  2. Grammar. Revision. Types of Complex Sentences.  3**.News Round-up**. Rendering of a newspaper articles. | 3 | 9 |
|  | SSW:”Contracts and Their Perfomance |  | 6 |
| 15 | 1.Task. Write a Note Verbale on behalf of the UN Secretariat.  2. Getting Ready for a final Test. | 3 | 9 |
| SSW:”Letters for Translation into English” |  | 3 |