Al-Farabi Kazakh National University

International Relations Faculty

Diplomatic Translation Department

**SYLLABUS**

**5B050500 Regional Studies”**

**DIYa 3310** **Business Foreign Language (English)**

**2020-2021 academic year spring semester**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Discipline’s code** | **Discipline’s title** | **Independent work of students (IWS)** | **No. of hours per week** | | | | | **Number of credits** | **Independent work of student with teacher (IWST)** |
| **Lectures (L)** | **Practical training (PT)** | | **Laboratory (Lab)** | |
| **DIYa 3310** | Business Foreign Language (English) | 98 | 0 | 45 | | 0 | | 5 | 7 |
| **Academic course information** | | | | | | | | | |
| **Form of education** | **Type of course** | **Types of lectures** | | | **Types of practical training** | | **Number of IWS** | | **Form of final control** |
| Online | Basic course of elective component,  Practical course | - | | | discussion,  problem-solving | | 5 | | Moodle test |
| Lecturer | Makisheva M.K. | | | | | |  | | |
| e-mail | Makisheva50@mail.ru | | | | | |
| Telephone number | 87077120685 | | | | | |

|  |
| --- |
| **Academic presentation of the course** |

|  |  |  |
| --- | --- | --- |
| **Aim of course** | **Expected Learning Outcomes (LO)**  As a result of studying the discipline the undergraduate will be able to: | **Indicators of LO achievement (ID)**  (for each LO at least 2 indicators) |
| to develop student’s ability to write business correspondence | 1. To use basic thematical vocabulary, clishes and lexical-grammatical structures which are applied in business correspondence. | 1.1 writes business letters in specialty;  1.2 develops cognitive and linguistic abilities and logical thinking on the basis of topics concerned; |
| 2. To use methodological techniques and principles in writing business letters; | 2.1 expresses his point of view in writing/orally in English;  2.2 uses lexical and grammatical units in expressing his points of view.; |
| 3.To determine certain techniques and method in writing business letters; | 3.1 develops cognitive and linguistic abilities and logical thinking on the basis of the required topics;  3.2 able to use academic grammar structures in their speech; |
| 4. To comment the information obtained from different sources in specialty; | 4.1 analyses the stylistic structure of different types of newspaper articles;  4.2 finds the key passages (nucleous of the information) from different sources; |
| 5. To pose problematic questions on the topics covered. | 5.1 gives thoroughly compiled statements in writing business letters;  5.2 expresses his point of view and comments on the current global affairs while reading authentic articles; |
| **Prerequisites** | Social-political subject in Mass Information Media (English) | |
| **Post requisites** | Practice of translation of texts on specialty (English) | |
| **Information resources** | 1. Вorisenko I.I., Evtoushenko L.I. English in International Instruments. Moscow, 2015  2. Kubyas L.N., Kudachkina I.V. English for experts in international relations: teaching manual, 2014, 554 p.  3. Cunningham S., Moor P. New Cutting Edge: Upper -Intermediate, Advanced: student’s book, teacher’s book, workbook. - Longman, 2013.  4. Jones, M. Straightforward. Upper-Intermediate: Student’s Book, Workbook / Macmillan, 2013.  5. Clanfield, L. Global: Upper-Intermediate coursebook: textbook / Macmillan, 2013.  6. Yanitskaya. English in diplomacy, 2015.  7. Karipbayeva G.A., Makisheva M.K. English for Students of International Relations: educational manual, 100 p., 2020. <https://read.kz/book/show/3213.pdf>  8. Givental I.A. How to say it in English? Moscow, Flinta, Nauka, 2017.  9. The UN official website: <https://www.un.org/en/>  10. TED Talks: <https://www.ted.com>  11. CNN News: <https://edition.cnn.com>  12. BBC News: <https://www.bbc.co.uk>  13. English-Russian Online Dictionary: [www.multitran.com/](http://www.multitran.com/)  14. English-Russian Online Dictionary: <https://www.lingvolive.com/en-us>  15. Collocation Online Dictionary: <http://www.ozdic.com>  16. Oxford Comprehensive Online Dictionary: <https://www.oxfordlearnersdictionaries.com/>  17. Cambridge Comprehensive Online Dictionary: <https://dictionary.cambridge.org>  18. [www.business-english.com](http://www.business-english.com)  19. [www.better-english-test.com](http://www.better-english-test.com) | |

|  |  |
| --- | --- |
| **Academic policy of the course in the context of university moral and ethical values** | **Academic Behavior Rules:**  All students have to register at the MOOC. The deadlines for completing the modules of the online course must be strictly observed in accordance with the discipline study schedule.  You must prepare for each classroom session in advance, according to the schedule below. The task preparation must be completed before the classroom session where the topic is discussed.  ATTENTION! Non-compliance with deadlines leads to loss of points! The deadline of each task is indicated in the calendar (schedule) of implementation of the content of the curriculum, as well as in the MOOC.  **Academic values:**  - Practical trainings/laboratories, IWS should be independent, creative.  - Plagiarism, forgery, cheating at all control stages is unacceptable.  - Students with disabilities can receive counseling via e-mail [a.alipbayeva@gmail.com](mailto:a.alipbayeva@gmail.com) |
| **Evaluation and attestation policy** | **Criteria-based evaluation:**  assessment of learning outcomes in relation to descriptors (verification of the formation of competencies in midterm control and exams).  **Summative evaluation:** assessment of work activity in an audience (at a webinar); assessment of the completed task.  Course final grade is calculated by the formula: , where MC – midterm control 1 and 2; МE – midterm exam (midterm); FC – final control (examination).  Grading system is presented below:   |  |  |  |  | | --- | --- | --- | --- | | Grading  by letter system | Digital equivalent | Points (%) | Grading  by traditional system | | А | 4,0 | 95-100 | Excellent | | А- | 3,67 | 90-94 | | В+ | 3,33 | 85-89 | Good | | В | 3,0 | 80-84 | | В- | 2,67 | 75-79 | | С+ | 2,33 | 70-74 | | С | 2,0 | 65-69 | Satisfactory | | С- | 1,67 | 60-64 | | D+ | 1,33 | 55-59 | | D- | 1,0 | 50-54 | | FX | 0,5 | 25-49 | Fail | | F | 0 | 0-24 |   Final points of academic performance and attendance at the end of each week are put down by the teacher in the "Univer" System. |

**IMPLEMENTATION OF THE COURSE CONTENT:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| weeks | | Topic name | LO | ID | amount of hours | Maximum score | Form of Knowledge Assessment | The  Form of the lesson  / platform |
| **Module 1** **Introduction to Business English** | | | | | | | | | |
| 1 | **PT 1 How to Write a CV and cover letter.**  Vocabulary: international relations terminology  Grammar: Revision of Modal Verbs denoting permission, prohibition, obligation necessity, possibility & probability  News Round –up**.** Rendering and Commenting of a newspaper article on the current global issues  Reading a newspaper article  Speaking: giving a brief summary and expressing their points of view on the topic under the discussion | | LО 1 | ID 1.1  ID 1.2 | 3 | 12 | Typical and individual tasks | Webinar  in Zoom conference | |
| 2 | **PT 2 Applying for a Job.**  Vocabulary: international relations terminology  Grammar: Revision of Modal Verbs and their equivalents: to have to, to be to, ought to, should, shouldn’t  News Round –up**.** Rendering and Commenting of a newspaper article on the current global issues  Reading a newspaper article  Speaking: giving a brief summary and expressing their points of view on the topic under the discussion | | LО 1  LО 2 | ID 1.1  ID 1.2  ID 2.1 | 3 | 12 | Typical and individual tasks | Webinar  in Zoom Conference | |
| 3 | **PT 3** Logical Connectors used in Business Correspondence  Vocabulary: international relations terminology  Grammar: **:** Conditional Clauses  News Round –up**.** Rendering and Commenting of a newspaper article on the current global issues  Reading a newspaper article  Speaking: giving a brief summary and expressing their points of view on the topic under the discussion. | | LО 1  LО 2 | ID 1.1  ID 1.2  ID 2.1 | 3 | 12 | Typical and individual tasks | Webinar  in Zoom Conference | |
| 3 | **IWSP 1** Consultation on the Implementation of IWS. | | LО 1  LО 2 | ID 1.1  ID 1.2  ID 2.1 | 1 | 5 |  | Webinar  in Zoom Conference | |
| 3 | **IWS 1.** Study the samples of Business Correspondence of Kazakhstan with European states. | | LО 2  LО 4 | ID 2.1  ID 2.2  ID 4.1 |  | 10 | Presentation | Webinar  in Zoom Conference | |
| 4 | **PT 4 Types of Business Correspondence. Informal letters** Vocabulary: international relations terminology  Grammar: Conditional Clauses: I wish, if only.  News Round –up**.** Rendering and Commenting of a newspaper article on the current global issues  Reading a newspaper article  Speaking: giving a brief summary and expressing their points of view on the topic under the discussion  **IWSP 2** Consultation on the Implementation of IWS | | LО 1  LО 2 | ID 1.1  ID 1.2  ID 2.2 | 3 | 12  5 | Typical and individual tasks | Webinar  in Zoom Conference | |
| 5 | **PT 5** Types of Business Correspondence. Memo. E-mail.  Grammar: Conditional Clauses , Modal Verbs  News Round –up**.** Rendering and Commenting of a newspaper article on the current global issues  Reading a newspaper article  Speaking: giving a brief summary and expressing their points of view on the topic under the discussion | | LО 1  LО 2 | ID 1.1  ID 1.2  ID 2.1 | 3 | 12 | Typical and individual tasks | Webinar  in Zoom Conference | |
| 5 | **Conducting midterm control assessment** | | LО 1  LО 2  LО 3  LО 4 | ID 1.1  ID 1.2  ID 2.1  ID 2.2  ID 4.3 |  | 15 | Combined tasks | Webinar  in Zoom Conference | |
| 5 | **CW 1** | | LО 1 | ID 1.1. |  | 20  100 |  |  | |
| **Module Types of Business Correspondence** | | | | | | | | | |
| 6 | **PT 6** Types of Business Correspondence. Formal Letters  Vocabulary: international relations terminology  Grammar: Sequence of Tenses in Complex Sentences  News Round –up**.** Rendering and Commenting of a newspaper article on the current global issues  Reading a newspaper article  Speaking: giving a brief summary and expressing their points of view on the topic under the discussion | | LО 2  LО 3 | ID 2.1  ID 2.2  ID 3.1  ID 3.2 | 3 | 12 | Typical and individual tasks | Webinar  in Zoom Conference | |
| 7 | **PT 7** Types of Business Correspondence. Correspondence between the Embassies of the RK and the USA.  Vocabulary: international relations terminology  Grammar: Sequence of Tenses in the Indirect Speech.  News Round –up**.** Rendering and Commenting of a newspaper article on the current global issues  Reading a newspaper article  Speaking: giving a brief summary and expressing their points of view on the topic under the discussion. | | LО 2  LО 3 | ID 2.1  ID 2.2  ID 3.1  ID 3.2 | 3 | 12 | Typical and individual tasks | Webinar  in Zoom Conference | |
| 8 | **PT 8** Types of Business Correspondence.  The Art of Commercial Writing.  Vocabulary: international relations terminology  Grammar: Participle and Infinitive Constructions.  News Round –up**.** Rendering and Commenting of a newspaper article on the current global issues  Reading a newspaper article  Speaking: giving a brief summary and expressing their points of view on the topic under the discussion. | | LО 2  LО 3 | ID 2.1  ID 2.2  ID 3.1  ID 3.2 | 3 | 12 | Typical and individual tasks | Webinar  in Zoom Conference | |
| 8 | **IWSP 3** Consultation on the Implementation of IWS. | | LО 2  LО 3 | ID 2.1  ID 2.2  ID 3.1  ID 3.2 | 1 | 5 |  | Webinar  in Zoom Conference | |
| 8 | **IWS 2.** A Simple Business Deal” | | LО 4 | ID 4.1  ID 4.2  ID 4.3 |  | 10 | Completed assignments | Webinar  in Zoom Conference | |
| 9 | **PT 9** Types of Business Correspondence.  United Nations Communications. Formal Letters. pp: 47-51  Vocabulary: international relations terminology  Grammar: Non-finite Forms of the verbs.  News Round –up**.** Rendering and Commenting of a newspaper article on the current global issues  Reading a newspaper article  Speaking: giving a brief summary and expressing their points of view on the topic under the discussion. | | LО 2  LО 3 | ID 2.1  ID 2.2  ID 3.1  ID 3.2 | 3 | 12 | Typical and individual tasks | Webinar  in Zoom Conference | |
| 10 | **PT 10.** United Nations Communications between the RK and UNO.  Vocabulary: international relations terminology  Grammar: Non-finite Forms of the verbs.  News Round –up**.** Rendering and Commenting of a newspaper article on the current global issues  Reading a newspaper article  Speaking: giving a brief summary and expressing their points of view on the topic under the discussion. | | LО 2  LО 3 | ID 2.1  ID 2.2  ID 3.1  ID 3.2 | 3 | 12 | Typical and individual tasks | Webinar  in Zoom Conference | |
| 10 | **IWSP 4 Consultation on the implementation of IWS3** | | LО 2  LО 3 | ID 2.1  ID 2.2  ID 3.1  ID 3.2 | 1 | 5 |  | Webinar  in Zoom Conference | |
| 10 | **IWS 3 Official Enquires.** | | LО 4 | ID 4.1  ID 4.3 |  | 5 | Mind map + presentation | Webinar  in Zoom Conference | |
| 10 | **МE (Midterm Exam)** | | LО 1 | ID 1.1. |  | 100  100 |  |  | |
| **Module III Business Correspondence with International Organizations** | | | | | | | | | |
| 11 | **PT 11 Business Communications of the RK with the WTO.**  Vocabulary: international relations terminology  Grammar: Complicated Grammar Structures.  News Round –up**.** Rendering and Commenting of a newspaper article on the current global issues  Reading a newspaper article  Speaking: giving a brief summary and expressing their points of view on the topic under the discussion. | | LО 2  LО 3 | ID 2.1  ID 2.2  ID 3.1  ID 3.2 | 3 | 12 | Typical and individual tasks | Webinar  in Zoom Conference | |
| 12 | **PT 12 Business Communications of the RK with the European Union member-states.**  Vocabulary: international relations terminology  Grammar: Complicated Grammar Structures.  News Round –up**.** Rendering and Commenting of a newspaper article on the current global issues  Reading a newspaper article  Speaking: giving a brief summary and expressing their points of view on the topic under the discussion. | | LО 2  LО 3 | ID 2.1  ID 2.2  ID 3.1  ID 3.2 | 3 | 12 | Typical and individual tasks | Webinar  in Zoom Conference | |
| 12 | **IWSP 5 Consultation on the implementation of IWS 4** | | LО 2  LО 3 | ID 2.1  ID 2.2  ID 3.1  ID 3.2 | 1 | 5 |  | Webinar  in Zoom Conference | |
| 12 | **IWS 4. Official Letters for Translation into English.** | | LО 2  LО 4 | ID 2.1  ID 2.2  ID 4.1 |  | 5 | Prezi presentation | Webinar  in Zoom Conference | |
| 13 | **PT 13 Types of Diplomatic Notes.**  Vocabulary: international relations terminology  Grammar: Revision: Adverbial clauses and conjunctions.  News Round –up**.** Rendering and Commenting of a newspaper article on the current global issues  Reading a newspaper article  Speaking: giving a brief summary and expressing their points of view on the topic under the discussion. | | LО 2  LО 5 | ID 2.1  ID 2.2  ID 5.1  ID 5.2 | 3 | 12 | Typical and individual tasks | Webinar  in Zoom Conference | |
| 13 | **IWSP 6 Consultation on the implementation of IWS** | |  |  |  | 5 |  |  | |
| 13 | **IWS 5** Public Speaking using Professional terms. | | LО 4  LО 5 | ID 4.2  ID 4.3  ID 5.1  ID 5.2 |  | 5 | Combined tasks | Webinar  in Zoom Conference | |
| 14 | **PT 14 Notes Verbales.**  **Pp: 55-61.**  Vocabulary: international relations terminology  Grammar: Revision: Types of Interrogative Sentences.  News Round –up**.** Rendering and Commenting of a newspaper article on the current global issues  Reading a newspaper article  Speaking: giving a brief summary and expressing their points of view on the topic under the discussion. | | LО 2  LО 3 | ID 2.1  ID 2.2  ID 3.1  ID 3.2 | 3 | 12 | Typical and individual tasks | Webinar  in Zoom Conference | |
| 15 | **PT 15** Write a Note Verbale on behalf of the UN Secretariat.  Vocabulary: international relations terminology  Grammar: Revision of all Grammar points.  News Round –up**.** Rendering and Commenting of a newspaper article on the current global issues  Reading a newspaper article  Speaking: giving a brief summary and expressing their points of view on the topic under the discussion. | | LО 2  LО 4 | ID 2.1  ID 2.2  ID 4.1 | 3 | 12 | Typical and individual tasks | Webinar  in Zoom Conference | |
| 15 | **IWSP 7 Additional hours for obtaining the information on the upcoming final examination** | | LО 5 | ID 5.1. | 1 |  |  | Webinar  in Zoom Conference | |
|  | **CW 2** | | LО 1 | ID 1.1. |  | 20  100 |  |  | |

[Abbreviations: QS - questions for self-examination; TK - typical tasks; IT - individual tasks; CW - control work; MT - midterm.

Comments:

- Form of PT: webinar in MS Teams / Zoom (presentation of video materials for 10-15 minutes, then its discussion / consolidation in the form of a discussion / problem solving / ...)

- Form of carrying out the CW: webinar (at the end of the course, the students pass screenshots of the work to the monitor, he/she sends them to the teacher) / test in the Moodle DLS.

- All course materials (L, QS, TK, IT, etc.) see here (see Literature and Resources).

- Tasks for the next week open after each deadline.

- CW assignments are given by the teacher at the beginning of the webinar.]

**Dean of International Relations Faculty Aidarbayev S.Zh.**

**Chairman of the Faculty Methodical Bureau Mashimbayeva G.A.**

**Head of Diplomatic Translation Department Seidikenova A.S.**

**Teacher Makisheva M.K.**