**Казахский национальный университет им. аль-Фараби**

Факультет Международных отношений

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| Names of Themes |
| 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. |
| 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 |
| SSW:”Simple Commercial Letter” |
| 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. |
| SSW:”A Simple Business Deal” |
| 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. |
| SSW :”Enquires” |
| Test 1 |
| Midterm Examination |
| 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 |
| SSW :”Complaints and their Adjustment” |
| 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. |
| SSW :”Financial Documents” |
| 1.**Text**. Notes Verbales. Exhibits 55-61  2. Grammar. Revision. Types of Complex Sentences.  3**.News Round-up**. Rendering of a newspaper articles. |
| SSW:”Contracts and Their Perfomance |
| 1.Task. Write a Note Verbale on behalf of the UN Secretariat.  2. Getting Ready for a final Test. |
| SSW:”Letters for Translation into English” |
| Test 2. |
| Final Examination |
| Total score |