Guidelines for Independent Student Work (ISW)

# Objectives of ISW:

1. Developing skills for independent analysis of professional texts and documents.

2. Mastering the ability to write reports, essays, reviews, and professional correspondence.

3. Improving proficiency in specialized vocabulary related to their field (International Relations, Economics, Law, Translation).

4. Strengthening oral and written communication skills for professional and academic purposes.

# Assignment 1 (Week 2-3): Analysis of Professional Documents

Description: You are required to analyze a professional document (e.g., contract, report, legal document) in your field. Write a brief review outlining the key characteristics of the document, such as structure, language, and main ideas.

## Guidelines:

1. Study examples of professional documents used in your field.

2. Pay attention to specific terms and phrases used in the document.

3. Prepare a one-page review describing the main elements of the document: its purpose, structure, and key ideas.

## Assessment Criteria:

- Understanding of the document’s structure and content.

- Accuracy in using professional terminology.

- Clarity and conciseness of the review.

\*\*Deadline:\*\* Week 3

# Assignment 2 (Week 4-5): Writing a Professional Report

Description: Write a report on a topic related to your professional field (e.g., market review, legal opinion, economic forecast).

## Guidelines:

1. Use professional terms and specialized vocabulary relevant to your field.

2. Follow the report structure: introduction, main body, conclusions.

3. Focus on accuracy, clarity, and logical argumentation.

## Assessment Criteria:

- Well-structured report.

- Use of specialized vocabulary.

- Logical and coherent argumentation.

\*\*Deadline:\*\* Week 5

# Assignment 3 (Week 6-7): Presentation of a Professional Topic

Description: Prepare a presentation on a topic related to your professional field, using appropriate visual materials.

## Guidelines:

1. Choose a topic that relates to your specialization.

2. Prepare a presentation using key terminology and visual materials (slides, graphs, charts).

3. Practice your oral presentation skills.

## Assessment Criteria:

- Relevance of the topic to your professional field.

- Proficiency in using specialized vocabulary.

- Oral presentation skills and use of visual aids.

\*\*Deadline:\*\* Week 7

# Assignment 4 (Week 8-9): Summary and Review of an Academic Article

Description: Read an academic article in your professional field and write a brief summary of the main conclusions, followed by a 1-2 page review.

## Guidelines:

1. Select a relevant article from a professional journal or collection.

2. Use critical reading techniques to analyze the arguments and conclusions of the article.

3. Write a concise summary, followed by a detailed analysis of the key ideas.

## Assessment Criteria:

- Understanding of the article’s arguments.

- Quality of analysis.

- Style and accuracy of writing.

\*\*Deadline:\*\* Week 9

# Guidelines for Completing ISW:

1. \*\*Time management:\*\* Plan your time for each assignment considering the complexity and scope of the task.

2. \*\*Use of resources:\*\* It is recommended to use specialized textbooks and professional articles to complete the tasks.

3. \*\*Consultations:\*\* If needed, students may contact the instructor during consultation hours or via email.

4. \*\*Formatting:\*\* All written assignments should follow academic style guidelines (Times New Roman, size 12, 1.5 line spacing).

# Assignment Schedule:

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| Assignment Number | Assignment Topic | Deadline |
| Assignment 1 | Analysis of Professional Documents | Week 3 |
| Assignment 2 | Writing a Professional Report | Week 5 |
| Assignment 3 | Presentation of a Professional Topic | Week 7 |
| Assignment 4 | Summary and Review of an Academic Article | Week 9 |