**Rules for conducting final assessment on the subject**

**"Professional Foreign Language" for 1st year Master’s students of the Faculty of International Relations, specialty “7M03112 International Relations”, “7M04201 International Law”, “7M04101 World Economy”, “7M02304 Translation Studies in the field of International and Legal Relations”**

**Final assessment form and platform – Standard oral (offline) in the Univer IS**

To successfully pass the exam in the discipline "Professional Foreign Language", the student must:

* **Thoroughly review** the first six chapters of the course textbook *"They Say, I Say"*, focusing on key concepts and strategies for academic writing and effective argumentation;
* **Understand and apply** the principles of engaging with others' ideas, including summarizing, paraphrasing, and responding to arguments;
* **Demonstrate proficiency** in using academic templates and sentence structures introduced in the textbook for making claims, counterarguments, and supporting evidence;
* **Practice critical thinking** by analyzing academic texts and forming well-structured responses based on the techniques learned;
* **Prepare for interactive tasks**, such as presenting and defending an argument orally, responding to follow-up questions, and engaging in a discussion in a professional and academic context.

**Exam rules:**

1. Students must strictly adhere to the rules of academic honesty and the requirements set out in the above instructions for conducting the final assessment based on the results of the fall semester of the 2024-2025 academic year.

2. The exam is held offline in the classroom with the examiner and members of the commission.

3. In accordance with the rules of academic honesty, during the exam, students are prohibited from:

- using cheat sheets;

- use of cell phones, smart watches and other technical means that can be used for unauthorized access to auxiliary information;

- use of drafts and notebooks;

- use of books and textbooks;

- communication with other students.

4. Students must study the rules for conducting the final assessment for this discipline, which are posted in the Univer system.

5. The final assessment is conducted according to the approved schedule, which will be available to students in the Univer system.

6. Students must prepare for the exam 30 minutes before the start and present identification documents (identity card, passport, student ID card).

7. Students are required to sign the final report to confirm their presence.

8. Exam proctoring is carried out through video surveillance.

**Assessment Policy**

The final assessment for the course "Professional Foreign Language" is conducted orally using tickets. The maximum number of points for the exam is 100 points.

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| **Question number** | **Tasks** | **Number of points** |
| Theoretical Question 1 |

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| A theoretical question related to the principles and strategies in *"They Say, I Say"*. Topics may include integrating others' ideas, presenting arguments effectively, or the importance of templates in academic writing.  |

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 | 20 points |
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| Practical Task 1: Summarizing and Paraphrasing |

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 | Students will be given a short professional or academic text to summarize or paraphrase orally. This task assesses their ability to condense ideas accurately and maintain the original meaning while using their own words. | 40 points |
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| Practical Task 2: Structuring an Argument |

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 | Students will receive a prompt (e.g., a controversial statement or professional issue) and must deliver a structured response orally, applying the strategies from *"They Say, I Say"* to introduce a claim, provide evidence, and address counterarguments. | 40 points |

**Preparation time** – 15 minutes

**Answer time** - 20 minutes

30 minutes before the start of the exam, you should be reminded of the start of the exam.

**Following the exam:**

The teacher or committee enters the scores into the final report in the Univer system within 48 hours after the exam.

The test results can be revised based on the proctoring results. If the student violated the rules of the final assessment, his result will be cancelled.

You can see the assessment system in the table below:

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| **Letter Grading System** | **Digital equivalent of points** | **% content** | **Traditional system assessment** |
| A | 4,0 | 95-100 | Excellent |
| A- | 3,67 | 90-94 |
| B+ | 3,33 | 85-89 | Good |
| B | 3,0 | 80-84 |
| B- | 2,67 | 75-79 |
| C+ | 2,33 | 70-74 |
| C | 2,0 | 65-69 | Satisfactory |
| C- | 1,67 | 60-64 |
| D+ | 1,33 | 55-59 |
| D | 1,0 | 50-54 |
| FX | 0,5 | 25-49 | Unsatisfactory |
| F | 0 | 0-24 |

**Sample ticket format:**

**Ticket 1**

1. **Theoretical Question**
	* How does the use of templates in *"They Say, I Say"* improve the structure and coherence of academic writing? Provide examples of how these templates can be applied in professional communication.
2. **Practical Task 1: Summarizing and Paraphrasing**
	* Summarize the following excerpt orally in 2-3 sentences:
	*"The rise of artificial intelligence in professional environments has led to increased productivity and efficiency. However, critics argue that AI threatens job security in many industries, as machines are gradually replacing human workers. The debate continues as organizations strive to balance innovation with ethical responsibility."*
3. **Practical Task 2: Structuring an Argument**
	* Respond to the following prompt orally:
	*"Social media platforms have become essential tools for professional networking. However, some argue that they compromise privacy and lead to superficial connections. Do you agree or disagree? Use strategies from 'They Say, I Say' to structure your response, including counterarguments and supporting evidence."*

**Subject: Professional Foreign Language**

**Level: master’s. Form: Oral exam. Platform: IS "Univer"**

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| Bloom's Taxonomy | Criterion  | Score | Excellent (90-100%)  | Good (70-89%)  | Satisfactory (50-69%)  | Unsatisfactory (0-49%) |
| Knowledge | Demonstrate understanding of key academic writing concepts and strategies.  | 25 | Demonstrates thorough understanding of the course concepts (e.g., templates, argument structure, counterarguments) and reproduces them with excellent accuracy.  | Demonstrates a good understanding of the concepts with minor inaccuracies in terminology or explanation.  | Demonstrates partial understanding but includes gaps or inaccuracies that weaken the explanation.  | Fails to demonstrate understanding of the core concepts; explanations are inaccurate or incomplete. |
| Understanding | Summarize or paraphrase the provided text accurately and fluently.  | 35 | Delivers an accurate, concise, and coherent summary or paraphrase, maintaining the original meaning and tone.  | Provides a mostly accurate summary or paraphrase with minor distortions or omissions.  | Delivers a summary or paraphrase with noticeable inaccuracies or missing key ideas.  | Cannot summarize or paraphrase the text; distorts or fails to capture the meaning. |
| Application | Apply argumentation strategies to structure and deliver a professional response.  | 40 | Effectively structures a coherent argument using "They Say, I Say" templates, supporting evidence, and counterarguments; fluent delivery with appropriate academic language.  | Structures a clear argument with minor issues in coherence, evidence, or delivery; templates are applied but not always seamlessly.  | Constructs an argument with noticeable gaps in structure or coherence; templates are inconsistently applied.  | Fails to construct a coherent argument; lacks structure, evidence, or use of templates. |

**Literature:**

1. Graff, G., & Birkenstein, C. (2018). They Say, I Say: The Moves That Matter in Academic Writing (4th ed.). W.W. Norton & Company.

2. Crystal, D. (2012). English as a Global Language (2nd ed.). Cambridge University Press, 272 p.

3. Swales, J. M., & Feak, C. B. (2012). Academic Writing for Graduate Students: Essential Tasks and Skills (3rd ed.). University of Michigan Press, 440 p.

4. Gillet, A. (2013). Speak for Yourself: Oral Presentation in English (2nd ed.). Garnet Education, 160 p.

5. Bailey, S. (2018). Academic Writing: A Handbook for International Students (5th ed.). Routledge, 314 p.

6. Garner, B. A. (2016). Garner's Modern English Usage (4th ed.). Oxford University Press, 1056 p.

7. McCarthy, M., & O'Dell, F. (2017). Academic Vocabulary in Use (2nd ed.). Cambridge University Press, 176 p.

8. Alcaraz Varó, E. (2014). Legal Translation Explained. Routledge, 296 p.

9. Mattila, H. E. S. (2006). Comparative Legal Linguistics: Language of Law, Latin, and Modern Lingua Francas. Ashgate Publishing, 398 p.

10. Kahane, R. (2014). Legal English for International Lawyers (2nd ed.). Palgrave Macmillan, 225 p.