

**Al Farabi Kazakh National University
International Relations Faculty
Diplomatic Translation Department**

APPROVED
/Dean of the Faculty

Zhekenov D.K.

" *01* " *09* **2023**

METHODOLOGICAL COMPLEX OF THE DISCIPLINE

DPIYa 3220 «Business Foreign Language»

Specialty 6B04201– International Law

Course – 3
Semester – Autumn
Credits – 5

Almaty 2023

The Methodological complex was compiled by a candidate of philological science of the Diplomatic Translation Department Smagulova A.S.

Based on the curriculum for the educational program **6B04201 – International law**

Reviewed and recommended at the meeting of the Department of Diplomatic Translation

from « 01 » 09 2023 г., protocol № 1

Head of the Department _____ Seidikenova A.S.

Professor _____  Smagulova A.S.

SYLLABUS
Fall semester 2023-2024 academic year
Educational program "6B04201 - International Law"

ID and the name of the course	Independent work of the student (IWS)	Number of credits			General number of credits	Independent work of the student under the guidance of a teacher (IWST)
		Lectures (L)	Practical classes (PC)	Lab. classes (LC)		
ID 76277 Business foreign language	IWS 2-5	0	45	0	5	7

ACADEMIC INFORMATION ABOUT THE COURSE

Learning Format	Cycle, component	Lecture types	Types of practical classes	Form and platform of final control
Off-line	Basic course of elective component, Practical course	-	Solving practical problems, situational tasks	Orally Online
Lecturer - (s)	A.S.Smagulova			
e-mail:	smagulova.aigerm@kaznu.kz			
Phone:	8701 1674373			
Assistant - (s)				
e-mail:				
Phone:				

ACADEMIC COURSE PRESENTATION

Purpose of the 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)
The purpose of the course is to train specialists in the specialty "international law" who have practical, communicative skills in professional communication; skills in translating and analyzing official-business-style texts; skills in composing official-business texts of various types in a foreign language, as well as knowledge of the principles of conducting negotiations in	1. develops the skills of linguistic discursive, social competence in the field of English-speaking and socio-political discussion	1.1 knows basic phonetic and grammatical norms that allow the use of a foreign language as a means of communication; 1.2 basic speech norms necessary for business communication
	2. communicate orally and in writing in English to solve problems of interpersonal and intercultural interaction;	2.1 use etiquette forms of communication at the level of social and business contact; 2.2 to carry out professional communication in a foreign language;
	3. find information in lexicographic	3.1 applies skills and abilities to

a foreign language.	sources, reference, special literature and websites;	recognize upper-intermediate professional terms in authentic texts; 3.2 analyzes the style of various types of documents and laws of international law;;
	4.use different types and forms of business correspondence in a foreign language;	4.1 develops speaking skills using professional terminology and academic grammar in given professional situations; 4.2 develops listening skills to comprehend academic speech; 4.3 develops writing skills necessary for business writing in their professional sphere;
	5. userequirements to the design of correspondence and other foreign documentation on the classification of international partner contacts	5.1 extracts the necessary information from foreign sources and formalize it in the form of a translation, abstract, annotation; 5.2prepares correspondence and other foreign documentation in a foreign language using the classification of international partner contacts;
Prerequisites	Foreign language in international activity – part 2 (English)	
Postrequisites	Basics of oral translation	
Learning resources**	<p>Literature:</p> <ol style="list-style-type: none"> 1. A.P. Andrushkin. Business English. M. 2008 2.Savitskaya O.V., Sokolova T.G.Business correspondence.. Minsk, 2020 3.Business Correspondence in English: Samples and Tasks :учебно-пособиеповедениюделовойперепискинаанглийскомязыке / [авт.-сост.: М.Н. Горанская, Е.Г. Васильева, Р.Г. Головчанская]; КарельскийфилиалРАНХиГС. – Петрозаводск : КарНЦРАН, 2019. – 171 с. 4.Деловая корреспонденция на английском языке. Учебное пособие для вузов/ сост. С.В. Негро, М.И. Ветрова. – Н. Новгород: ННГАСУ, 2015. – 113с. 5.. Makisheva M.K. Reading Newspapers. Kazakh University, 2013 6.Borisenko I.I., Evtoushenko L.I. English in International Instruments. Moscow, 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 <p>Internet resources:</p> <p>https://www.un.org/en/ https://www.bbc.co.uk www.multitran.com/ https://www.lingvolive.com/en-us http://www.ozdic.com https://www.oxfordlearnersdictionaries.com/</p>	

<https://dictionary.cambridge.org>
<https://www.coursera.org>
<https://app.memrise.com/>
<https://www.ted.com>
<https://www.e-ir.info>

Academic course policy

The academic policy of the course is determined by the Academic Policy and the Policy of Academic Integrity of Al-Farabi Kazakh National University. Documents are available on the main page of IS Univer .

Integration of science and education. The research work of students, undergraduates and doctoral students is a deepening of the educational process. It is organized directly at the departments, laboratories, scientific and design departments of the university, in student scientific and technical associations. Independent work of students at all levels of education is aimed at developing research skills and competencies based on obtaining new knowledge using modern research and information technologies. A research university teacher integrates the results of scientific activities into the topics of lectures and seminars (practical) classes, laboratory classes and into the tasks of the IWS, IWS, which are reflected in the syllabus and are responsible for the relevance of the topics of training sessions and assignments.

Attendance. The deadline for each task is indicated in the calendar (schedule) for the implementation of the content of the course. Failure to meet deadlines results in loss of points.

Academic honesty. Practical/laboratory classes, IWS develop the student's independence, critical thinking, and creativity. Plagiarism, forgery, the use of cheat sheets, cheating at all stages of completing tasks are unacceptable. Compliance with academic honesty during the period of theoretical training and at exams, in addition to the main policies, is regulated by the "Rules for the final control", "Instructions for the final control of the autumn / spring semester of the current academic year", "Regulations on checking students' text documents for borrowings". Documents are available on the main page of IS Univer .

Basic principles of inclusive education. The educational environment of the university is conceived as a safe place where there is always support and equal attitude from the teacher to all students and students to each other, regardless of gender, race / ethnicity, religious beliefs, socio-economic status, physical health of the student, etc. All people need the support and friendship of peers and fellow students. For all students, progress is more about what they can do than what they can't. Diversity enhances all aspects of life. All students, especially those with disabilities, can receive counseling assistance by phone / e-mail roza_madjarova68@mail.ru via video link in MSTeams or ZOOM

Integration MOOC (massive open online course). In the case of integrating MOOC into the course, all students need to register for MOOC. The deadlines for passing MOOC modules must be strictly observed in accordance with the course study schedule.

ATTENTION! The deadline for each task is indicated in the calendar (schedule) for the implementation of the content of the course, as well as in the MOOC. Failure to meet deadlines results in loss of points.

INFORMATION ABOUT TEACHING, LEARNING AND ASSESSMENT

Score-rating letter system of assessment of accounting for educational achievements

Assessment Methods

Grade	Digital equivalent points	points, % content	Assessment according to the traditional system	Criteria-based assessment is the process of correlating actual learning outcomes with expected learning outcomes based on clearly defined criteria. Based on formative and summative assessment. Formative assessment is a type of assessment that is
A	4.0 _	95-100	Great	

A-	3.67	90-94		<p>carried out in the course of daily learning activities. It is the current measure of progress. Provides an operational relationship between the student and the teacher. It allows you to determine the capabilities of the student, identify difficulties, help achieve the best results, timely correct the educational process for the teacher. The performance of tasks, the activity of work in the classroom during lectures, seminars, practical exercises (discussions, quizzes, debates, round tables, laboratory work, etc.) are evaluated. Acquired knowledge and competencies are assessed.</p> <p>Summative assessment -type of assessment, which is carried out upon completion of the study of the section in accordance with the program of the course. Conducted 3-4 times per semester when performing IWS. This is the assessment of mastering the expected learning outcomes in relation to the descriptors. Allows you to determine and fix the level of mastering the course for a certain period. Learning outcomes are evaluated.</p>														
B+	3.33	85-89	Fine															
B	3.0	80-84																
B-	2.67	75-79																
C+	2.33	70-74																
C	2.0	65-69	Satisfactorily															
C-	1.67	60-64																
D+	1.33	55-59																
D	1.0	50-54																
FX	0,5	25-49																
F	0	0-24	Unsatisfactory															
				<table border="1"> <tr> <td>Formative and summative assessment</td> <td>Points % content</td> </tr> <tr> <td>Activity at lectures</td> <td>5</td> </tr> <tr> <td>Work in practical classes</td> <td>20</td> </tr> <tr> <td>Independent work</td> <td>25</td> </tr> <tr> <td>Design and creative activity</td> <td>10</td> </tr> <tr> <td>Final control (exam)</td> <td>40</td> </tr> <tr> <td>TOTAL</td> <td>100</td> </tr> </table>	Formative and summative assessment	Points % content	Activity at lectures	5	Work in practical classes	20	Independent work	25	Design and creative activity	10	Final control (exam)	40	TOTAL	100
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TOTAL	100																	

Calendar (schedule) for the implementation of the content of the course. Methods of teaching and learning.

Weeks	Names of Themes	Hours (N)	Max Scores
1	Theme: Introduction. Work and jobs Vocabulary: Work and jobs Grammar: Present simple Reading: Good jobs Speaking: Work and jobs Texts, grammatical and lexical exercises, listening discussions	3	12
2	Theme: Achievements, innovation and invention Vocabulary: Innovations Grammar: past simple Reading: Innovation Speaking: Intellect Texts, grammatical and lexical exercises, listening discussions	3	12
3	Theme: Skills and qualifications Vocabulary: Skills and qualifications Grammar: Future forms	3	12

	Reading: Qualificatopn Speaking: Skills Texts, grammatical and lexical exercises, listening discussions SSW(t) 1. Vocabulary quiz on the given topics		
4	Theme: People and workplaces Vocabulary: People Grammar: Article Reading: workplaces Speaking: Skills Texts, grammatical and lexical exercises, listening discussions	3	12
5	Theme: Mind, body and spirit Vocabulary: People Grammar: Modal verbs Reading: Mind, body and spirit Speaking: Skills Texts, grammatical and lexical exercises, listening discussions SSW(T) 2. Defense of student's self-study SSW 1. Lexical and grammar quiz , speaking practice	3	12
6	Theme: Entrepreneurs and business leaders Vocabulary: Entrepreneurs and business leaders Grammar: Modal verbs Reading: Entrepreneurs and business leaders Speaking: Leaders Texts, grammatical and lexical exercises, listening discussions	3	12
7	Theme: Employment and organizations	3	12
Control 1	Total for 1-5 weeks		100
8	Theme: Products and brands Vocabulary: Products and brands Grammar: Conditions Reading: Products and brands Speaking: Leaders Texts, grammatical and lexical exercises, listening discussions SSW(T)3. Defense of student's self-study SSW 2. Project presentation		12
9	Theme: 21 century lifestyles Vocabulary: 21 century lifestyles Grammar: Conditions Reading: 21 century lifestyles Speaking: lifestyles Texts, grammatical and lexical exercises, listening discussions	3	12
10	Theme: Money and price Vocabulary: Money Grammar: Conditions Reading: Price Speaking: Money and price	3	12

	Texts, grammatical and lexical exercises, listening discussions		
	SSW 3.Lexical and grammar quiz , speaking practice		20
11	Theme: Science and technology Vocabulary: technology Grammar: Future time present tenses Reading: Science Speaking: Science and technology Texts, grammatical and lexical exercises, listening discussions	3	12
12	Theme: Education and learning Vocabulary: Education and learning Grammar: -ing forms or infinitive Reading: Education and learning Speaking: Education and learning Texts, grammatical and lexical exercises, listening discussions	3	12
13	Theme: The law and crime Vocabulary: The law and crime Grammar: comparative and superlative Reading: The law and crime Speaking: The law and crime Texts, grammatical and lexical exercises, listening discussions	3	12
	SSW(T) 6. Defense of student's self-study SSW4:Make up a short summary of the given movie. Follow the given questions.		
14	Theme: Business across the cultures Vocabulary: Business across the cultures Grammar: reported speech Reading: Business across the cultures Speaking: Business across the cultures Texts, grammatical and lexical exercises, listening discussions	3	12
15	Theme: Agreement and disagreement, negotiations SSW(T) 7. Defense of student's self-study SSW 5:Lexical and grammar quiz , speaking practice	3	12 20
Module Control 2	Total for 6-10 weeks		100
Module Control 3	Total for 11-15 weeks		100
Total	for 1-15 weeks	45	100
Examination			100

Dean of International Relations Faculty _____

Zhekenov D.K.

Head of Diplomatic Translation Department _____

Seidikenova A.S.

Lecturer _____

Smagulova A.S.

