

AL-FARABI KAZAKH NATIONAL UNIVERSITY
Faculty of Philology
Department of Turkology and Language Theory

PROGRAM OF FINAL EXAMINATION IN THE DISCIPLINE

Code: 98255
« Business Foreign Language »

Educational programme “Digital Archival Studies and Documentation
Science
”Bachelor degree programme

Course – 2
Semester – 3
Number of credits – 5

Almaty 2025

1. THE THEMATIC PROGRAM OF THE DISCIPLINE

The aim of the discipline " Business Foreign Language " is to develop students' ability to communicate effectively in the target language at an intermediate level.

Learning outcomes in the discipline:

LO 1 (cognitive) - to understand and interpret intermediate-level spoken and written texts in the target language, demonstrating comprehension of everyday situations and familiar topics.

LO 2 (functional) - – to use appropriate vocabulary and grammatical structures to engage in conversations and discussions at an intermediate level.

LO 3 (functional) - – to write clear and coherent texts, such as emails, reports, or essays, using intermediate-level grammar and vocabulary.

LO 4 (systematic) - to write clear, connected texts such as emails, reports, and essays.

LO 5 (systematic) - to use a wide range of vocabulary and grammar in both written and oral communication

Main topics studied in the discipline.

Module 1.

PC 1. Negotiations 1: Building relationships

Practical English: At the airport

PC 2 Socialising 1: Breaking the ice

Writing Task: Describing yourself

IWS 1. Consultations on the implementation of IWS 1

PC 3. Meetings 2: Getting involved in meetings

Unit 1D: The Devil's Dictionary (Grammar: Defining relative clauses, Vocabulary: Expressions for paraphrasing, Pronunciation: Dictionary pronunciation)

IWS 1. Essay on topics (250-300 words)

1) My Daily Routine: Describe what you usually do every day (present simple) and what you are doing right now (present continuous).

2) What I Like to Do on Weekends: Talk about your weekend activities (present simple) and what you are doing this weekend (present continuous).

3) My Family: Describe your family members and what they do (present simple) and what they are doing today (present continuous).

Socialising 2: Keeping conversations going

Practical English: At the conference hotel

Meetings 3: Managing a meeting

(Grammar: Prepositions of time and place, Vocabulary: Prepositions, Pronunciation: /ɑ:/)

Writing Task: Describing a photo

Negotiations: Positions and interests

One October evening (Grammar: So, because, but, although, Vocabulary: Verb phrases, Pronunciation: The letter 'r')

IWS 2. Consultations on the implementation of IWS 2

Business meetings Brainstorming and evaluating

(Grammar: Going to, present continuous (future arrangements), Vocabulary: Phrasal verbs, Pronunciation: Sentence stress)

Practical English: Restaurant problems

Negotiations. Questioning and clarifying business.

(Grammar: Will/won't (predictions), Vocabulary: Opposite verbs, Pronunciation: Contractions)

IWS 2. Essay on topics:

Socialising. Social networking. Advantages and disadvantages of online business.

Midterm control 1

Negotiations. Bargaining

Negotiating is all about bargaining.

The give-and-take between two sides.

I was only dreaming (Grammar: Review of tenses, present, past, future, Vocabulary: Verbs + prepositions, Pronunciation: Sentence stress)

IWS 3. Consultations on the implementation of IWS 3

Socialising.in business. Active listening

Socialising is to 'shut up and listen'.

The temptation to turn every conversation into a conversation about what we consider the most interesting thing in the world, i.e. ourselves.

The most skilful active listeners include business .

The social workers,

psychotherapists and counsellors.

IWS 3. Individual presentation: Read the text about business and the ex.

My Hometown. Students can describe where they are from, talk about famous places, local food, and what makes their hometown special in business.

MODULE 3

Family, Emotions, and Lifestyle Choices.

Socialising 5: From contact to partner

Focusing on the challenge of starting conversations with strangers and keeping these conversations going.

the real purpose of socialising is to turn these contacts into partners or even friends.

Discuss: why such situations are difficult?

Negotiations : Clinching the deal

The final stages of a negotiation don't always go smoothly. Why?

This lesson deals with a number of common events and situations from these closing stages. Students do a light-hearted quiz, a reading activity, a

matching activity focusing on useful language and then finish with a role play.

Meetings. Action points

How the Action Points it produces?

Action Points are the opening of the next meeting. This lesson looks in some detail at what makes a successful Action Point. There is also a focus on the various steps involved in bringing a meeting to a successful close.

Revision & Check

IWST 4. Consultation on the final examination

Documents you need to know

How to write a business plan?

Vocabulary: Verbs + infinitive, Pronunciation: Word stress)

Practical English: In an office.

Why businesses fail?

Talk about what makes businesses succeed or fail!

Students review business-related vocabulary, watch part of a video about lessons from failed businesses and discuss real-life cases. They also share opinions on business ideas.

Midterm control test 2

Literature: main, additional.

1. English for Everyone. Business English 1 Course Book. Oxford University Press, 2023.
2. New English File. 4th edition. Pre-intermediate. Student's e-book. Oxford University Press, 2019. Authors: Christina Latham-Koenig, Clive Oxenden, Kate Chomacki
3. New English File. 4th edition. Pre-intermediate. Workbook. Oxford University Press, 2019. Authors: Christina Latham-Koenig, Clive Oxenden, Kate Chomacki
4. Oxford Word Skills Intermediate. R. Gairns. S. Redman. 2012
5. English Grammar in Use. Raymond Murphy. 5th edition. Cambridge University Press, 2019.
6. English Grammar in Use. Raymond Murphy. 5th edition. Supplementary exercises. Cambridge University Press, 2019.
7. Cambridge Business English Dictionary. Published: November, 2011. ISBN: 9780521122504. English Type: International English. CEFR Level: B2-C2. Format: ...

2. METHODOLOGICAL INSTRUCTION FOR FINAL EXAMINATION: STANDARD WRITTEN EXAMINATION (OFFLINE)

2.1. Exam format: Standard written examination (offline).

2.2. The purpose of the written exam in the discipline "Foreign Language" is to assess students' ability to communicate effectively in the target language, demonstrating proficiency in spoken fluency, accuracy, and comprehension within relevant contexts.

2.3. Expected results of the exam tasks:

One written exam card contains 3 questions that identify learning outcomes for the course studied and are assessed according to the criteria described below:

Question 1 - Criterion 1. Knowledge of the theory and concept of the course; logic of presentation. Criterion 2. Understanding and confirmation with examples of the theoretical principles presented in the course content.

Question 2 - Criterion 3. Application of the selected methodology and technology to written practical tasks. Criterion 4. Disclosure and solution of the main problem given in the practical task.

Question 3 - Criterion 5. Evaluation and written critical analysis of the applicability of the chosen methodology to the proposed practical task. Criterion 6. Justification of the result obtained from one's own practice.

2.4. The examination procedure.

2.4.1. The standard written offline exam is conducted in accordance with the approved schedule.

2.4.2. 15 minutes before the start of the offline written exam, the teacher on duty checks the students' identities using their ID cards, and seats the students in the seats indicated on the attendance sheets.

2.4.3. In the event that a substitute person appears at the offline written exam, the teacher on duty draws up a corresponding report of violation of these Rules.

2.4.4. Late students will not be allowed to take the exam.

2.4.5. During the exam, the teacher on duty monitors students' compliance with the rules of conduct in accordance with the approved instructions.

2.4.6. At the end of the time allotted for the exam (2 astronomical hours), the teacher on duty:

- 1) collects examination papers;
- 2) puts in each work a sign of the end of writing the work in the answer sheets - the letter X;
- 3) provides answer sheets along with attendance sheets for encryption to a specialist from the dean's office.

2.4.7. In case of delay in providing work for encryption to a specialist from the dean's office, a corresponding act is drawn up with subsequent prosecution of the perpetrators.

2.4.8. During the exam, students are prohibited from carrying and/or using cheat sheets, cell phones, smart watches and other technical and other means that can be used for unauthorized access to auxiliary information. It is prohibited to talk with other students and strangers, or to write down your full name and/or other identifying information in your answers.

2.4.9. If a student appears for the exam and refuses to answer the ticket, passing the exam will be graded as an "F."

2.4.10. If there is no good reason, failure to appear for the exam will be assessed as an “F”.

2.4.11. If a student violates one or more of these points, an Act of cancellation of the examination work (hereinafter referred to as the Act) is filled out, and a grade of “F” (“unsatisfactory”) is assigned for the discipline.

2.4.12. For repeated violation of these Rules during the exam, the student is presented for consideration by the Faculty Council on Ethics.

2.4.13. The final grade for the discipline can be canceled within 1 month after the exam, if a student is found to have violated the instructions for conducting final control using distance learning technologies and/or rules of behavior during the exam: using cheat sheets, cell phones, negotiating, etc. based on recordings from surveillance cameras with filling out the Report. The act cannot be annulled or appealed.

2.4.14. All violations during exams are recorded in the student’s transcript.

RUBRICATOR FOR CRITERIAL ASSESSMENT OF FINAL EXAMINATION

Discipline: _ Business Foreign Language. **Form:** Standard written examination (offline).

№	Score Criterion	DESCRIPTORS				
		«Excellent»	«Good»	«Satisfactory»	«Unsatisfactory»	
		90-100 %	70-89 %	50-69 %	25-49%	0-24 %
Question 1	Criterion 1. Knowledge of the theory and concept of the course; logic of presentation.	An “excellent” grade is given for an answer that contains an exhaustive explanation of the question, a detailed argumentation for each conclusion and statement, is constructed logically and consistently, and is supported by examples from the developed classroom topics.	A “good” grade is given for an answer that contains a complete but not exhaustive coverage of the issue, an abbreviated argumentation of the main points, and allows for a violation of the logic and sequence of presentation of the material. The answer contains stylistic errors and inaccurate use of terms.	A “satisfactory” grade is given for an answer that contains incomplete coverage of the questions proposed in the ticket, superficially argues the main points, and allows compositional imbalances in the presentation, violations of the logic and sequence of presentation of the material.	An “unsatisfactory” grade is given for incorrect coverage of the questions posed, erroneous argumentation, factual and verbal errors, and for the assumption of an incorrect conclusion.	An “unsatisfactory” grade is also given for ignorance of basic concepts and theories; for violation of the Rules for final control.
	Criterion 2. Understanding and confirmation with examples of the theoretical principles presented in the course content.	A comprehensive answer with illustrated examples was given to the question; the answer is presented in literate scientific language, all terms and concepts are used correctly and explained correctly.	The answer is not fully supported by specific examples. There are some inaccuracies.	The student does not illustrate theoretical concepts with examples from the developed class notes.	Key concepts for the training course contained in questions are interpreted with significant errors.	The student does not provide examples to support the main theoretical principles of the course.
Question 2	Criterion 3. Application of the selected methodology and technology to written practical tasks. Criterion 4. Disclosure and solution of the main	Excellent completion of the training assignment, a detailed, reasoned written answer to the question posed, followed by solving practical problems of the course.	Partial completion of the educational assignment, incomplete, sometimes reasoned answer to the question posed with an incomplete solution to the practical problems of the course; illiterate use of scientific language	The material is presented in fragments, in violation of logical sequence, factual and semantic inaccuracies are made, and theoretical knowledge of the course is used superficially.	An irrational method of solving a task or an insufficiently thought-out answer plan; inability to solve problems, perform tasks in general; making mistakes and omissions that	Inability to apply knowledge and algorithms to solve tasks; inability to draw conclusions and generalizations. Violation of the Rules

	problem given in the practical task.		norms in the course.		exceeds the norm.	for final control.
	<i>Criterion 4.</i> Disclosure and solution of the main problem given in the practical task.	Scientific concepts are freely applied to the task at hand, followed by a logical and evidence-based disclosure of the main problem.	The student's knowledge is adapted; the answers are weak structured, the answer contains minor factual errors, which he can correct independently, thanks to a leading question.	There is no meaningfulness of the material provided, there is no understanding of interdisciplinary connections.	The student finds it difficult to answer most of the additional questions on the content of the exam or does not give the correct answers.	The student did not fully understand the material. Violation of the Rules for final control.
Question 3	<i>Criterion 5.</i> Evaluation and written critical analysis of the applicability of the chosen methodology to the proposed practical task.	Consistent, logical and correct justification of scientific principles and the applied methodology and technology, literacy, compliance with the norms of scientific language, 1-2 inaccuracies in the presentation of the material are allowed, which do not affect the generally correct conclusions.	3-4 inaccuracies in the use of conceptual material, minor errors in generalizations and conclusions are allowed, which do not affect the good overall level of task completion.	There are conclusions on the applicability of substantiated scientific provisions are vague and unconvincing; there are stylistic and grammatical errors, as well as inaccuracies in processing the results of a practical decision.	The task was completed with gross mistakes, the answers to the questions were incomplete, the conceptual material and argumentation were poorly used.	The task has not been completed, there are no answers to the questions posed, materials and analysis tools have not been used.
	<i>Criterion 6.</i> Justification of the result obtained from one's own practice.	The answer is illustrated with examples and visuals. materials, including from the student's own practice.	Analysis of 3-4 provisions of existing theories, scientific schools and directions with justification of the result obtained from one's own practice on the issue of the exam card with some inaccuracies.	Poor application of the main volume of material in accordance with the training program with difficulties in independently reproducing it in writing.	Demonstration of difficulty in providing answers to problematic questions.	Lack of ability to apply course methods when giving examples. Violation of the Rules for final control.

Formula for calculating the final grade:

Final grade (FG) = (%1+%2+%3+%4+%5+%6) / K, where % is the level of task completion by criterion, K is the total number of criteria.

Example of calculating the final grade

№	Score	«Excellent»	«Good»	«Satisfactory»	«Unsatisfactory»	
		90-100 %	70-89%	50-69%	25-49%	0-24%
1.	Criterion 1	100				
2.	Criterion 2		75			
3.	Criterion 3			60		
4.	Criterion 4				45	
5.	Criterion 5	100				
6.	Criterion 6				49	

	Final %	200	75	60	94	$200 + 75 + 60 + 94 = 429$ / 6 criteria = 71,5 Final score, as % = 72
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Based on percentage obtained during the calculation, we can compare the score with the rating scale.

72 points range from 70 points to 89 points, which corresponds to the "Good" category according to the grading scale.

Thus, with this calculation, the project will be rated **72 points "Good"** in accordance with the point-rating letter system for assessing educational achievements

students with their transfer to the traditional grading scale and ECTS.

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