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MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION

Federal State Autonomous Educational Institution of Higher Education

"Moscow Polytechnic University"

APPROVE
Vice-President
for International Affairs
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"_16_" _____02_____ 2023

Dean of the Faculty
of Economics and Management
_____/A.V. Nazarenko/
"_16_" _____02_____ 2023

WORKING PROGRAM OF THE DISCIPLINE

"Foreign Language"

Field of study
38.03.02 Management

Educational program (profile)
"Business Process Management"

Qualification (degree)
Bachelor

Form of study
Half-time

Moscow 2023

Developer(s):

Associate professor, Ph.D.  / T.V. Aslamova /

Agreed:
Head of the department "Foreign languages",
Ph.D. in Philology, Associate Professor  /I.A. Presnukhina/

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1. Goals, objectives and planned learning outcomes in the discipline

The main goals of mastering the discipline "Foreign Language" include: comprehensive development of the students' communication skills formed at the previous stages of education, which are necessary for effective everyday and professional communication, as well as the acquaintance of students with digital tools, which both contribute to the formation of the necessary foreign language communicative competencies and facilitate oral and written interaction with foreign colleagues.

To the main tasksmastering the discipline "Foreign language" should include:

- mastering the necessary lexical minimum for communication in everyday and professional purposes;
- development of skills for the correct use of grammatical structures that ensure communication without distorting the meaning;
- development of the ability to perceive foreign speech by ear both in real life and in the form of video lectures and videos on the Internet;
- development of reading skills and understanding of general and scientific literature in a foreign language in their field of study;
- development of the ability to competently express their thoughts orally and in writing;
- developing the skill of using digital tools to form the necessary foreign language communicative competencies (online explanatory and bilingual dictionaries, tools for translating texts, correcting written speech, memorizing new words)
- formation of adequate speech behavior in everyday and professionally oriented situations;
- formation and development of independent work skills (working with foreign language sources, searching and analyzing the necessary information, critical thinking), including with the involvement of digital tools (for example: Google documents, presentation creation services, etc.).

Training in the discipline "Foreign Language" is aimed at developing the following competencies in students:

Code and name of competencies	Competence achievement indicators
UK-4: ability to communicate orally and in writing in the state language of the Russian Federation and in a foreign language	IUK-4.1. Takes into account the features of business communication in the state and foreign languages, depending on the characteristics of verbal and non-verbal means of communication IUK-4.2. Able to exchange business information in oral and written forms in the state and foreign languages, taking into account the originality of the style of official and unofficial letters, as well as socio-cultural differences in the format of correspondence IUK-4.3. Performs translation of professional texts from a foreign language into the state language of the Russian Federation and from the state language of the Russian Federation into a foreign language

2. The place of discipline in the structure of the educational program

This course is included in the list of the mandatory part / part formed by the participants in the educational relations of block B1 "Disciplines (modules)". The discipline "Foreign language" is logically, meaningfully and methodically connected with other humanitarian disciplines in the curriculum, aimed at expanding the horizons, forming a humanistic worldview and developing communication skills, as well as with information technologies, which are aimed at forming the digital consciousness of students.

3. Structure and content of the discipline

The total labor intensity of the discipline is 10 credits (360 hours).

3.1. Types of educational work and labor intensity

3.1.1. Half-time education

No. p / p	**Type of study work**	**Number of hours**	**Semesters**					
			1	**2**	**3**	**4**	**5**	**6**
1	**Auditory lessons**	**104**	14	18	18	18	18	18
	Including:							
1.1	Lectures	-	-	-	-	-	-	-
1.2	Seminars/practical classes	104	14	18	18	18	18	18
1.3	Laboratory studies	-	-	-	-	-	-	-
2	**Independent work**	**256**	46	42	42	42	42	42
3	**Intermediate certification**							
	Pass/Differential Pass/Exam		pass	diff. pass	pass	diff. pass	pass	exam
	Total	**360**	60	60	60	60	60	60

3.2. Thematic plan for studying the discipline

(according to the forms of education)

3.2.1. Half-time education

No. p / p	**Sections/topics disciplines**	**Labor intensity, hour**					
		Total	**Classroom work**				**pe nd**
			Lectures	Seminar / practical training	Laboratory studies	Practical training	
1	*Semester 1.*						
1.1	Topic 1.family. representation. Acquaintance.	28		6			22
1.2	Topic 2 University	32		8			24
2	*Semester 2.*						
2.1	Topic 3. Country	30		8			22
2.2	Topic 4. Traveling	30		10			20

3	*Semester 3.*						
3.1	Topic 5. Transportation	30		8			22
3.2	Topic 6. Healthy life style	30		10			20
4	*Semester 4.*						
4.1	Topic 7. Human Resource Management (HRM)	30		8			22
4.2	Topic 8.Rules from the Recruitment Insiders	30		10			20
5	*Semester 5.*						
5.1	Topic 9.public management	30		8			22
5.2	Topic 10.international management expansion	30		10			20
6	*Semester 6.*						
6.1	Topic 11.Things you need to know something about	30		8			22
6.2	Topic 12.The impact of technology on professional development	30		10			20
	Total	**360**		**104**			**256**

3.3. ***The content of the discipline***

The structure and content of the sections of the discipline are indicated in Appendix A to the program.

1 semester

Topic 1: 'Family. representation. Acquaintance.'

Lexical minimum	family• growing up •convenience•favorite family tradition•demand• sport to play • •changes in family role• details of family relationships • activities • celebrations • household budgets • the generation gap • parental responsibility • life expectancy • estate • skillful ways • to make a family wealthy • to sell and buy the goods • merchant • the future •
Grammar	Pronouns. Plural of nouns. present simple. There is/are. Prepositions of place and time. Degrees of comparison.
Reading	Types of reading (viewing, introductory, studying). Practicing tasks for filling in tables or diagrams based on the read text.
speaking	Description What is a family member you admire?
Letter	Written description Do you get along well with your family? Connecting words and, also, moreover, but, however, although, besides.

Topic 2:

'University'

Lexical minimum	Meeting preparation and coordination at the university• to iidentify the purpose of your future profession• informal or formalmeeting•develop professional skills•select the right university•decide where and when to look for the best university•send invitations.
Grammar	past simple. Future Simple. Modal verbs can, may, must. Some, any, no and their derivatives.
Reading	Development of viewing and introductory reading skills. Practicing tasks for "true/false/not indicated in the text".

speaking	Prepare a meeting of a foreign partner in the office “Administrative meeting” (role-playing game). Words indicating a sequence of actions: first, second, third, then, next, after, finally.
Letter	Describe any famous university “University”
Block of independent work skills development: development of information search and processing skills.	Introduction of an example or illustration to the presentation. “What is a successful international University?”(search for information on the given questions on the Internet).

2 semester

Theme 3: “Country”

Lexical minimum	Country• the history of the country you live in • capital • well-planned city •select the right place to live•to be proud of the country•send invitations for the visitors• famous cities • famous people • industry • science • language • population • flag • traditions.
Grammar	past simple. Future Simple. Modal verb equivalents: be able to, might, have to, to be permitted to, to be allowed to.
Reading	Development of viewing and introductory reading skills. Practicing tasks for "true/false/not indicated in the text".
speaking	Prepare a meeting of a foreign guest in our country “Meeting in Russia” (role-playing game). Words indicating a sequence of actions: first, second, third, then, next, after, finally.
Letter	Describe any world famous city in our country “University”
Block of independent work skills development: development of information search and processing skills.	Introduction of an example or illustration to the presentation. “What is a smart city?”(search for information on the given questions on the Internet).

Topic 4: 'Traveling'

Lexical minimum	Business traveling, A 4-wheel drive• A baggage handler • A barge • A beltway/bypass/ringroad •goods•scarcity•customs•disadvantages• A bonnet/hood (GB) •mental•moneyA bumper• A bus ride& etc.
Grammar	present continuous. The expression to be going to. present perfect. past perfect.
Reading	Practicing the tasks “Choose the best heading for each paragraph” and “Which paragraph talks about ...”
speaking	“Barriers in multicultural communication”. Vocabulary for expressing one's opinion and argumentation (because, lead to disruptions and inability of some employees to work effectively as a team, cause conflict, due to, as). A brief description of the structure of concluding a contract with foreign partners using Present Continuous. Describing the first results in writing a contract using the Present Perfect.
Letter	“How does cultural diversity affect communication?” Essay structure. Rules for constructing a paragraph. Introductory sentences that formulate the topic of the paragraph.
Block of development of independent work skills: development of critical thinking skills.	Conducting a round table on the topic “Culture of English-speaking countries” (writing an essay on a chosen narrower topic within the framework of a general direction and presenting a short report on the essay topic at a round table, followed by a discussion of the similarities and differences between Russian-speaking and English-speaking cultures).

3 semester

Topic 5: Transportation'

Lexical minimum	a means of transportation•aferry•afine/ticket•abaggage handler • A barge •abeltway/bypass/ringroad •goods•afree rental of city bikes •customs•disadvantages•abonnet/hood (GB) •mental•money•abumper•abus ride& etc.
Grammar	Past continuous. past simple. present perfect. past perfect.
Reading	Practicing the tasks “Choose the best heading for each paragraph” and “Which paragraph talks about ...”
speaking	“Barriers in transportation”. Vocabulary for expressing one's opinion and argumentation (because, lead to disruptions and inability of some employees to work effectively as a team, cause conflict, due to, as). A brief description of the structure of concluding a contract with foreign partners using Present Continuous. Describing the first results in writing a contract using the Present Perfect.
Letter	“How does cultural diversity affect transportation system?” Essay structure. Rules for constructing a paragraph. Introductory sentences that formulate the topic of the paragraph.
Block of development of independent work skills: development of critical thinking skills.	Conducting a round table on the topic “Transportation” (writing an essay on a chosen narrower topic within the framework of a general direction and presenting a short report on the essay topic at a round table, followed by a discussion of the similarities and differences between the transport systems in foreign countries).

Topic 6: Healthy lifestyle

Lexical minimum	Nutritious• Nutrition • food allergy • food intolerance • free range • balanced diet • Fattening • Cut down on smth. • Snack • Strongly advise • To digest **•& etc.**
Grammar	Future continuous. Future in the Past Simple. present perfect. past perfect.
Reading	Practicing the tasks “Choose the best heading for each paragraph” and “Which paragraph talks about ...”
speaking	“Barriers in transportation”. Vocabulary for expressing one's opinion and argumentation (because, lead to disruptions and inability of some employees to work effectively as a team, cause conflict, due to, as). A brief description of the structure of concluding a contract with foreign partners using Present Continuous. Describing the first results in writing a contract using the Present Perfect.
Letter	“Hhealthy lifestyle is becoming more and more popular” Essay structure. Rules for constructing a paragraph. Introductory sentences that formulate the topic of the paragraph.
Block of development of independent work skills: development of critical thinking skills.	Conducting a round table on the topic "Hhealthy lifestyle» (writing an essay on a chosen narrower topic within a general direction and presenting a short paper on the topic of the essay to a round table, followed by a discussion of the similarities and differences between diets).

4 semester

Topic 7: Human Resource Management (HRM)

Lexical minimum	Human Resource Management (HRM)• to motto • furnishing • employee compensationt• benefit • mandate •strong communication skills • ever-increasing • actively listen and take notes• remain cheerful • enterprise •to govern • to conduct recruiting • executive education • appraisal • reward systems& etc.
Grammar	Participle I-II.
Reading	Practicing the fulfillment of tasks "This statement corresponds to the opinion of the author of the text, does not correspond, or the author does not express his opinion on this matter"
speaking	Vocabulary for expressing agreement or disagreement.

	To what extent do you agree or disagree …?
Letter	Conducting a round table on the topicHuman Resource Management (HRM) Essay writing:Human Resource Management (HRM).

Topic 8: Rules from the Recruitment Insiders

Lexical minimum	•recruitment•to hire•accountable•ownership employment brand•to frustrate•to streamline•schedule•to set expectati questions•to deserve•decline•correspondence•term•content•nature• composition • •paragraph•expand•information•provide•tone•address•recipient•address•title•blank•line•type•standard•paper•top•ma recommendation• cconfirmation• credit•transfer•courier•professional• personal • formal •ac antagonistic•classify•**variables**•casual•effective• toprint• to cover• tooccupy• tosupportetc.
Grammar	passive voice.
Reading	Practicing the task "Answer the questions."
speaking	Working out the structure of the presentation“What is the format for business letters?” Description of the structure of a business letter. Repetition of words to describe various forms of business correspond
Letter	Writing the message “Types of business letters”.

5 semester

Topic 9: Public Management

Lexical minimum	• disburse•to engaged in organizing• to engaged in recruiting staff• to engaged in guiding• to engage in coordinating• to engage in briefing (reporting)• to engaged in monitoring control• to gain insight into•to shift repeatedly from• to draw attention•to emerge• responsibilities of brief duration• to perceive•CEO (Chief Executive Officer)• to gain insight into•distinct issue• to track down• commuting• the broadness of subjects• minor issues• alongside crucial•to reveal•hardly make big decisions•a conventional sense•substantial• agenda•disordered discourse•to be in charge of• to be directly correlated to• impact• formal authority• phone etiquette • introduction yourself•pick up the phone• customer support• personal call• speak clearly•strong communication skills • speakerphone • remain cheerful • transferring a call • to put someone on hold •
Grammar	Passive voice.
Reading	Practicing the fulfillment of tasks "This statement corresponds to the opinion of the author of the text, does not correspond, or the author does not express his opinion on this matter"
speaking	Vocabulary for expressing agreement or disagreement. To what extent do you agree or disagree …?
Letter	Write an essay on the topic: “Public Management”

Topic 10: International management expansion

Lexical minimum	Ccultural and business differences •huge opportunity•huge opportunity•significant potential•potential for revenue•to accompany•no longer make sense•cash flow•disrupt operations•plenty of research•to offer the same opportunities•successful expansion•competitive landscape•bringing in local expertise•the demand•initial market•at the rates
Grammar	present continuous. The expression to be going to. present perfect. Modal verbs and their equivalents.
Reading	Practicing the tasks “Choose the best heading for each paragraph” and “Which paragraph talks about ...”
speaking	“Barriers in multicultural business communication”. Vocabulary for expressing one's opinion and argumentation (because, lead to disruptions and inability of some employees to work effectively as a team, cause conflict, due to, as). A brief description of the structure of concluding a contract with foreign partners using Present Continuous. Describing the first results in writing a contract using the Present Perfect.
Letter	“How does cultural diversity affect business communication?” Essay structure. Rules for constructing a paragraph. Introductory sentences that formulate the topic of the paragraph.
Block of development of independent work skills: development of critical thinking skills.	Conducting a round table on the topic “Culture of English-speaking countries” (writing an essay on a chosen narrower topic within the framework of a general direction and presenting a short report on the essay topic at a round table, followed by a discussion of the similarities and differences between Russian-speaking and English-speaking cultures).

6 semester

Topic 11: 'Things you need to know something about'

Lexical minimum	effective presentation •superordinate• audience • proponent • guarantee • chance • order •prior• performance • perspective • client • goal • define • objective • assemble • consolidation • separate • accurate • correct • relevant • • discuss • object • content • establish • monotonous • intonation • pauses • emphasize •illustrate• guide • animation • quote • reputation • visual • tactic • • reaction • express • nonverbal • humor • circulate • lecture • tend • affect
Grammar	Infinitive.
Reading	Practicing tasks to complete tables or charts based on the information read.
speaking	Developing the ability to express opinions and make generalizations.
Letter	Description of the pie chart.Write an essay on the topic:

Topic 12: 'The impact of technology on professional development'

Lexical minimum	Innovation • process-improvement methods • technology roadmapping • technology forecasting • to obtain market share and value • creating newness • designation • power of devices • speakerphones • manipulate • artificial intelligence • internet speed • communication platforms • collaborate • co-workerand client• to enhance smb's. ability to communicate with • to manage IT services • cloud computing
Grammar	Review of learned grammar.
Reading	Practicing tasks for filling in the gaps in the annotations to the read text
speaking	Development of the ability to conduct various types of analysis, comparison.
Letter	Description of the histogram.Write an essay on the topic: “The impact of technology on professional development”

3.4. Topics of seminars / practical and laboratory classes

3.4.1. Seminars/practical classes

Half-time education

Topic 1: Family. Representation. Acquaintance (14 hours)

Lesson 1. Family, family members. Closest relatives. The meaning of the family. Family holidays. Introducing yourself and your family.

Lesson 2. Introduction of new lexical material on the topic. Repetition of grammar material (Pronouns. Plural of nouns. verb to be).

Lesson 3. Turnover There is/are. Prepositions of place and time.

Lesson 4. Degrees of comparison of adjectives. External description of relatives and their comparison.

Lesson 5. Development of reading skills and understanding of the text on the topic under study.

Lesson 6. The structure of family relations. Presentation of relatives.

Lesson 7. Current control on topic 1.

Topic 2 *University*(18 hours)

Lesson 1.Introduction of new lexical material on the topic. Repetition of Present Simple.

Lesson 2. Consolidation of lexical and grammatical material on the topic. My university.

Lesson 3. Top universities in the world. Repetition past simple. Future Simple.

Lesson 4.Development of reading skills and understanding of the text on the topic under study.

Lesson 5. Fixing the tenses of the Simple group and lexical material on the topic.

Lesson 6. Current control on topic 2.

Lesson 7. Making presentations on the topics of the semester.

Lesson 8. Review of material covered during the semester.

Lesson 9.Current control on topic 2.

Topic 3.Country (18 hours)

Lesson 1. Introduction of new lexical material on the topic.

Lesson 2. Forms and rules for using Present Continuous.
Lesson 3. Comparison of Present Continuous and Present Simple.
Lesson 4. Russia.English-speaking countries and their capitals. European countries and their capitals.
Lesson 5. Ways of expressing the future tense in English: Future Simple, be going to, Present Continuous, Present Simple.
Lesson 6. Foreign countries and their capitals.
Lesson 7. Diagrams. Description of countries. Linking words for country comparisons.
Lesson 8. Repetition of lexical and grammatical material on the topic 3.
Lesson 9. Current control on topic 3.

Topic 4.*Traveling*(18 hours)
Lesson 1. Introduction of new lexical material on the topic.
Lesson 2. The main types of travel Business travel, organization of business trips, directions. Life safety.
Lesson 3.present perfect. Comparison of Present Perfect and Past Simple.
Lesson 4. Modal verbs and their equivalents.
Lesson 5. Current control on topic 4.
Lesson 6. Making presentations on the topics of the semester.
Lesson 7. Review of material covered during the semester.
Lesson 8. Current control on topic 4.

Topic 5.*Transportation* (18 hours)
Lesson 1. Introduction of new lexical material on the topic.
Lesson 2. Various types of transport. Discussion of the public view of vehicles.
Lesson 3. Repetition of times. (Simple, Continuous)
Lesson 4. Repetition of times. (Perfect, Perfect Continuous)
Lesson 5. Current control on topic 5.
Lesson 6. Making presentations on the topics of the semester.
Lesson 7. Review of material covered during the semester.
Lesson 8. Current control on topic 5.

Topic 6.*Healthy lifestyle.*(18 hours)
Lesson 1. Introduction of new lexical material on the topic.
Lesson 2. Healthy lifestyle. Why do we need a healthy lifestyle in the work of management. Search, attraction, selection and selection of personnel. What prevents us from leading a healthy lifestyle. Self-organization and self-development (including health care).
Lesson 3. Passive voice (Simple, Continuous).
Lesson 4. Passive Voice (Perfect).
Lesson 5. Current control on topic 6.
Lesson 6. Making presentations on the topics of the semester.
Lesson 7. Review of material covered during the semester.
Lesson 8. Current control on topic 6.

Topic 7.*Human Resource Management (HRM).* (18 hours)
Lesson 1. Introduction of new lexical material on the topic.
Lesson 2. Labor market. What's happened HRM. What is human resource management for? Who is responsible for personnel management. Staffing activities. Activities for the assessment and certification of personnel. Personnel development activities. Labor law.
Lesson 3. Infinitive turns. (complex object)
Lesson 4. Infinitive turnover. (Complex subject)
Lesson 5. Current control on topic 7.

Lesson 6. Making presentations on the topics of the semester.
Lesson 7. Review of material covered during the semester.
Lesson 8. Current control on topic 7.

Topic 8. Rules from the Recruitment Insiders. (18 hours)
Lesson 1. Introduction of new lexical material on the topic.
Lesson 2. Rules for hiring staff. Discussing the recruitment process. Organization and holding of events for the development and building a professional career of the staff. Organization of personnel work.
Lesson 3. Comparison and infinitive turns. (Complex object and Complex subject))
Lesson 4. Independentinfinitive phrase.
Lesson 5. Current control on topic 8.
Lesson 6. Making presentations on the topics of the semester.
Lesson 7. Review of material covered during the semester.
Lesson 8. Current control on topic 8.

Topic 9. Public Management. (18 hours)
Lesson 1. Introduction of new lexical material on the topic.
Lesson 2. Description of public administration. Discussion of different types of effective public administration. Development and implementation of projects. The main forms and methods of participation of various institutions of civil society in the formation and development of corporate social responsibility; Teamwork and leadership. Defectological knowledge in social and professional spheres.

Lesson 3. Communion I.
Lesson 4. Communion I.
Lesson 5. Current control on topic 9.
Lesson 6. Making presentations on the topics of the semester.
Lesson 7. Review of material covered during the semester.
Lesson 8. Current control on topic 9.

Topic 10. International management expansion. (18 hours)
Lesson 1. Introduction of new lexical material on the topic.
Lesson 2. Description and discussion of various types of management in international companies. What is included in international business. Long-term trends in global business relations. Management strategies on a global scale. Coordination of interests of participants in corporate relations in the system of corporate social responsibility. Intercultural interaction. Economic culture, including innovative financial literacy.
Lesson 3. Communion II.
Lesson 4. Communion II.
Lesson 5. Current control on topic 10.
Lesson 6. Making presentations on the topics of the semester.
Lesson 7. Review of material covered during the semester.
Lesson 8. Current control on topic 10.

Topic 11.*Things you need to know something about.* (18 hours)
Lesson 1. Introduction of new lexical material on the topic.
Lesson 2. The main patterns of functioning of microeconomics and factors that ensure the rational use of resources and the achievement of effective performance.
Lesson 3. Complex forms of participle.
Lesson 4. Compound forms of participle.
Lesson 5. Current control on topic 11.

Lesson 6. Making presentations on the topics of the semester.
Lesson 7. Review of material covered during the semester.
Lesson 8. Current control on topic 11.

Topic 12.*The impact of technology on professional development.* (18 hours)
Lesson 1. Introduction of new lexical material on the topic.
Lesson 2. Variety of innovativetechnologies. Discussion of the importance of the principles of innovative technologies in the development of management and business. Application of automated technologies, methods of operational personnel management, documentation support and accounting in professional problem solving, digitalization of personnel processes.
Lesson 3. Gerund.
Lesson 4. Gerund.
Lesson 5. Current control on topic 12.
Lesson 6. Making presentations on the topics of the semester.
Lesson 7. Review of material covered during the semester.
Lesson 8. Current control on topic 12.

3.5 Topics of coursework

Not provided.

4. Educational, methodological and information support

4.1. Regulatory documents and GOSTs

Not provided

4.2. Main literature

1. Guide to Economics. Macmillan. Lilia Raitskay, Stuart Cochrance. student's book.
2. New business English. English textbook. English for Business. Darskaya V.G., Zhuravchenko K.V., Lyasetskaya L.A. and others. Moscow "Veche", Moscow 2012
3. Learning to speak English: textbook-praktich. allowance for students. 1 course non-language. universities. / Klimenko I.L., Elkina I.M., Presnukhina I.A. etc. - M.: MGIU, 2013
4. Zakirova E.S., Tsilenko L.P., Shcherbo P.A. Breaking news on innovations Tutorial. Publishing house of the Moscow Polytech. M.: 2018.
5. Karpova T.A. English for technical universities: textbook / T.V. Aslamova, E.S. Zakirova, P.A. Krasavin; under the general editorship of A.V. Nikolaenko. - M: KNORUS, 2014. - 352 p. - (Bachelor's degree).

b) Additional literature:

1. I.L. Klimenko English language. Workbook. / L.V. Tyurina, L.I. Fetisova M.: Mospolitekh, 2016 (http://mospolytech.ru/storage/files/izdat/English_yaz_RT_DlyaStudentov1_2kursov_Klimenko_Tjurina_Fetisova.pdf)
2. Turk I.F., Communicate in English: Workshop Eurasian Open Institute 2010, 112 pages URL: http://www.knigafund.ru/authors/40613
3. Slepovich V.S., Vashkevich O.I., Mas' G.K. A guide to English academic writing and speaking. Tetra Systems, 2012, 176 pages. URL:http://www.knigafund.ru/books/184127
4. Komarov A.S. Practical Grammar of English for Students = Practical English grammar for students: a study guide. Flint, 2012, 243 pages URL:http://www.knigafund.ru/books/179283

4.3. Electronic educational resources

First semester:
https://online.mospolytech.ru/course/view.php?id=3316
https://online.mospolytech.ru/course/view.php?id=338

Second term:
https://online.mospolytech.ru/course/view.php?id=4282
https://online.mospolytech.ru/course/view.php?id=319
Third semester
https://online.mospolytech.ru/course/view.php?id=4282

Fourth semester
https://online.mospolytech.ru/course/view.php?id=328
https://online.mospolytech.ru/course/view.php?id=9221

Fifth semester
https://online.mospolytech.ru/course/view.php?id=547

sixth semester
https://online.mospolytech.ru/course/view.php?id=550

4.4. Licensed and Free Software

not provided

4.5. Modern professional databases and information reference systems

www.macmillandictionaries.com
www.multitran.ru
https://www.oxfordlearnersdictionaries.com/

5. Logistics

Laptop - 1.
Smartboard - 1.

6. Guidelines

6.1. Methodological recommendations for the teacher on the organization of training

"Foreign language" is one of the basic disciplines of any curriculum. In the modern world, without knowledge of a foreign language, it is impossible to talk about the comprehensive training of future specialists. The main course of this program is designed for students who have previously studied English. The leading goal of this course is the development of students' foreign language professional and communicative competence in everyday and professional communication. Since in the educational space the discipline "Foreign language" belongs to the block of humanitarian disciplines, it is important in shaping the socio-cultural image of a modern competitive specialist.

The structure of the course is made taking into account the consistent movement from simple to complex, from general vocabulary and more professionally oriented, which allows for a consistent transition from a general language to a professional one. This work program is based on a combination of such teaching principles as linearity and modularity, fundamentality and pragmatism, focus on the student's personality.

The course consists of two blocks: practical exercises and independent work of students, which takes up a significant part of the teaching hours. Practical classes should be structured in

such a way that the lexical and grammatical material studied and consolidated during the exercises must find a way out in the production of students' own statements in oral and written speech. It is for this purpose that each substantive section of the discipline includes parts "Speaking" and "Writing", the purpose of which is to introduce and consolidate a certain thematic block of lexical and grammatical structures and create small oral and written messages on a given topic in accordance with what is currently being studied. moment section.

The purpose of independent work of students is, first of all, the development of skills necessary for further professional life, such as self-study and self-development skills and group work skills.

Successful mastering of the developed program in a foreign language should form students' knowledge of general vocabulary, the ability to prepare presentations and write essays, the skills of independent work in order to search and analyze the required information, thereby preparing a solid foundation for mastering professional foreign language terminology and developing foreign language professional communication skills in the next semesters.

6.2. Guidelines for students on mastering the discipline

The training program in the discipline "Foreign language" has the following features:

- division of the training program into general thematic (1st and 2nd semesters) and professionally oriented (3rd - 6th semesters) blocks,
- separation of independent work into an autonomous type of work of students, which is assessed separately and has a professionally oriented character,
- the use of a point-rating system as a basis for assessing the knowledge and skills of students and issuing a final grade at the end of each semester.

The discipline "Foreign Languages" is studied by students for 6 semesters. This means that from the very first semester, students should correctly build their work on improving their level of foreign language proficiency: work out new vocabulary on the topics studied, carefully read the proposed texts, paying attention to new words and the use of different grammatical structures, actively participate in group discussions and forms of work in the classroom, independently create related oral and written texts on the topics studied.

Within the framework of the discipline "Foreign language" types of independent work are organized according to the principle "from simple to complex". In the first semester, the task of independent work is to teach students to find the information requested by the teacher and to make a brief note on the main points. The result of the work is presented in the form of a presentation.

In the second semester, the task of this type of activity is to develop students' critical thinking. As an assignment for independent work, students are invited to familiarize themselves with several sources and, having critically comprehended them, prepare a group presentation.

In the third and fourth semesters, the task of independent work is to teach students to work with graphs (pie and column charts, line graphs): read diagrams, highlight main and secondary points, describe diagrams in a foreign language. The result of the work is presented in the form of a written description of the diagrams and an oral presentation based on the use of graphs.

In the fifth and sixth semesters, independent work consists of holding group debates in order to develop the skills of argumentation and teamwork.

All proposed types of independent work are directly related to the use of electronic resources or computer software, which also contributes to the development of students' professional skills necessary in their future professional activities.

7. Evaluation fund

7.1. Methods for monitoring and evaluating learning outcomes

In the learning process, the following evaluation forms of students' independent work, evaluation tools for monitoring progress and intermediate assessments are used.

The evaluative means of current control include:

- test,
- oral questioning,
- report/message,
- case tasks,
- role-playing game,
- description of charts.

To self-assessment tools

- preparation of presentations;
- debate.

The estimated means of intermediate control include:

- final lexical and grammatical test to test the knowledge of the studied lexical and grammatical material;
- a conversation with the teacher on the topics covered in order to control the level of formation of communication skills in typical situations.

Sample tasks for current control, topics for presentations and essays, tasks for independent work of students, a sample of the final test are given in p. 7.3.

7.2. Scale and criteria for evaluating learning outcomes

An indicator of assessing competence at various stages of its formation is the achievement by students of the planned learning outcomes in the discipline.

UK-4 - the ability to carry out business communication in oral and written forms in the state language of the Russian Federation and a foreign language

Intermediate attestation of students in the form of a test / exam is carried out based on the results of all types of educational work provided for by the curriculum for this discipline, while taking into account the results of current monitoring of progress during the semester. The assessment of the degree of achievement by students of the planned learning outcomes in the discipline is carried out by the teacher conducting classes in the discipline, by the method of expert assessment. Based on the results of the intermediate attestation for the discipline, a pass/fail or "satisfactory"/"good"/"excellent"/"unsatisfactory" grade is given, depending on the form of intermediate control provided for by the curriculum.

Only students who have completed all types of educational work provided for by the work program in the discipline "Foreign Language" are allowed to the intermediate certification: doing homework, doing current tests, doing independent work.

A point-rating system for evaluating students is used. The maximum number of points that a student can score based on the results of the semester is 100 points. Of these, 40 points evaluate the student's classroom work, 10 points - the result of independent work, 50 points fall on intermediate certification.

Classroom work: maximum 40 points

- homework, work in the classroom (answers to oral questions, participation in discussions, role-playing games) - 20 points at the end of the semester;
- performance of lexical and grammatical tests (only 2 tests) - 20 points (10 points for each test).

Independent work: maximum 10 points

- 1st semester: presentation - 10 points (of which the presentation of the report itself is estimated at a maximum of 7 points and 3 points - the answer to questions on the topic of the report).
- Semester 2: group presentation - 10 points (of which the presentation of the report itself is estimated at a maximum of 7 points and 3 points - the answer to questions on the topic of the report).
- 3rd semester: preparation of a presentation based on the description of the graphs - 10 points (of which the presentation of the report itself is estimated at a maximum of 7 points and 3 points - the answer to questions on the topic of the report).

Intermediate certification: maximum 50 points

- lexical and grammatical test - 25 points
- conversation with the teacher on the topics covered - 25 points

Correspondence table of the scores scored by the student to the "passed" / "failed" assessment and a description of the results:

100 point scale	**Evaluation scale**	**Evaluation criteria**
55 - 100	Passed	All types of educational work provided for by the curriculum were completed. The student demonstrates the correspondence of knowledge, skills and abilities given in the tablesindicators, operates with acquired knowledge, skills, and applies them in situations of everyday and professional interaction. In this case, minor errors, inaccuracies in the choice of adequate lexical units and grammatical structures can be made.
0 - 54	Not credited	One or more types of educational work provided for by the curriculum have not been completed. The student demonstrates incomplete correspondence of knowledge, skills and abilities given in the tablesindicators, significant mistakes are made, a lack of knowledge, skills, and skills in the main types of speech activity (listening, speaking, reading and writing) is manifested, the student experiences significant difficulties in operating knowledge and skills when transferring them to new situations of communication.

Correspondence table of points scored by a student on a five-point assessment scale and description of the results:

100 point scale	**Five-point rating scale**	**Evaluation criteria**
86 - 100	Great	All types of educational work provided for by the curriculum were completed. The student demonstrates the correspondence of knowledge, skills and abilities to the indicators given in the tables, operates with the

		acquired knowledge, skills, skills, applies them in situations of increased complexity. In this case, minor errors, inaccuracies, difficulties in analytical operations, transferring knowledge and skills to new, non-standard situations can be made.
71 - 85	Fine	All types of educational work provided for by the curriculum have been almost completely completed. The student demonstrates the correspondence of knowledge, skills and abilities to the indicators given in the tables, operates with the acquired knowledge, skills, skills, applies them in situations of increased complexity. In this case, individual minor errors, inaccuracies, difficulties in analytical operations, transferring knowledge and skills to new, non-standard situations can be made.
55 - 70	Satisfactorily	Partially completed all types of educational work provided for by the curriculum. The student demonstrates a satisfactory correspondence of knowledge, skills and abilities to the indicators given in the tables, partially operates with the acquired knowledge, skills, skills, experiences quite serious difficulties in operating knowledge and skills when transferring them to new situations.
0 - 54	Unsatisfactory	One or more types of educational work provided for by the curriculum have not been completed. The student demonstrates incomplete correspondence of knowledge, skills and abilities to the indicators given in the tables, significant errors are made, lack of knowledge, skills and abilities is manifested in a number of indicators, the student experiences significant difficulties in operating knowledge and skills when transferring them to new situations.

Evaluation tools for the current certification (1-6 semesters)

Questions for oral survey

Topic 1:Acquaintance. representation. family.

1. What is your full name? Why did your parents choose this name for you? Did you have a nickname?
2. When and where were you born?
3. How did your family come to live there?
4. Were there other family members in the area? Who?
5. What was the house (apartment, farm, etc.) like? How many rooms? bathrooms? Did it have electricity? indoor plumbing? telephones?
6. Were there any special items in the house that you remember?
7. What is your earliest childhood memory?
8. Describe the personalities of your family members.
9. What kind of games did you play growing up?
10. What was your favorite toy and why?

Topic2:'University'

1. What subjects are you studying at university?
2. What will you do after finishing your studies?
3. Is there an increased trend for further education in our country?
4. Is higher education too expensive in our country?
5. In your opinion, what makes someone a good student?
6. How do teachers teach in our country?
7. How has education changed in Russia over the past few decades?
8. How will education change in the near future?

Topic 3:Country

1. Which part of our country do like to live? Why?
2. What makes you feel proud of our country?
3. Do you know the history of Russia?
4. Will you stay in Russia in the Future?
5. What are the attractive cities in our country? Why?
6. How would you like to change the future of our country?

Topic 4.Traveling

1 Do you like traveling?
2 Whom do you often spend the holiday with? ...
3 Have you done much travelling? ...
4 What kind of places have you visited in your life? ...
5 When you visit new places, what do you like to do? ...
6 Do you prefer traveling alone or in a group? ...
7 Do you often travel abroad?

Topic 5.Transportation

1. What kinds of public transport are there where you live? ...
2. Do you prefer public transport or private transport? ...
3. How do you travel to work? ...
4. Is a bicycle a good means of transport? ...
5. Do you think that there should be a separate lane for bicycles?

Topic 6.healthy lifestyle

1. Do you think people pay enough attention to their health?
2. Do you think the government is responsible for public health?
3. Do you think there are more unhealthy people these days as compared to a decade ago?
4. How do you think parents can encourage children to be healthy?
5. How do you usually cope with stress?

Topic 7.Human Resource Management

1. What is human resource management in simple terms?
2. What is human resource management with example?
3. Why is human resource management so important?
4. What is the main role of HR?
5. What is a knowledge base important to managers?
6. What do managers need to carry out the various functions of management?

7.What skills are associated with a manager's ability to work well with others?
8.What is meant by corporate culture?

Topic 8. Rules from the Recruitment Insiders

1.What is recruitment?
2. What are the stages of the recruitment process?
3. What are the types of recruitment?
4. What are the two methods of recruitment?
5. What are the features of recruitment?

Topic 9. Public Management

1. What is considered to be an important aid for the daily operation of the company?
2. What can lead to the company demise?
3. What are the main functions of public management?
4. What does planning involve?
5. What is required in planning?
6. What is decision making?

Topic 10. International management expansion

1. Can a foreign company buy shares in our country?
2. Why do foreign companies invest in Russia?
3. Can a foreign national start a company in other countries?
4. What is the foreign equity ownership?
5. What are foreign markets?
6. How do you enter a foreign market?
7. What are the modes of entry into foreign market?
8. What is foreign market share?

Topic 11.'Things you need to know something about'

1. Why is casting a wide net while trying to keep up with potential changes in the firm, the market, the competition, etc. crucial?
2. Can the creating newness with existing products expand the portfolio of value of a product?
3. Is the creating a culture open to newness critical to cultivating ideas?
4. Is the communicating knowledge throughout the firm important?
5. Have you ever listened to a presentation? Do you still remember it? Why?
6. Have you ever pitched/delivered your own presentation?
7. Could you name some basic pitch presentation follow-up strategies?
8. What is the toughest challenge in pitching presentation?
9. What is your personal definition of a presentation?
10. What do you prefer to watch a presentation or to listen to a speech?
11. What is the difference between a movie and a presentation?

Topic 12.'The impact of technology on professional development'

1.How do companies benefit from participating in an electronic trading hub?
2. What impact does electronic trading have on the global economy?
3.How are management of technology and management of innovation similar? How are they different?
4. How can firms create value through good management of technology and innovation?
5. How do organizations develop technology and innovation?

An example of the current lexical and grammatical test

Topic 1:*Acquaintance. representation. family.*

1. Open the brackets and put the verbs into the Present Simple Tense.

Tom _____ (to work) at a bank. He _____ (to be) the manager. He _____ (to start) working every day at 8:00 am. He _____ (to finish) his work every day at 6:00 pm. He _____(to live) very close to the bank. His brother and sister also _____ (to work) at the bank. But, they _____ (to live/not) close to the bank. They _____ (to start) working at 9:00 am. In the bank, Tom _____ (to be) the boss. His employee asked him one day. "_____you ever_____(to get) tired from the job?" Tom replied – "No, I ___ _____(to do/not)"

2. Fill in the blanks with appropriate prepositions where necessary.At / On / In / Of / To

I'm moving to a new flat _____ 7 August.
A large number _____ people gathered to protest.
I'm going to a party _____ New Year's Eve.
I have my gym class _____ Wednesdays.
Please send it back _____ me.
My train leaves _____ 18.40 _____Platform 1.
This place is _____ exhibitions and shows.
The lecture starts _____ 6 o'clock _____ the evening __ next Monday ___room number 10.

3. Complete the following sentences with*the rightform of adjectives.*

1. I am a student now. I have ____ (little) free time than before.
2. Notebooks are _____ (expensive) than desktop computers.
3. Walking is not as _____ (fast) as cycling.
4. The film was _____ (bad) than I thought.
5. Yesterday I bought _____ (late) model of iPhone.
6. Chinese is one of _____ (difficult) languages of all.
7. The Queen of the UK is _____ (rich) woman in the world.

Topic2:'University'

1.Complete following sentences withthe right words.

The first university in theWestern Hemispherewas (1) _____ (established/disappeared) by the Spaniards: theUniversity of Santo Domingo(1538) in what is now theDominican Republic. The (2) _____ (earliest/ endmost) American institutions of (3) _____ (tinier/higher)learningwere the four-year colleges ofHarvard(1636) andWilliam and Mary(1693). The first Russian State Universities was founded inMoscow(1755) on the (4) _____ (initiative/unconcern) of Mikhail Lomonosov, an (5) _____ (outstanding/ordinary) scientist of the Enlightenment, whose unsettled (6)_____ (encyclopedic/limited) mind and energy gave the inner (7) _____ (block/impetus) to the project. One of the oldest universities inCanadais that atToronto, (8) _____ (disentitled/chartered) as King's College in 1827. American colleges and universities tended to (9) _____(imitate/opposed) German models, seeking to (10) _____ (combine/disconnect) thePrussianideal ofacademic (11) _____ (freedom*/slave)*with the native (12) _____(tradition/irregularity) of educational (13)_____ (opportunity/failure) for the many. Some"land-grant colleges" (14) _____ (arose/dropped) fromMorrill Actof 1862 act, which (15) _____ (granted/refused) each state (16)_____ (tracts/limitations) ofland, for example, theMassachusetts Institute of Technology(MIT). Several European countries in the 19th century (17) _____ (reorganized/kept) and (18) _____ (secularized/religionized) their universities, notablyItaly(1870)Spain(1876), andFrance(1896). Universities in these and other European countries became mostly (19) _____ (state-financed/bankrupted). Women began to be (20) _____ (admitted/unappreciated) to universities in the second half of the 19th century. Meanwhile, universities' curricula also continued to (21) _____ (evolve/deteriorate). The study of modernlanguagesandliteratureswas (22) _____ (added/uncombined) to, and in many cases

supplanted, the (23) _____ (traditional/unestablished) study oflatin,Greek, and theology. Such (24) _____ (mysteries/sciences) asphysics,chemistry,biology, andengineering(25) _____ (achieved/destroyed) a recognized place in curricula, and by the early 20th century the newerdisciplinesofeconomics,political science,psychology, andsociologywere also taught.

2. Complete following sentences with appropriate form of pronoun.

1.I study at Moscow Polytech. _____ University has many buildings.
2. We moved to a new flat. _____ is big and light.
3. We live in a small village. _____ house is small and very pretty.
4. My sister works in a theater. She loves _____ job.
5. What is the color of your new car? -____ color is black.
6. My friends don't have much money. _____ lives are quite difficult.
7. My friend is married to a Brazilian man. _____ name is Ricardo.
8. Is this your book? - Yes, it is _____ .

3. Put the verb in brackets in Present Simple or Present Continuous.

Mike (be) in his last year at university. After graduating the university, he (want) to become a banker. So, this week, he (do) a practical course in a bank. There (be) a bank in a nearby town, but Mike (have) to take the bus to get there. The bus (leave) at 5.30 in the morning and (return) at 8.15 in the evening. Mike (not / like) to spend so much time in town before and after work, waiting for the bus. That's why, this week he (stay) with his aunt, who (live) in town. Mike usually (wear) jeans and t-shirts, but while he (work) for the bank now, he (wear) a suit and a tie.

Topic 3.Country

1.Complete following sentences withthe right words.

I _____ (like) to live in Chandigarh. Chandigarh _____ (be) the capital of Punjab and is a very beautiful, clean, well-planned city. I _____ (be) from a small town, 'Phagwara' in Punjab and during my summer break, I _____ (use to) visit my grandparents in Chandigarh. I _____ (fall) in love with this city, and after I graduate, I _____ (want) to find a job in Chandigarh and settle there.

Yes, I ____ (be) very proud of my country. It's full of diversity and _____ (have) so many religions, languages, customs, and festivals. It's a beautiful country blessed with the majestic Himalayas, sacred rivers like Ganga, Yamuna, and so many ancient forts and palaces. People from all over the world ____ (come) to visit The Taj Mahal.

Yes, India is one of the _____ (old) civilizations in the world and is a fusion of various cultures and traditions. The history of India _____ (begin) with the Hindu Valley Civilization and the coming of the Aryans. Throughout its history, its rich land _____ (have) attracted outsiders like Moguls, British, etc. India _____ (become) Independent in August 1947 after the efforts of people like Mahatma Gandhi and Subhas Chandra Bose.

2. Put the questions to the sentences with the question words from the brackets.

1. We visited some very interesting places last summer. (When?)
2. In Britain most people get information from television. (How?)
3.Ann works as a lawyer in a large international company. (Where?)

3. Put the verbs in brackets in the right form: Present Perfect or Past Simple.

1. You _____ (to go) through security? - No, I _____ (not/to check) in yet. I _____ (to arrive) only 20 minutes ago because of the traffic jam. Besides there is a really long queue.
2. It is the first time Susan _____ (to have) a meal in such a luxurious restaurant.
3. You _____ (to speak) to Mary today? Will she come to the competition tomorrow?
4. The first football match _____ (to take) place more than a hundred years ago in Great Britain.
5. During my last holiday I _____ (to get) to the wrong terminal and (to be) late for my flight.
6. You look great. You _____ (to be) on a diet?

Topic 4. Traveling

1.Complete following sentences withthe right words.

Almost all people _____ (be fond of) travelling. It is very interesting to see new places, another towns and countries. People _____ (may) travel either for pleasure or on business. There _____ (be) various means of travelling. For me there is nothing like travel by air; it is _____ (many) comfortable, more convenient and, of course, far quicker than any other means. There is none of the dust and dirt of a railway or car journey, none of the trouble of changing from train to steamer and then to another train.

With a train you _____ (have) speed, comfort and pleasure combined. From the comfortable seat of a railway carriage you _____ (have) a splendid view of the whole countryside. If you _____ (be) hungry, you _____ (can) have a meal in the dining-car; and if a journey is a long one you _____ (can) have a wonderful bed in a sleeper.

2. Complete the following sentences withthe rightform of adjectives.

1. My brother has a (tidy) _____room than me.
2. Australia is _____(big)than England.
3. I'm _____(good)now than yesterday.
4. She's got _____(little) money than you, but she doesn't care.
5. Cats are not as _____(intelligent) as dogs.
6. He thinks Chinese is _____(difficult)language in the world.
7. Valencia played _____(bad)than Real Madrid yesterday.

Topic 5.Transportation

1.Complete following sentences withthe right words.

There are as many means of transport as you _____ (can) only imagine. They are a bus, a bicycle, a car, a ship, a train, a plane and so on. And today I _____ (want) to discuss all of them.

The most popular means of transport _____ (be) a car. Nowadays there _____ (be) so many car producers and brands that a car is becoming the most popular and comfortable type of transport. You _____ (can) travel by car everywhere. The only thing that _____ (can) stop you is your driving license and the foreign country rules. A dream of many people is to buy a car and for most of them it comes true.

Another popular transport _____ (be) a bus. Not everyone _____ (can) drive or many people just want to enjoy the view and concentrate on their thoughts while traveling. And the bus allows all these. The cost of traveling by bus _____ (be) much lower than that of a car.

Bicycle _____ (be) popular among young people. They _____ (use) it during the warm seasons to travel around the city or the nearby places. It's healthy and affordable for most of the people.

2. Fill in the gaps in the sentences with the right modal verb in the correct tense.

1. You…. (to talk) during your exam tomorrow.
2. He … (to cook) tonight because he's going to a restaurant.
3. We ... (toforget) to lock all the doors before we leave.
4. She … do this work tomorrow, because now she doesn't have enough time for it.
5. Lucy…. (to attend)our meeting. She's stuck in a traffic jam.
6. She's seven years old, but she … read yet. Her parents are getting her extra lessons.
7. … (She / to wear) … jewelry at school?
8. The museum was free. So we … pay to get in.
9. …. (You / to swim) ...when you were 10?
10. Hurry up! The check-in…. (to start) in three hours and we are still at home.

Topic 6.healthy lifestyle

1.Complete following sentences withthe right forms of the words.

Today healthy lifestyle _____ (be become) _____ (much and much) popular both with the old and the young. People _____ (have become) more health-conscious. They say that _____ (the great) wealth is health. And it's so true. The _____ (healthy) we are, the ____ (good) we feel. The _____ (good) we feel, the _____ (long) we live.

A healthy diet _____ (be) an essential part of staying healthy. We know that we should not stuff ourselves with fast food, sweets, sausages, pastry and fat food. Due to medical research, this type of food _____ (shorten) our life, it _____ (lead) to obesity, heart and blood vessel diseases, diabetes, gastric problems and lots of other serious ailments. To prevent all these problems we should _____ (enjoy) well-balanced home-made meals with a lot of organic fruits, vegetables, dairy products, grains and seafood. We are what we eat.

2. Put the verbs in brackets in the right form: Present Simple or Present Continuous.

1. Don't give me any cheese. I _____(to hate) it!
2. You won't find Jerry and Tom at home right now. They _____(to study) in the library.
3. Harold Black's a famous pianist. He_____(to give) two or three concerts every week.
4. It _____ often _____ (not / rain) in the summer, but today it _____ (rain).
5. "_____ Mr. Jackson _____ (help) his son with his homework?" - "Yes, every evening"
6. ____ you ____ (to take) any vitamins at the moment?
7. At first, I didn't like my job, but I _____ (to begin) to enjoy it now.

3. Fill in the gaps with the correct modal verb in the right tense.

1. Last year he _____ (not/to take part) in the competition because he had his leg broken.
2. At our hotel holiday-makers _____ (to choose) between a single, a double or a family room.
3. You _____ (to pick) our son up from school at 17.00. Please, don't forget.
4. I _____ (to leave) my house much earlier because I was afraid to get into a traffic jam and miss my plane.
5. You _____ (not/to) me off if you don't see free time.
6. When I was 12 I _____ (to choose) our holiday destination as my birthday present.
7. In ten years young people _____ (to enter) the university without entrance exams.
8. _____you (to book) the plane tickets yourself? I am very busy this week.
9. I am afraid I never _____ (to be) on a diet. I love cakes too much.
10. Tomorrow they _____ (to stay) four hours in Paris airport waiting for the connecting flight.

Topic 7.Human Resource Management (HRM)

1.Fill in the gaps with the right verb in the right form: Participle I or II.

*Human Resource Management (HRM)*is the term ____ (use) to describe formal systems devised for the management of people within an organization. The responsibilities of a human resource manager fall into three major areas: staffing, employee compensation and benefits, and _____ (define/design) work. Essentially, the purpose of HRM is to maximize the productivity of an organization by _____ (optimize) the effectiveness of its employees. This mandate is unlikely to change in any fundamental way, despite the ever-increasing pace of change in the business world.

Human resource department responsibilities can be _____ (subdivide) into three areas: individual, organizational, and career. Individual management entails _____ (help) employees identify their strengths and weaknesses; correct their shortcomings; and make their best contribution to the enterprise. These duties are _____ (carry) out through a variety of activities such as performance reviews, training, and testing. Organizational development, meanwhile, focuses on fostering a successful system that maximizes human (and other) resources as part of larger business strategies. This important duty also includes the creation and maintenance of a change program, which allows the organization to respond to evolving outside and internal influences. Finally, there is the responsibility of _____ (manage) career development.

2.Decide which one of the verbs on the left is the best alternative for the verb on the right.

1. to complete a. to finish
2. to receive b. to produce
3. to build c. to require
4. to return d. to include
5. to leave e. to come back
6. to make f. to think about deeply
7. to intertwine g. to construct
8. to need h. to go out
9. to consist of i. to get
10. to speculate j.to cross

3. Translate from Russian into English the following sentences.

1. An organization is a group of people working to achieve goals.
2. Management is the process of planning, organizing, recruiting and controlling in order to achieve the purpose of the organization.
3. Management concerns both commercial and non-profit enterprises.
4. Managers have the authority and responsibility to take steps that further the organization's goals.
5. Managers can achieve good results if they create a favorable moral and psychological climate in the team.

4. Explain the meaning of the following word groups.

1. Human Resource Management;
2. organizational development;
3. manager is charged;
4.conduct recruiting;
5. furnishing;
6. appraisal of work force performance;
7. professional development of workers.

5. Write a brief summary (essay) of the text "The Purpose of organization."

An organization with a clear purpose or mission is one that is easy to understand and manage. A common purpose unifies employees and helps them understand the organization's direction. Any employee working at the NASA Space Center in the 1960s knew that that organization's common purpose was to put a man on the moon. Included with the common purpose would be the business and company strategy, mission statement, company values, and the organization's short- and long-term objectives. The role of communicating all of these components most likely falls to managers through the company.

Coordinated Effort

Arguably, a manager's most important responsibility is to coordinate the effort of work in a way that maximizes resources with the common purpose in mind. Managers will need to leverage the employees' skill sets, experience, and personalities in a way that consistently adds value. Managers must also take into account employees' preferences as they relate to job satisfaction and engagement.

Specialization and the Division of Labor

Early in the twentieth century, every employee on the Ford Motor Company assembly line had a specific, repetitive task. For instance, one person would install the wheels on the left side of the car, and another employee only installed the front bumper. By breaking the whole job down to specific standardized tasks and repeating them over and over, Ford could produce one car every ten seconds.

Ford, and many other factories, demonstrated that specialization made work more efficient. Management saw this as the most efficient use of the relative skills of its employees. Employee skills at performing a task improve through repetition. Less time is spent changing tasks, in putting away tools from a prior task and getting the necessary tools for the next task. A

second, and equally important, efficiency with specialization is the ease and low cost of finding and training people to do specific and repetitive tasks.

Topic 8: Rules from the Recruitment Insiders

1.Fill in the gaps with the right form of the verb: Passive Voice

Establish a Defined Interview Process. Everyone in the company must understand the process and _____ (be hold) accountable for their piece of it. Clear lines of ownership and buy-in mean the process flows smoothly.

Interview well. Train your employees on how to properly conduct an interview. Don't let multiple people ask the same questions over and over again. Ask good behavioral questions. Make the candidate think and really dig in. Not only will you learn more about them, but they _____ (be impress).

Use Technology Well. This is where most employers first fall short. You have technology in place for a reason - to make your job easier. Why not make it work for your candidates too? Don't ask them to upload a resume and then manually enter information into an application. Duplication is frustrating and time-consuming. Streamline your processes with a goal to be easy to work with. You could lose good people before you even get to talk to them.

2. For each group of words aj find a synonym from 1-10.

1.	prospect (adj.)	a. potential, scope, future, expectations, possibilities;
2.	to estimate (v.)	b. to increase, to rise, to advance, to leap, to surge, to escalate;
3.	range (n.)	c. synthetic, fake, false, mock, imitative, simulated;
4.	driverless (adj.)	d. brainpower, perception, sharpness, cleverness, ability;
5.	prediction (n.)	e. autonomous, independent, self-ruling, uncontrolled;
6.	intelligence (n.)	f. forecast, prognosis, anticipation, apprehension;
7.	to inch (v.)	g. blockage, bottleneck, traffic jam;
8.	artificial (adj.)	h. evaluate, figure out, consider
9.	congestion (n.)	i. to creep, to drag, to lag, to worm;
10.	to accelerate (v)	j. radius, area, orbit, field, scope, scale, horizon, latitude;

3.'businesscorrespondence'

Match the words which you have met in the text with their definitions. It will help you understand deeper howto produce day-to-day business letters.

a) nouns

Salutation, courier, signature, letterhead, capability, business correspondence, sender, response, exchange, request.

1. The most common form of greeting used in a letter or other written or non-written communication.
2. A mark that a person writes on documents as a proof of identity and intent.
3. A situation in which one person gives another person something and receives something else of a similar type or value in return.
4. Exchange of information, ideas or opinions between two or more persons during the course or itinerary of business through writing letters.
5. Someone who delivers messages, packages, and mail.
6. A reply or an answer.
7. A talent or ability that has potential for development or use.
8. A sheet of paper printed with one's address, name for writing a letter on.
9. A person, company, or organization that sends a letter.
10. The act of asking or something asked for.

b) verbs

To communicate, to mention, to begin, to send, to change, to occupy, to define, toclassify, tosacrifice, to differ, tofollow, toindent, to add, to re-enforce, to consider,to type,to smear, to fade, to mail, to create.

1. To stain by dirty substance.
2. To arrange into classes or categories.
3. To express thoughts, feelings, or information to another person.
4. To join so as to increase in size, quantity, or quality.
5. To produce through imaginative effort.
6. To start a line of the text from the margin.
7. To refer to something briefly without going in detail.
8. To give up something important or valued for the sake of other considerations.
9. To fill up time or space.
10. To send letters and other postal material by mail.
11. To be dissimilar in nature, quality, amount, or form.
12. To make more forcible or effective.
13. To post a letter or parcel to someone.
14. To disappear gradually.
15. To start out by doing something first.
16. To think about something carefully.
17. To write something with a keyboard of the computer.
18. To determine something.
19. To give a completely different form or appearance.
20. To come after.

4.Letter of Agreement. Change the underlined sentences so that it means the same as in the letter, using the information from ex.8. Respond to the partner.

Company Telescope
Sq. Ak. Kurchatov, bld.1,
Moscow, Russia, 123098

August 8, 20… .

Company Imperial
88 George Curl Way, London
S018 2RZ United Kingdom

Subject: Letter of Agreement. Supplying electrical goods
Dear Mr Rayon,

We are happy to knowthat you have selected Telescope Company as the sole vendor for supplying electrical goods to your head office and three branches in Moscow. We will be providing you the necessary supplies manufactured at our production unit.

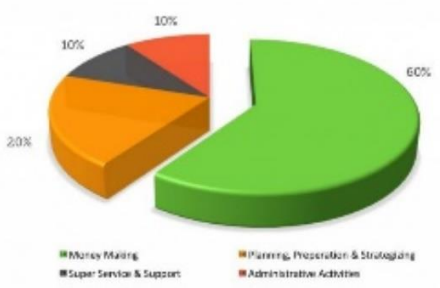
According to the discussionwe had at your office, we will send our personnel to do the installing and servicing work as required. In case, there is any need to repair or replace the item, allow us 24 hours to do so. The payment should reach us in 30 days from the date of billing.

If the terms and conditions are acceptable to you, please sign and send a copy of this letter at our official address. Should you have any further questions, please do not hesitate to contact us. We hope to continue our relationship for many years.

yours sincerely,
Mike Belov
general manager

I-Telescope@hotmail.ru
+ 7 (495) 984 81 64
Agreed and Accepted
By: _____ Date: _____

5. IELTS Pie Chart essay. *Summarize the information by selecting and reporting the main features, and make comparisons where relevant.Write at least 150 words.*



Topic 9. Public Management

1.Fill in the gaps with the right verb in the right form: Passive voice

*The Grand Strategy.*Companies choose a grand strategy in response to the first question they should ask themselves: does the firm want to grow, strive for stability, or take a defensive position in the marketplace? Often, the choice of a grand strategy _____ (be base) on conditions in the business environment because firms generally want to grow unless something (like a recession) makes that difficult. Note that a grand strategy and a corporate strategy can overlap significantly.

Planning Firm Actions to Implement Strategies.

When managers create strategies, they are making plans for how their firm will compete in the marketplace and what actions the firm will have to undertake to compete. A plan is a decision to carry out a particular action in order to achieve a specific goal. A plan includes decisions about when and how actions should _____ (be accomplish) and what resources _____ (will be require) to complete the actions. Because planning is one of the basic functions of management, a good manager should have good goal-setting skills, technical knowledge about the tasks necessary to reach goals, time-management skills, and the organizational skills required to arrange company resources to be available to complete the planned tasks. Planning is a combination of deciding what needs _____ (to be do), figuring out how to do it,

2. Give the definition for each word combination

1. recruitment - recruitment
2. bound ahead - move faster
3. to hire - hire
4. accountable - with responsibility
5. ownership - responsibility,
6. buy-in - interest, involvement

3.Put the verbs in brackets in the correct form in Present Simple Passive Voice.
Write the negative form in full: do not write, is not given. Write two forms together with a comma: is written, are sold.

1. English (to speak) in all parts of the world.
2. The students (to ask) a lot of questions.
4. He (to see) often here.
5. Only two cars (to make) in France.

6. I (not/to help) with my work.
7. Lectures (not/to attend) by all students.
8. Much time (to give) to the study of the new methods of work.
9. Coffee (not/to produce) in England.
10. Every Sunday we (to show) a new film.
11. The newspapers (to bring) in the morning.

4. Management Skills Application. (Analytical Skills).

Assume that you have been hired by a local small business consulting firm. You have been asked by your boss to review a proposal from a client who is considering opening a new Pilates and yoga studio in a trendy part of town. Because you know SWOT analysis, you have been asked to group the following attributes about the proposed business into a SWOT analysis:

a. The proposed location is on the same street corner as the main subway line station and three blocks from a ferry terminal that commuters use go to work.
b. The proposed location has a vestibule and a new HVAC system.
c. The street that the location is situated on has many small shops, restaurants, and bars and is a popular gathering place.
d. There are many historic structures that are in need of updates, but some owners are reluctant to invest in these aging structures.
e. The area has become gentrified over the past decade, and there is more disposable income than in the past.
f. In addition to the young professionals, a large number of 55 and over retirees who are now empty nesters have been moving into the neighborhood.
g. With the young professionals and empty nesters, this area has one of the lowest birth rates in the nation.
h. The two-year lease is affordable for the business plan, but there is no guarantee of renewal after the term.
i. There is a rumor of a spin studio opening two blocks away.
j. The building has been updated with ramps and restrooms to accommodate disabled patrons. k. The local paper has interviewed the client and will be running a “Pilates Craze” feature in the upcoming weekend newspaper.

!!! What is a SWOT analysis, and what can it reveal about a firm? SWOT is a traditional analytical tool that identifies a firm's strengths, weaknesses, opportunities, and threats (SWOT is an acronym of these four factors). It is useful for conducting a quick look at the internal capabilities (strengths and weaknesses) and external events and situations (opportunities and threats) a firm is facing.

Topic 10. International management expansion

1.Fill in the gaps with the right form of the verb: Passive Voice

International management is a critical area for any serious student of management because of globalization, the worldwide phenomenon whereby the countries of the world are becoming more interconnected and where trade barriers among nations are disappearing. Companies of all kinds _____ (be no longer limit) to producing and selling their goods and services in domestic markets. In fact, companies _____ (be encourage) to explore global markets to stay competitive and are thus likely to have business activity anywhere in the world. Globalization _____ (be being facilitate) by several key factors, and companies that want to succeed in this environment must understand the key factors that are making the business world more globally connected.

2.Put the verbs in brackets in the correct form in Present Simple Passive Voice.
Write the negative form in full: do not write, is not given.

1. These letters (to address) to Alice.
2. Wine from California (to export) to Russia.
3. The goods (to keep) in the warehouse.

4. I (to visit) often (to help) with my work.
5. Much time (to give) to the development of new devices.
6. At the University students (to teach) many different subjects.
7. Hockey (to play) in winter.
8. I (to make) an interesting job offer.
9. Service (to include) in the bill.

3.managerial decision. Select three different businesses from different industries, such as a hospitality business (hotel, restaurant, fitness center), a manufacturing company, and a not-for-profit business. Perform at analysis for each business.

4. Questions for debate (round table):

1. Why is it important to understand and appreciate the importance of international management in today's world?
2. What is culture, and how can culture be understood through Hofstede's cultural framework? 3. How are regions of the world categorized using the GLOBE framework, and how does this categorization enhance understanding of cross-cultural leadership?
4. Why is an understanding of cultural stereotyping important, and what can students do to prepare for cultural stereotyping by looking at social institutions?
5. What steps can you undertake to be better prepared for cross-cultural assignments?
6. What are the main strategies that companies can use to go international?
7. Why might it be necessary for a company to go international, and how might it accomplish this goal?

Topic 11. Things you need to know something about.

1.Fill in the gaps with the right form of the verb: Infinitive

The Internet Thanks to the pervasiveness of the Internet today, any company in the world can _____ (sell) its products to anyone in the world. In fact, the developments in information technology and the reduction in costs of technological equipment mean that any multinational can _____ (reach) anyone in the world. Social media, such as Twitter and Facebook, also provide a means for multinationals _____ (build) relationships with customers worldwide. Data also suggests that even countries that previously had little access to the Internet are now experiencing tremendous growth.

E-commerce doesn't necessarily have to _____ (be) between companies and individual customers. In fact, there are many other forms of e-commerce, such as business-to-consumer (eg, eBay), business-to-business (B2B, where companies sell to each other), consumer-to-business (C2B, where consumers can sell to businesses), and consumer-to-consumer (C2C, where consumers can sell to other consumers). These forms of e-commerce are all contributing to making the global business world more interconnected. It is critical for multinationals to appreciate the importance of the Internet. Not only can companies reach new consumers, but they can also _____ (improve) their business models. Additionally, the Internet provides the opportunity to companies _____ (build_ relationships with consumers worldwide.

2. Compile the essay on a topic of: What is culture, and how can culture be understood through Hofstede's cultural framework?

As the business world becomes more global, employees will likely face someone from another country at some point in their careers, companies will negotiate with companies from other countries, and even employees of domestic companies will likely encounter someone from another country. Furthermore, trends suggest that immigration, the movement of people from their home country to other countries, will continue to grow worldwide, a process that will contribute to making companies' workforces increasingly diverse. Additionally, many multinational companies rely on expatriates to run their local operations. An expatriate is a foreign employee who moves to and works in another country for an extended period of time. All of these trends mean that during your career you are likely to encounter someone from a

different culture and that the potential for cross-cultural tensions is high. It is therefore important for any international management student to understand culture to better prepare for dealing with such tensions.

Topic 12. 'The impact of technology on professional development'

1. Fill in the gaps with the right form of the verb: Infinitive, Gerund, Passive voice, Participle I&II

What do we mean by management of technology and innovation (MTI), and why is it crucial?

Management of technology and innovation is critical to the organization. Because of innovations and new technologies, we _____ (have historically see) the emergence of innovative organizational structures and new ways of _____ (perform) work. For example, the Industrial Revolution ushered in the functional structure for organizations. As business moved from small craft businesses like blacksmiths to railroads, there was a need _____ (introduce) a more complex business structure. Today, we see the innovations in information technology _____ (change) structures to more network based with people _____ (be able to work) remotely. The changes in structure are innovations in the technology of how work _____ (be accomplish); the innovations brought on by the invention of new products influence the technology we use and how we use it.

Technology can _____ (be defined) in a number of ways. The basic purpose of a system (such as an organization) is to convert inputs into outputs. Therefore, we will define organizational technology as the processes within the organization that help _____ (convert) inputs into outputs as well as the _____ (support) evaluation and control mechanisms. The management of technology involves _____ (the plan), implementation, evaluation, and control of the organization's resources and capabilities in order to create value and competitive advantage.

2. Match the words with their definitions.

1	***technology strategy***	—the process of taking an innovation or technology and trying to build more value by looking for ways to use the technology in different markets and places.
2	***technology forecasting***	—the use of portfolio techniques in development and use of technology enhances the potential value of technologies being developed and the technologies that are currently part of a firm's portfolio. Disney was a leading producer of animated films. However, Disney did not stop there—the portfolio of characters in the films are now marketed as products and displayed in Disney theme parks, and Disney very carefully manages the availability of the animated films.
3	***technology roadmapping***	—the use of tools to study the environment for potential technological changes that can both positively and negatively affect the firm's value proposition. Digitization of a variety of products such as watches and cameras provided great opportunities for some firms and caused others to go bankrupt. Forecasting (or at least keeping an eye on the changes in technology) is very important in management of technology
4	***Technology project portfolio***	—the logic of how technology will be used and what role technology will have in the organization. For example, will innovation (first-to-market strategies dominate) be the focus, or will the firm want to do things better to obtain market share and value (let others take the initial risks)?

3.Write an essay in about 150 words on the following topic:

Innovation activities are an important subset of technology activities.

Innovation includes “newness” in the development and used of products and/or processes within a firm and within an industry. Invention, new product development, and process-improvement methods are all examples of innovation. Management of innovation includes both change management and managing organizational processes that encourage innovation. The management of innovation is more than just planning new products, services, brand extensions, or technology inventions—it is about imagining, mobilizing, and competing in new ways. For the organization, innovation management involves setting up systems and processes that allow newness that adds value to emerge. Some firms, like Google and 3M, give some employees time during the workweek to work on their own ideas with the hope of sparking new ideas that will add value. Google News and 3M Post-it Notes are products that emerged from this practice. In order to manage innovation processes successfully, the firm must undertake several activities (these can involve the study of technologies currently in use).

4. Round table (debate) 'The impact of technology on professional development'

- ✓ What do we mean by management of technology and innovation (MTI), and why is it crucial?
- ✓ How do organizations develop technology and innovation?
- ✓ What are external sources of technology and innovation development, and when are they best used?
- ✓ What are internal sources of technology and innovation development, and when are they best used?

Self-Assessment Tools: Debating
on the topic "The modern challenges in science and technology"

Options for topics depending on the specialty of students:

1. You are a manager of a team that is taking a long time to move through the Storming stage. There are two individuals on the team that seem to be unproductive when dealing with conflict and are holding the team back. What would you do to help the team move through conflict management and begin Norming and Performing?
2. One of your direct reports on your team is very focused on his own personal development. He is a strong employee individually, but hasn't had as much experience working in a team environment on a project. He wants to do well, but isn't exactly sure how to work within this context. How would you instruct him?
3. You are leading a team responsible for a very important strategic initiative at your company. You have launched the project, and your team is very motivated and excited to move forward. You have the sense, however, that your sponsor and some other stakeholders are not fully engaged. What do you do to engage them?
1. The emergence of a more knowledge- and information-based global economy means that services will become more critical and service industries will continue to grow at a faster pace than product-based industries.
2. The abilities of artificial intelligence in HRM.
3. The abilities of artificial intelligence in management information systems.
4. How and why do entrepreneurs develop MTI skills?
5. No matter what method is used, what skills do you need to successfully manage technology and innovation?
6. How do you look into the future to keep pace?