

COURSE 1 Business Writing

Galina V. Skurlatova

Modules 1-2

Course description

This **42-hour** course is designed for the learners of English as a second language who need to use writing skills in diverse ***business-related contexts***. It focuses on the key models of writing based on authentic language materials (e.g., ***email correspondence, reports, executive summaries, articles*** etc.). The course offers a variety of individual, pair and group in-class activities and home assignments aiming to help students with each stage of the writing process as well as to assist them in developing a habit of regular and productive writing.

Upon completion of the course, learners are expected to improve their business writing skills and strategies resulting in the ability to produce clear, well-structured texts on a wide range of subjects with a necessary degree of language accuracy and in a style appropriate to a specific task. The course will enable learners to enhance their general language proficiency crucial to effective written communication both for work and learning purposes.

Focus areas

Email communication:

- business writing contexts
- register (formal/informal) and tone (straightforward and brief/indirect and polite)
- internal messages
- negotiating a project
- discussing and agreeing terms
- describing business trends
- problem solving
- cover letters
- writing in international contexts.

Taking minutes

Writing summaries and reports; executive summaries:

- making notes and paraphrasing
- paragraph writing
- rewriting and proofreading.

Assessment components

Each Module's *100-point* score is composed of the following:

- 1. Attendance and participation - 30 points(pts)**
- 2. Graded papers - 50 pts** (diverse written tasks set as homework or in-class tests). The number of such papers may vary. The value of each paper will depend upon its complexity and format.
- 3. End-of-Module Test** (in-class format) - **20 pts.**

COURSE 2 Language and Communication
Ekaterina A. Semenova
Modules 1-2

Course description

This course specializes in English for general purposes and focuses on key aspects of grammar, writing, listening, pronunciation and speaking. A communicative approach is taken in the General English programme which allows students to immediately use the language they learn in class. The overall course duration is 42 contact academic hours throughout modules 1 – 2, September to December. Students attend classes once a week, and each session lasts 3 academic hours.

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Course Learning Objectives:

- Expand vocabulary related to the following topics:
 1. *Changes;*
 2. *Expectations;*
 3. *Strange behaviours;*
 4. *Happiness;*
 5. *Eating habits. Why it matters what we eat.*
- Discuss various educational cases based on authentic materials related to the vocabulary themes.
- Train basic presentation skills.
- Enrich a range of idioms, set expressions and collocations within the related theme topic.

Grade is calculated based on: active class participation, written tests, writing assignments (e.g. essays) and final presentations.

COURSE 3 Public Speaking

Tatiana Yu. Golechkova

Modules 3-4

Course description

The course is aimed at developing students' rhetorical competence in English for multinational business and academic environment. It lasts for 2 modules 42 academic hours. By the end of the course students will have learnt how to present their ideas clearly, confidently and with style; how to use their voice with impact; they will also boost their overall oral fluency and refine pronunciation. During the course students will learn effective rhetorical figures and structures, techniques for establishing rapport with the audience and delivering the message to the audience, and using body language.

Course Contents

The themes of the course (might vary depending on the group proficiency level and performance) include the following: ethics of public speaking and discussion, clarity of speech, structure and coherence, creating rapport with the audience, describing data, asking and dealing with tough questions, using visual aids, impact techniques, body language, combatting stage fright, etc.

Course methodology

The course will emphasize interactive teaching and learning practices that facilitate the development of both public speaking and communicative competence. Class activities will embrace abundant presentation analysis and practice. Every class is followed by an oral home assignment which ensures student progress through the course. Students improve their public speaking skills by gaining individual feedback from the professor.

Grading

The final grade for the course will equal the average grade of the two module grades.

The grading breakdown for each module comprises:

Class attendance / home assignments / participation	20%
Oral tasks (short talk, pitch, research-based talk)	50%
Short Tests	30%

COURSE 4 Business English

Maria V. Dolbunova

Modules 3-4

Course description

Business English is a 42-hour long course designed to give students advanced practice in different kinds of speaking and listening within business contexts ranging from intercultural communication to job applications. This course aims to improve the use of English in global business environment through learning appropriate language as well as relevant soft skills which match the linguistic complexity of current international working settings.

Discussion topics will include culture, cultural differences, working with colleagues from various cultures, management and leading in turbulent times, types of managers, qualities of a good leader.

The course will focus on the following skills:

- Self-presentation: networking and small talk
- Prepared and unprepared presentations
- Discussion skills and functional language
- Explaining something to different target audiences
- Job applications and interviews
- Solving business cases
- Strategies for recording and enriching vocabulary on a job-related topic
- Improving understanding of the content and meaning of a talk, with the ability to summarize main ideas and record significant details
- Understanding various world English accents

Assessment will include prepared and unprepared speech, small talk, discussions, vocabulary and functional language tests.

Grading breakdown:

Class participation and HW	20%
Speaking and writing assignments	50%
Language tests	30%