

COURSE DESCRIPTION

THE HIGHER VOCATIONAL STATE SCHOOL IN WLOCLAWEK

Course: Russian language in business

Field of study:	Philology		Course code:
Unit supervising the course:	Institute of humanities		
Course orientation:	Practical education		
Language of instruction:	Russian language, Polish language		
Course type:	Specialist subject		
Course status:	Subject in option, being mandatory upon selecting it		
Cycle:	Year: III	Semester: IV	
The number of teaching hours on the full-time programme:			
Total	lecture	classes	laboratory
			projects
			tutorials
			seminars
			practicum
30		30	
The number of teaching hours on the part-time programme:			
TOTAL	lecture	classes	laboratory
			projects
			tutorials
			seminar s
			practicum
Learning outcomes:	<p>Knowledge Students</p> <ul style="list-style-type: none"> - know the essentials of the language structure, - are familiar with the business lexicon, - have the basic ability of interpreting target texts, - can specify varieties of the Russian business correspondence. 		

	<p>Skills Students</p> <ul style="list-style-type: none"> - use the business vocabulary, - make situational dialogues, - read source business texts for specific information, compare their contents, and infer conclusions on the basis of selected information, - in oral practice, activate the acquired grammar structures and business language phrases, - reproduce model business texts. 				
	<p>Social competence Students</p> <ul style="list-style-type: none"> - team up efficiently, manage the group activities, - show creativity in the communication behavior, - express balanced opinions, - accept dissimilarity of views, - consider interlocutors' emotions, - follow the rules of 'political correctness' - are aware of the need of increasing the acquired knowledge. 				
<p>Full description of the course:</p>	<p>Introducing. First meeting. Company's structure. Telephoning. Daily business routine. Company's business profile. Business correspondence. Product specification. Appointments. Official missions. Business meetings. Negotiations. Planning. Company's achievements. Advertising Policies. Marketing strategy. Cross-culture dialogue. Russian commercial correspondence and commercial documents. Commercial market and services in Russia.</p>				
<p>Methods:</p>	<p>Communicative method, grammar-translation method (abstract of)</p>				
<p>The student's workload/ECTS credits:</p>	<p>Form of coursework</p>	<p>Average time (hours)</p>			
<p>Full-time programme</p>		<p>Part-time programme</p>			
<p>W</p>		<p>AF/.....</p>	<p>W</p>	<p>AF/...</p>	

	Timetabled learning		30		
	Self-studying		110		
	1. Preparation for the classes, studying the recommended bibliography		50		
	2. Revising for - the examination, - acquiring credits for the coursework, - tests, or - for other evaluation		40		
	3. Preparing a report, presentation, and discourse		20		
	Total		140		
	Sum total of ECTS credits allocated for the activities		(140:25) 6		
	Sum total of ECTS credits allocated for the subject		6		
The type and mode of obtaining the credit and marking criteria or requirements:	The type:	<ul style="list-style-type: none"> • performance assessment (marked, in all semesters) 			
	The mode:	<ul style="list-style-type: none"> • lexical and structural tests • presentation 			
	Basic assessment criteria:	<ul style="list-style-type: none"> – attendance – active participation in classe activities – marks in tests – final performance assessment 			
Literature:	<p>Prescribed Reading: L.Fast, „<i>Biznesmeni mówią po rosyjsku dla początkujących</i>”, Poltext, Warszawa 2004. L.Fast, „<i>Biznesmeni mówią po rosyjsku dla średnio – zaawansowanych</i>”, Poltext, Warszawa 2005. L.Fast, „<i>Biznesmeni mówią po rosyjsku dla zaawansowanych</i>”, Poltext, Warszawa 2005. L.Świrepo, „<i>Rosyjska korespondencja handlowa</i>”, PWE 2001.</p> <p>Recommended Reading: L.Kłobukowa, I.Michałkina, S.Chawronina, B.Dereń, J.Tarsa, F.Witkowska-Lewicka, „<i>Język rosyjski w sferze biznesu</i>”, PWN Warszawa 2006.</p>				
Course instructor:					