Федеральное государственное бюджетное образовательное учреждение высшего образования
РОССИЙСКАЯ АКАДЕМИЯ НАРОДНОГО ХОЗЯЙСТВА И ГОСУДАРСТВЕННОЙ СЛУЖБЫ при ПРЕЗИДЕНТЕ РОССИЙСКОЙ ФЕДЕРАЦИИ
Среднерусский институт управления – филиал
ФАКУЛЬТЕТ «Технологии, товароведение и сервис»
КАФЕДРА «Иностранных языков»

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Местоположение: Среднерусский институт управления

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ПРОГРАММА БАКАЛАВРИАТА

ИНФОРМАЦИОННЫЕ СИСТЕМЫ И ТЕХНОЛОГИИ В БИЗНЕСЕ

(наименование образовательной программы)

РАБОЧАЯ ПРОГРАММА ДИСЦИПЛИНЫ,
реализуемой без применения электронного (онлайн) курса

Б1.О.03 Иностранный язык

(код и наименование РПД)

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1. Перечень планируемых результатов обучения по дисциплине, соотнесенных с планируемыми результатами освоения образовательной программы

1.1 Дисциплина Б1.О.03 «Иностранный язык» обеспечивает овладение следующими компетенциями:

Код компетенции	Наименование компетенции	Код компонента компетенции	Наименование компонента компетенции
УК-4	Способен осуществлять деловую коммуникацию в устной и письменной формах на государственном языке Российской Федерации и иностранном(ых) языке(ах)	УК-4.1	Способен работать с устными и письменными высказываниями на иностранном языке, выполнять перевод академических и профессиональных текстов

1.2 В результате освоения дисциплины у студентов должны быть сформированы:

ОТФ/ТФ (при наличии профстандарта/ трудовые или профессиональные действия)	Код компонента компетенции	Результаты обучения
	УК-4.1	**на уровне знаний:** требования к устной и письменной речи на иностранном языке; систему языка по всем его уровням: фонетический (орфоэпия), грамматический (морфология и синтаксис, орфография и пунктуация), лексический (выбор слова, сочетаемость слов), стилистический (функциональные стили, стилистическая окраска единиц, стилистическое единство текста); организацию речи в соответствии с видом и ситуацией общения, правилами речевого этикета; роль языка в обществе, нормы языка, коммуникативные качествах речи, средства создания выразительности речи.
		на уровне умений: следить за точностью, логичностью и выразительностью речи; определять цель и понимать ситуацию общения; умение прогнозировать развитие диалога, реакции собеседника;

		создавать и поддерживать благожелательную атмосферу общения; направлять диалог в соответствии с целями профессиональной деятельности; трансформировать вербальный и невербальный материал в соответствии с коммуникативной задачей; осуществлять деловую и научную коммуникацию в устной и письменной формах на иностранном языке;
		на уровне навыков: приемами осуществления деловой коммуникации в устной и письменной формах на иностранном языке. нормами литературного языка; созданием текстов различных стилей речи. отбором стилистически не маркированных лексических единиц.

2. Объем и место дисциплины в структуре образовательной программы

Общий объем дисциплины в зачетных единицах (академических/астрономических часах): 11 ЗЕ (396/297).

Количество академических/астрономических часов, выделенных на контактную работу:

– по очной форме обучения – 160/120 (практ. – 160 ч.); на самостоятельную работу обучающихся – 209/156,75.

– по очно-заочной форме обучения – 30/22,5 (практ. – 30 ч.); на самостоятельную работу обучающихся – 353/264,75.

– по заочной форме обучения – 30/22,5 (практ. – 30 ч.); на самостоятельную работу обучающихся – 353/264,75.

Дисциплина Б1.О.03 «Иностранный язык» относится к дисциплинам обязательной части Блока 1. «Дисциплины (модули)» и изучается на 1,2 курсе на очной форме обучения, очно-заочной форме обучения, заочной форме обучения.

Форма промежуточной аттестации в соответствии с учебным планом – зачет, экзамен.

3. Содержание и структура дисциплины

3.1. Структура дисциплины

Очная форма обучения

№	Наименование тем (разделов)	Объем дисциплины, час						Форма текущего контроля успеваемости, промежуточной аттестации
		Всего	Контактная работа обучающихся с преподавателем по видам учебных занятий				СРО	
			Л/ДОТ	ЛР/ДОТ	ПЗ/ДОТ	КСР		

Тема 1.	A career of a public official	22			10		12	О
Тема 2.	Culture of Administering: Professional Qualities and Ethics	22			10		12	О
Тема 3.	Management	22			10		12	О
Тема 4.	Conflict Management	22			10		12	О
Тема 5.	Human Resources (HR)	22			10		12	О
Тема 6.	Marketing	22			10		12	О
Тема 7.	Public Relations	22			10		12	О
Тема 8.	Mass Media	17			5		12	О
Тема 9.	Evolution of Public Administration	22			10		12	О
Тема 10.	State structure: the USA	22			10		12	О
Тема 11.	State Structure: the European Union	22			10		12	О
Тема 12.	State Structure: the UK	22			10		12	О
Тема 13.	State Structure: the Russian Federation	22			10		12	О
Тема 14.	Basics of Economics	22			10		12	О
Тема 15.	Money and Banks	22			10		12	О
Тема 16.	E-Government	22			10		12	О
Тема 17.	Public and Municipal Finance	22			5		17	О
	Промежуточная аттестация	27						Зачет, экзамен
Всего		396			160	4	209	

формы заданий текущего контроля успеваемости (контрольные работы (К), опрос (О), тестирование (Т), коллоквиум (Кол) и т.п.) и виды учебных заданий (эссе (Эс), реферат (Реф), диспут (Д), ситуативные задачи (СЗ), проект (П) и др.), с применением которых ведется мониторинг успешности освоения образовательной программы обучающимися

очно-заочная форма обучения

№	Наименование тем (разделов)	Объем дисциплины, час						Форма текущего контроля успеваемости, промежуточной аттестации
		Всего	Контактная работа обучающихся с преподавателем по видам учебных занятий				СРО	
			Л/ДОТ	ЛР/ДОТ	ПЗ/ДОТ	КСР		
Тема 1.	A career of a public official	15			2		13	О
Тема 2.	Culture of Administering: Professional Qualities and Ethics	25			2		23	О
Тема 3.	Management	25			2		23	О
Тема 4.	Conflict Management	25			2		23	О
Тема 5.	Human Resources (HR)	25			2		23	О
Тема 6.	Marketing	25			2		23	О
Тема 7.	Public Relations	25			2		23	О
Тема 8.	Mass Media	15			2		13	О
Тема 9.	Evolution of Public Administration	25			2		23	О
Тема 10.	State structure: the USA	23			2		21	О
Тема 11.	State Structure: the European Union	25			2		23	О
Тема 12.	State Structure: the UK	25			2		23	О
Тема 13.	State Structure: the Russian	15			2		13	О

	Federation							
Тема 14.	Basics of Economics	25			2		23	О
Тема 15.	Money and Banks	23					23	О
Тема 16.	E-Government	25			2		23	О
Тема 17.	Public and Municipal Finance	17					17	О
	Промежуточная аттестация	13						зачет, экзамен
Всего		432			30		353	

формы заданий текущего контроля успеваемости (контрольные работы (К), опрос (О), тестирование (Т), коллоквиум (Кол) и т.п.) и виды учебных заданий (эссе (Эс), реферат (Реф), диспут (Д), ситуативные задачи (СЗ), проект (П) и др.), с применением которых ведется мониторинг успешности освоения образовательной программы обучающимися

Заочная форма обучения

№	Наименование тем (разделов)	Объем дисциплины, час						Форма текущего контроля успеваемости, промежуточной аттестации
		Всего	Контактная работа обучающихся с преподавателем по видам учебных занятий				СРО	
			Л/ДОТ	ЛР/ДОТ	ПЗ/ДОТ	КСР		
Тема 1.	A career of a public official	15			2		13	О
Тема 2.	Culture of Administering: Professional Qualities and Ethics	25			2		23	О
Тема 3.	Management	25			2		23	О
Тема 4.	Conflict Management	25			2		23	О
Тема 5.	Human Resources (HR)	25			2		23	О
Тема 6.	Marketing	25			2		23	О
Тема 7.	Public Relations	25			2		23	О
Тема 8.	Mass Media	15			2		13	О
Тема 9.	Evolution of Public Administration	25			2		23	О
Тема 10.	State structure: the USA	23			2		21	О
Тема 11.	State Structure: the European Union	25			2		23	О
Тема 12.	State Structure: the UK	25			2		23	О
Тема 13.	State Structure: the Russian Federation	15			2		13	О
Тема 14.	Basics of Economics	25			2		23	О
Тема 15.	Money and Banks	23					23	О
Тема 16.	E-Government	25			2		23	О
Тема 17.	Public and Municipal Finance	17					17	О
	Промежуточная аттестация	13						зачет, экзамен
Всего		432			30		353	

формы заданий текущего контроля успеваемости (контрольные работы (К), опрос (О), тестирование (Т), коллоквиум (Кол) и т.п.) и виды учебных заданий (эссе (Эс), реферат (Реф), диспут (Д), ситуативные задачи (СЗ), проект (П) и др.), с применением которых ведется мониторинг успешности освоения образовательной программы обучающимися

3.2.Содержание дисциплины

Тема 1. Career of a Public Official

What is *Public Administration* in general and specifically? Disciplines studied by students of PA. Jobs and careers of public administration. The spheres public administration professionals deal with : Environmental protection, health care, education, pensions, social security. Policy. Politics. A career, a job, a profession, an occupation. The jobs directly to a degree in public administration in the USA and he UK.

Тема 2. Culture of Administering: Professional Qualities and Ethics.

Jobs in public administration. Qualities necessary for public administration professionals. Skills and competences necessary to develop. Ethical principles of public servants.

Тема 3. Management

Management versus leadership. Management styles in different cultures. Management functions. Types of activities a manager. Skills required to master the challenging nature of managerial work.

Тема 4. Conflict Management

The term *Conflict Management*. What conflict is. Conflictforms. Conflictculture. Conflict resolution. Conflict management as a way to develop. Profession of a conflict management. A good conflict manager: skills, education, challenges. Five keys to conflict management.

Тема 5. Human Resources

What does the term *Human Resources* involve? Six key activities that HR must effectively do. What is HRM? Perspectives of HRM.

Тема 6. Marketing

Marketing in business. Marketing in the public sector. Market research. Market segmentation. Marketing plans. Categories of public activities, which depend on market applicability. The elements of a marketing mix. Pricing strategies. Stages of a product lifecycle. The use of marketing by governmental agencies.

Тема 7. Public Relations.

Modern definition of public relations. Public affairs. Government relations. Public affairs specialists. Types of public relations. Public relations as a management function.

Тема 8. Mass Media.

The definition of Mass Media. The most common platforms for mass media. The mass media have a powerful influence on political reality which shapes public opinion lays the foundations of political beliefs. Roles of the media. Functions mass media perform. The Internet is unique among the mass media.

Тема 9. Evolution of Public Administration

When public administration originates. The tools essential for public administration, according to Machiavelli. Stages of public administration development. The terms *Administrator and Administrationist.* The great names in public administration.

Тема 10. State Structure: the USA

The system of government in the USA. Characteristic of American Constitution. The executive branch (President, vice President, the Cabinet, executive departments, independent agencies and other boards, commissions and committees. Responsibilities of the Executive branch. The legislative branch. The Congress. The House of Representatives. The Senate. Functions of the Legislative branch. The Judicial branch (the Supreme Court and other federal courts). Functions of the courts. Characteristic features of the judiciary of the US states. Elections in the USA.

Тема 11. State Structure: the European Union.

How the European Union was created. The main institutional and decision-making bodies of the EU. The three main roles of the European Parliament. The right the European Commission have. The members of the European Economic and Social Committee. The structure of the Court of Justice. Responsibility of the European Investment Bank. The importance of the European Council.

Тема 12. State Structure: the UK

The history of the British State. The most important features of British political history. The UK Government and Parliament. The House of Lords and the House of Commons. Cooperation of the Government with the House of Commons. The major Political Parties. The most important political departments (the Treasury (the Ministry of Finance), the Home Office (the Ministry of the Interior), Foreign and Commonwealth Office (the ministry of Foreign Affairs)). The relationship between the EU and the UK.

Тема 13. State Structure: the Russian Federation.

The development of the Russian state traced from Muscovy to the Russian Empire. The era of Peter the Great. The nineteenth century, Russia is in Central Asia. Absolute destruction of Russia after the World War 1. The Nazi invasion. After the World War 2 The Soviet Union becomes a superpower. The Soviet Union collapse in 1991. The 1993 Constitution declares Russia a democratic, federal, law-based state with a republican form of government. The legislative, executive and judicial branches compose the State power. The federal subjects of Russia. The executive power (the President and the Prime Minister), The legislature is represented by the Federal Assembly (The State Duma and the Federal Council). The Russian Judiciary, three types of court – the courts of general jurisdiction (including military courts), the arbitration court system is under the High Court of Arbitration, the Constitutional Court.

Тема 14. Basics of Economics

The definition of *Economics.* The three main factors of production. Natural Resources, Human Resources, Capital Goods. The most important units that economics studies: human relationships and behavior of people, behaviors of households, businesses and government. The two main branches of economics (macroeconomics and microeconomics). The most important participants in the microeconomy are households, business firms and the government. Macroeconomics deals with the economic performance of the entire economy (economic growth and stability in a nation) The role of government in the microeconomy. Fiscal policy and monetary policy. Economic systems are composed of business firms, banks, stock exchanges, values, practices, customs and traditions.

Тема 15. Money and Banks.

The definition of *Banking*. The basis of banking. Barter. Computers in the banking business (the Internet, mobile technology, wireless access and other improved communication systems. A valuable role of banking in the society. Financial intermediation. The primary function of the central bank. What central bank are responsible for. The three elements of the modern paradigm of central banking.

Тема 16.E-Government

What is *E-Government* (Electronic Governance, Digital Government, Online Government, e-Gov). Three main domains of E-government (e-Administration: improving government processes, e-Citizens and e-Services: connecting citizens, e-Society: building external interactions. SMART principle of E-government goals (moral, accountable, responsive, transparent). Four main categories of e-Government (Government-to-citizen, Government-to-business, Government-to-government, Government-to-employee). Challenges and barriers to e-government promise implementation (ICT infrastructure, Privacy, Security, Policy and Regulation issues, Lack of qualified personnel and training, lack of partnership and collaboration, the digital divide, culture, leaders and management support.

Тема 17. Public and Municipal Finances.

Municipal finance is about the revenue and expenditure decisions of municipal governments. The sources of revenue (taxes, user fees, intergovernmental transfers). Expenditures made by local governments (transportation, policing, fire protection, water and sewers, garbage collection and disposal, housing, health, recreation and culture, education and social expenditures. The challenge for local governments. The growth of urban population. Another challenge facing municipalities is globalization. Recent trends in municipal finance. Fiscal decentralization. Emphasis on land and property taxation. Public – private partnership. Accountability in budgeting. Improved financial management.

Тема 18. Public Finance: Revenue and Expenditures.

Public finance as the branch of economics deals with the revenues and expenditures of the government. The term *budget.* The financial plan of the government shows the income and expenditure of the government during a financial year. The main components of government budget. Revenue budget: Revenue expenditure, Tax revenue (Direct tax, Indirect tax). Capital budget: Capital receipts, Capital expenditure. Public revenue is of two types – tax revenue and non-tax revenue (administrative revenue, profit from state enterprises, gifts and grants).

Тема 19. Levels of Government.

There are four levels of government, though the fourth level doesn't exist in every country. The responsibilities that the levels comprise are 1) municipal responsibilities (mayors of cities), 2) provincial (state, regional) responsibilities (heads of the legislature in provinces of Canada, governments of states in the US or oblasts in Russia), 3) national (federal) responsibilities (Prime Minister, President) and 4) the supranational level. Levels of government in the United States, Australia, Canada, the UK, the EU Parliament. The main responsibilities of the authority in those countries. Decentralization (definition). Political, Administrative, Fiscal and Market decentralization. Forms of decentralization.

Тема 20. Infrastructure.

Infrastructure is the basic physical systems of a business or nation (transportation, communication, sewage, water and electric systems). There are two types of infrastructure: economic infrastructure (telecommunications, electricity, transportation) and social infrastructure (hospitals, schools, housing). Public Private Partnership can increase and improve the supply of infrastructure services. PPP is built on the expertise of each partner that meets clearly defined public needs through the appropriate allocation of recourses, risks, responsibilities and rewards. The limitations of PPPs. Models of PPP. The best model of PPP.

Тема21. Social Protection.

The definition of social protection. The objectives of social protection (reducing poverty and vulnerability, building human capital, empowering women and girls, improving livelihoods and responding to economic and other shocks). Social assistance. Social insurance. Labour market interventions, Traditional or informal social protection. Social support provided in EU, the USA, China, Russia.

Тема 22. Counteracting Corruption.

Corruption is the abuse of entrusted power for private gain and can be classified as grand, petty and political, depending on the amount of money lost and the sector where it occurs. Corruption manifests itself in the form of bribery, clientism, base erosion, profit shifting, embezzlement, facilitation payments, money laundering, tax evasion, grand corruption. The cost of corruption (social, political, economic and environmental). Corruption impacts the society, it costs people their health, freedom and money.

4. Материалы текущего контроля успеваемости обучающихся

4.1. В ходе реализации дисциплины Б1.О.03 «Иностранный язык» используются следующие **методы текущего контроля успеваемости** обучающихся:

Тема и/или раздел	Методы текущего контроля успеваемости
A career of a public official	опрос
Culture of Administering: Professional Qualities and Ethics	опрос
Management	опрос
Conflict Management	опрос

Human Resources (HR)	опрос
Marketing	опрос
Public Relations	опрос
Mass Media	опрос
Evolution of Public Administration	опрос
State structure: the USA	опрос
State Structure: the European Union	опрос
State Structure: the UK	опрос
State Structure: the Russian Federation	опрос
Basics of Economics	опрос
Money and Banks	опрос
E-Government	опрос
Public and Municipal Finance	опрос

4.2. Типовые материалы текущего контроля успеваемости обучающегося.

Типовые материалы по темам
«The government of Great Britain»
Прочитать текст и ответить на следующие вопросы.
1. What do the media mean when they talk about ‘the government’?
2. Who can the term ‘the government’ be referred to?
3. How many members of ‘the government’ are there in this sense?
4. Where do all ministers usually come from?
5. What happens when a person from outside Parliament becomes a minister?
6. Why is the other meaning of the term ‘the government’ more limited?
7. Who are the most powerful of these politicians?
8. Does Britain normally have ‘single-party government’?
9. Were there any periods of coalition governments in British history?
10. Who shares the responsibility for every policy made by the government?

«The structure of the Civil Service in Great Britain»
Прочитать текст и ответить на следующие вопросы.
1. Does the day-to-day running of the government continue in the hands of the same people that were there with the previous government?
2. What is the Civil Service concerned with?
3. Civil servants are servants of the Crown, aren't they?
4. Who are civil servants responsible to?
5. Does a change of minister involve a change of staff?
6. What is the aim of personnel management policies?
7. What is there at the top levels of the Civil Service?
8. Is the structure at other levels based on a system of categories and occupational groups?
9. Who do categories and occupational groups include?
10. What does the Diplomatic Service provide for?
11. Who does the top rank of the civil service include?

«The History of Civil Service»
Прочитать текст и ответить на следующие вопросы.
1. Who does the term ‘civil service’ refer to?
2. What are the principles of appointing civil servants?

«Email in English»

Прочитать текст и ответить на следующие вопросы.

1. What is email?
2. What do you think of this way of communication?
3. How often do you write emails?
4. How does email differ from a letter?
5. Do you know any rules of writing an email?

Типовые упражнения

«The government of Great Britain»

1. Работа с текстом. Read and translate the text using a dictionary if necessary.

The government of Great Britain

Who governs Britain? When the media talk about 'the government' they usually mean one of two things. The term 'the government' can be used to refer to all of the politicians who have been appointed by the monarch on the advice of the Prime Minister to help run government departments (there are several politicians in each department) or to take on various other special responsibilities, such as managing the activities of Parliament. There are normally about a hundred members of 'the government' in this sense. Although there are various ranks, each with their own titles, members of the government are usually known as 'ministers'. All ministers come from the ranks of Parliament, most of them from the House of Commons. Unlike in the USA and some other countries in Europe, it is rare for a person from outside Parliament to become a minister. And when this does happen, the person concerned is quickly found a seat in one of the two Houses.

The other meaning of the term 'the government' is more limited. It refers only to the most powerful of these politicians, namely the Prime Minister and the other members of the cabinet. There are usually about twenty people in the cabinet, though there are no rules about this. Most of them are the heads of the government departments.

Partly as a result of the electoral system, Britain, unlike much of western Europe, normally has 'single-party government'. In other words, all members of the government belong to the same political party. Traditionally, British politicians have regarded coalition government with several parties involved as a bad idea.

Since the formation of modern political parties in the nineteenth century, Britain has had a total of only twenty-one years of coalition governments (1915-1922 and 1931-1945). Even when, for brief periods in the 1970s, no single party had a majority of seats in the House of Commons, no coalition was formed. There was a 'minority government' instead.

The habit of single-party government has helped to establish the tradition known as collective responsibility. That is, every member of the government, however junior, shares the responsibility for every policy made by the government. This is true even if, as is often the case, he or she did not play any part in making it. Of course, individual government members may hold different opinions, but they are expected to keep these private. By convention, no member of the government can criticize government policy in public. Any member who does so must resign.

2. Translate the following sentences from the text into Russian. Define the type of clauses. Pay attention to the Tense and the Voice of the verbs:

1. The term "the government" can be used to refer to all of the politicians who have been appointed by the monarch to help run government departments.
2. Although there are various ranks, each with their own titles members of the government are usually known as "ministers".

3. Unlike in the USA and in some other countries in Europe, it is rare for a person outside Parliament to become a minister.

4. The habit of single-party government has helped to establish the tradition known as collective responsibility.

5. Individual government members may hold different opinions, but they are expected to keep these private.

6. Partly as a result of the electoral system, Britain, unlike much of western Europe, normally has 'single-party government'.

7. Since the formation of modern political parties in the nineteenth century, Britain has had a total of twenty-one years of coalition government.

8. By convention, no member of the government can criticize government policy in public.

9. And when this does happen, the person concerned is quickly found a seat in one of the two Houses.

3. Topics for discussion:

1. Speak about the government of Great Britain in general.

2. Compare the structure of the government of Great Britain and the government of the Russian Federation

3. Speak about the influence of the political parties on the structure of British government.

«The structure of the Civil Service in Great Britain»

1. Работа с текстом. Read and translate the text using a dictionary if necessary.

The structure of the Civil Service in Great Britain

The day-to-day running of the government and the implementation of its policy continue in the hands of the same people that were there with the previous government – the top rank of the Civil Service. Governments come and go, but the Civil Service remains.

The Civil Service is concerned with the conduct of the whole range of government activities as they affect the community ranging from policy formulation to executing the day- to-day duties that public administration demands.

Civil Servants are servants of the Crown. They are responsible to the minister in whose department they work for the execution of the minister's policies. Ministers alone are answerable to Parliament for their policies and the actions of their staff. A change of minister for whatever reason, does not involve a change of staff. Ministers sometimes appoint special policy advisers from outside the Civil Service; the advisers are paid from public funds, but their appointments come to an end when the Government's term of office finishes.

The structure of the Home Civil Service is designed to allow for a flexible deployment of staff so that talent can be used to the best advantage, with higher post open to people of outstanding ability, whatever their specialist background or original method of entry into the Service. Although work requiring specialist skill is always done by appropriately qualified individuals, personnel management policies are designed to ensure that people with the necessary qualities gain suitable wide experience to fit them for higher posts.

At the top levels of the Civil Service there is an open and unified structure, comprising three grades - permanent secretary, deputy secretary and under secretary. With very few exceptions, staff at this level share the same pay and grading system whatever their background and duties.

At other levels the structure is based on a system of categories and occupational groups, which are the basic groupings of staff for the purposes of pay, recruitment and personnel

management. These include the General Category (covering the Administration, Economist, Statistician, Information Officer and Librarian groups), the Science Category, the Professional and Technology Category (including architects, surveyors, electrical and mechanical engineers, graphics officers and marine services staff), and the Training, Legal, Police, Secretarial, Data Processing, Research Officer, Social Security, Security and Museum Categories. These 12 categories account for some 75 per cent of non-industrial staff.

The Diplomatic Service, a separate service, provides the staff for the Foreign and Commonwealth Office and at United Kingdom diplomatic missions and consular posts abroad. Its functions include advising on policy, negotiating with overseas governments and conducting business in international organisations; promoting British exports and trade generally, administering aid, presenting ideas, policies and objectives to the people of overseas countries; and protecting British interests abroad.

The Service has its own grade structure, linked for salary purposes with that of the Home Civil Service, and conditions of work are in many ways comparable while taking into account the special demands of the Service, particularly of postings overseas. Members of the Home Civil Service and the armed forces and individuals from the private sector, may serve in the Foreign and Commonwealth Office and at overseas posts on loan or attachment.

2. Translate the following sentences from the text into Russian. Try to define a clause type.

1. The Civil Service is concerned with the conduct of the whole range of government activities as they affect the community.
2. The structure of the Home Civil Service is designed to allow for a flexible deployment of staff so that talent can be used to the best advantage.
3. Although work requiring specialist skill is always done by appropriately qualified individuals, personnel management policies are designed to ensure that people with the necessary qualities gain suitable experience.
4. At other levels the structure is based on a system of categories and occupational groups, which are the basic groupings of staff.
5. Civil Servants are responsible to the minister in whose department they work.
6. The advisers are paid from public funds, but their appointments come to an end when the Government's term of office finishes.
7. Despite their background and duties staff at the top level share the same pay and grading system.
8. The day-to-day running of the government and the implementation of its policy continue in the hands of the same people that were with the previous government – the top rank of the civil service.

3. Comment on the following sentences from the text:

1. Governments come and go, but the civil service remains.
2. The structure of the Home Civil Service is designed to allow for a flexible deployment of staff so that talent can be used to the best advantage.
3. Members of the Home Civil Service and the armed forces, and individuals from the private sector, may serve in the Foreign and Commonwealth Office and at overseas posts on loan and attachment.

«The History of Civil Service»

1. Работа с текстом. Read and translate the text using a dictionary if necessary.

The History of Civil Service

Civil service is the body of government officials who are employed in civil occupations that are neither political nor judicial. In most countries the term refers to employees selected and promoted on the basis of a merit and a system which may include examinations.

In earlier times, when civil servants were part of the king's household, they were literally the monarch's personal servants. As the powers of monarchs and princes declined, appointment became a matter of personal choice by ministers and heads of departments.

In Europe in the 19th century, appointment and promotion frequently depended on personal or political favour, but tenure was common in the lower and middle ranks once appointment had been made.

Recruitment in many European countries corresponded to the national educational systems: the highest class of civil servants entered service after graduation from a university, the executive class – after full completion of secondary school, the clerical class – after the intermediate school examination. As public administration became more complex in the 20th century, specialized categories of civil servants were created to bring into the service doctors, scientists, architects, naval constructors, lawyers, and so on.

All countries base appointments on some kind of competition. In some countries great emphasis is placed on formal written examinations supplemented by interviews. Such is the situation in France, where entry into the higher civil service is channeled through specialist schools. In Great Britain, the Civil Service Commission relies more on informal tests and a series of interviews and tends to measure the candidate's intellectual competence by the quality of his university degree. The conventional written examination is dispensed with also in such European countries as Finland, Switzerland, the Netherlands, and Portugal.

Most federal countries try to ensure an equitable distribution of posts among their constituent elements. In Switzerland the federal authorities try to maintain a balance of posts not only between the cantons but also between the political parties, religions, and languages.

There are certain standards which are placed upon a civil servant's conduct. As a general rule, a civil servant is not allowed to engage directly or indirectly in any trade or business and may engage in social or charitable organizations only if these have no connection with official duties. There are always strict limits on a civil servant's right to lend or borrow money, and they are prohibited from accepting gifts. There are also different attitudes about the extent to which civil servants may engage in political activities. The United Kingdom bans its senior civil servants to engage in any form of political activity. The prohibition becomes progressively less strict, however, for the medium and lower grades of the service.

2. Mark the statements True or False according to the information in the text. Justify your answer by reference to the text.

1. Civil servants can't be employed in political occupations.
2. Civil servants are usually promoted on the basis of their merits.
3. In the 19th century appointment often depended o the results of interviews.
4. Today all countries base appointments on some kind of competition.
5. Civil servants are not restricted in their conduct by any standards.
6. Civil servants are allowed to engage in business.
7. Civil servants are not allowed to accept gifts.

3. Work in pairs. Make a summary of the text

Тема 4. «Email in English»

1. Распределите по колонкам следующие фразы.

Dear Sir or Madam, Hello, Best wishes Feel free to get in touch if you have any questions, Hey, Bye, Dear all I'm writing to thank you.., Yours sincerely, Just a short email to

inform you.., All the best, Dear Mr, Mrs, Miss, Ms

Looking forward to your reply, To whom it may concern, Let me know if you need anything else, Hi everyone, Best regards, Do not hesitate to contact us if you need any assistance, See you (soon), I look forward to hearing from you

Salutation	**Opening sentence**	**Conclusion**	**Close salutation**

2. Изучите список фраз, которые используются в деловых и личных письмах.

Formal emails	**Informal emails**
Salutation: When you don't know the name: Dear Sir or Madam To whom it may concern When you know the name: Dear Mr, Mrs, Miss, Ms* When writing to a group: Dear all **Opening sentence:** I'm writing: to inform to confirm to requestto update you This is to let you know to thank you **Main part:** I would like to Please find the requested information attached We hope you I do apologize for We regret to inform you ... Could/Can you please send me ...? We are working on your request **Conclusion:** I look forward to/ Looking forward to Do not hesitate to contact us if you need any assistance I'd appreciate a reply asap **Close:** Your sincerely Best regards Regards Best wishes	**Salutation:** When you don't know the name: Hello [no salutation] When you know the name: John/Mary etc [no salutation] When writing to a group: Hi everyone **Opening sentence:** How are you? How's it going? Just a quick note to tell Just a short email to get in touch Writing to help **Main part:** Re your email, I ... I'm sorry, but Thanks for ... Here's the low-down on ... You'll be happy to hear **Conclusion:** Please answer asap Feel free to get in touch with any questions Have a nice day/weekend Hope to hear from you soon **Close:** All the best Best See you Take care Bye [just the name or initials] [noclose]

3. Для современных электронных писем характерны различные аббревиатуры и сокращения:

отдельные слова

appt — appointment ad — advertisement 2 B- to be (highly informal) cfm — confirm 4give-forgive (highly informal) pls — please rgds — regards re — referring to thx — thanks (highly informal) U — you

некоторые фразы

asap — as soon as possible at the mo — at the moment BTW — by the way FYI — for your information ie — in other words IMO — in my opinion LOL — laughing out loud (highly informal) MYOB — mind your own business (highly informal)

4. Расшифруйте приведенные ниже сокращения, укажите характер писем, в которых они используются.

1. appt 2. asap 3. eg 4. etc 5. info 6. pls 7. wk 8. Mon 9. 2B 10. Apr 11. Dec 12. thx 13. U. 14. LOL 15. IMO.

Речевые ситуации

Ситуация 1. Дискуссия

Сформулируйте перечисленные ниже темы таким образом, чтобы они побуждали людей к их проблемному обсуждению. Проведите дискуссию по одной из сформулированных проблем.

1. Compare the structure of the civil service in Great Britain and Russia. Are there any differences?
2. Compare the structure of the government of Great Britain and the government of the Russian Federation.
3. Speak about the problem of a flexible deployment of staff in the structure of civil service with regard to Great Britain and Russia.

Методические рекомендации для преподавателя:

Задание предполагает коллективную и подгрупповую работу. Цель задания – научиться формулировать проблемы, предлагать способы их решения.

Методика работы:

В процессе формулирования проблем осуществляется коллективная работа. Поочередно заслушиваются формулировки каждого магистранта, коллективно выносится решение об уровне и степени их проблемности. После чего коллективно определяется одна из проблемно сформулированных тем для дискуссии.

Для проведения дискуссии группа делится на две подгруппы. Одна из них принимает сторону защиты, другая – сторону нападения и критики. Назначается ведущий дискуссии. Его цель – регулировать общение между подгруппами, не давать отвлекаться от темы, поддерживать доброжелательный тон дискуссии, комментировать высказывания, подводить итоги. Назначаются эксперты. Их цель – оценить дискуссию по следующим показателям: 1) соответствие теме; 2) отсутствие грамматических, фонетических, стилистических ошибок; 3) беглость (fluency); 4) полнота, убедительность и разнообразие аргументов; 5) наличие собственной оригинальной точки зрения; 6) культура поведения: уважительное и дружелюбное отношение к соперникам.

Ситуация 2. Ролевая игра

Проведите дидактическую игру **«Skype Conference»** определив роли говорящих, их личностные и профессиональные характеристики, тему разговора и соответствующие средства общения (этикетные формулы, функционально-смысловые единицы и т.д.). Выберите жюри, которое сможет дать оценку эффективности разговора и каждому исполнителю.

Методические рекомендации для преподавателя:

Задание предполагает проведение дидактической игры. Цель задания – научиться эффективно взаимодействовать в условиях профессионального общения.

Методика работы:

На учебном занятии назначаются герои игры.

В течение 10-15 минут участники игры готовят тезисы выступлений.

После этого начинаются выступления. Они строятся в такой последовательности: 1) выступление; 2) взаимные вопросы и ответы.

Ситуация 3.Творческая работа

Вы – оратор. Составьте текст публичного выступления на тему «**The History of civil service**». Произнесите его публично.

Методические рекомендации для преподавателя:

Задание предполагает индивидуальную творческую работу. Цель – проверить знания, умения и навыки магистрантов составлять тексты публичных выступлений и произносить их перед аудиторией.

Методика работы:

Каждый из представителей группы индивидуально составляет и записывает текст публичного выступления на предложенную тему. Затем озвучивает его перед аудиторией, демонстрируя свои умения с ней общаться. Каждый представитель группы, прослушавший текст выступления, должен оценить его с учётом следующих критериев:
1) соответствие теме- 1-5 баллов.
2) отсутствие грамматических, фонетических, стилистических ошибок- 1-5 баллов.
3) беглость (fluency)- 1-5 баллов.
4) полнота, убедительность и разнообразие аргументов-1-5 баллов.
5) наличие собственной оригинальной точки зрения1-5 баллов.
6) культура поведения: уважительное и дружелюбное отношение к соперникам-1-5 баллов.

Вопросы для самостоятельной подготовки к семинарским занятиям:

Translate into English.

1. Мой друг высокий и у него светлые волосы.
2. В прошлом году я пробовала французскую кухню.
3. Когда я была маленькой, моя бабушка всегда читала мне сказки на ночь.
4. Я уже решила, что хочу стать врачом.
5. В следующем году я поеду в гости к своим друзьям, которые живут в Лондоне.
6. Современные технологии гораздо сложнее, чем пару лет назад.
7. Моим друзьям всегда не хватает денег.
8. Этот знаменитый музей был построен в 17 веке.
9. Мой доктор советует мне вести здоровый образ жизни.
10. Я уверен, что самолеты самый безопасный вид транспорта.

2. Read the text and do the tasks.

One night in December 2011, a bear came into the city of Vancouver in Canada. It walked through the city streets past houses, shops and offices. Then it found some food in bins outside a restaurant and started eating. In the morning, someone saw the bear and called the police. The police came with a vet from the city zoo. They put the bear in a lorry and took it to the mountains outside the city. Luckily, the bear was safe. But what happens in other countries when big animals come into cities? In Vancouver it is unusual to see a bear, but in some cities you can see big animals on the city streets every day.

Big animals usually come into cities to find food. In Cape Town in South Africa baboons come into the city when they are hungry. They go into gardens and eat fruit from trees. They even go into houses and take food from cupboards and fridges! Baboons are strong animals and they can scare people. But the city can be dangerous for baboons too. Sometimes, cars and buses kill baboons in accidents. Human food is very bad for the baboons' teeth because it has a lot of sugar. Now, there are Baboon Monitors working in Cape Town. Their job is to find baboons in the city and return them to the countryside.

In Berlin in Germany, pigs sometimes come into the city to look for food. They eat flowers and plants in parks and gardens. Sometimes they eat vegetables from gardens and they walk in the street and cause accidents. Some people like the pigs and they give them food and water to drink. Other people do not like the pigs and they want the government and the police to stop them entering the city.

In Moscow in Russia, there are 35,000 wild dogs. The dogs live in parks, old houses, markets and train stations. Some dogs live in groups and others live alone. Many people in Moscow like the dogs. They give them food and water. Some people make small houses for the dogs in their gardens. This helps the dogs in winter, when the temperature in Moscow is -10^{o} C and there is a lot of snow and ice.

Many animals live in cities. In some cities, you can see birds, insects, mice and squirrels every day. But sometimes, it is dangerous when big animals come into cities to find food. We need to find ways of stopping animals coming into the city without hurting them.

2.1. Choose the only correct answer:
1) In Vancouver, a bear came into the city ___.
a) In the morning
b) At night
2) Someone saw the bear and called ___.
a) The city zoo
b) The police
3) In Cape Town, baboons sometimes take food from ___.
a) houses
b) restaurants
4) Baboon monitors ___.
a) Give the baboonsood
b) Take baboons to the countryside
5) In Berlin, ___ the wild pigs.
a) Everybody likes
b) Some people like

2.2. Choose all the sentences that are true. There are three true sentences.
1) In Vancouver, the police took the bear to the zoo.
2) Human food is bad for baboons' teeth.
3) In Moscow, there are 35,000 wild pigs.
4) InVancouver, the bear found food in a restaurant.
5) Pigs eat plants, flowers and vegetables.
6) In Moscow, all the dogs live in groups.
7) You can see bears in Vancouver every day.
8) Baboons can open cupboards and fridges.

Вопросы для опроса по дисциплине

Письменная часть
1. Write an essay "What are you optimistic about?" (180 words).

2. Translate into English using active vocabulary.
1. На английском языке разговаривает больше половины земного шара.
2. Этот замок был построен до того, как сюда приехала семья Смитов.
3. Изменение климата - одна из наиболее важных экологических проблем в настоящее время.
4. Мы дружим с Марией с самого детства.
5. В прошлом женщины-учителя не могли выходить замуж.
6. Алекс сказал мне, что эта вещь была круглой формы.
7. Основная цель любой компании - заработать как можно больше денег.
8. Если бы Ю. Гагарин не полетел в космос, мы бы так никогда и не узнали как красива наша планета.
9. Говорят, что русские женщины обожают готовить.
10. Моя бабушка всегда сама готовит праздничный стол на свой день рождения.

3.1 Listen to the speaker and choose the correct answer.

1) The first step for planning a vacation is to _____.
a) visit with a travel agent
b) read about travel
c) talk with friends
2) He _____ if he wants to travel by plane.
a) reviews travel costs
b) buys tickets online
c) reads airline reviews
3) How does the man feel about staying at a budget hotel?
a) Somewhat concerned
b) Not a problem

1.2. Listen to the same speaker one more time and complete the gaps in the passage.

Before I go on vacation, I always plan 1_____(my trip). For starters, I usually 2 _____ (take a look) at travel guide books or go online and review possible destinations.

Then, I 3_____(check the costs) involved in traveling to that particular place. If I'm going 4_____(by plane), then I have to compare prices on airfare for different airlines. If I'm 5_____(travelling by train), then I have to look into train passes or tickets. I also need to locate 6_____(hotel accommodations). Fortunately, I don't mind staying at cheap hotels or even 7 _____(a youth hostel). Finally, I try to budget money 8_____(for meals) and other sightseeing expenses. If I 9_____(plan carefully), I usually 10_____(have a good time).

Устная часть

1. Read the text and answer the questions.

Modern graffiti began in big cities in the United States in the 1970s. In New York, young people wrote their names, or 'tags', in pen on walls around the city.

One of the first 'taggers' was a teenager called Demetrius. His tag was TAKI 183. He wrote his tag on walls and in stations in New York. Other teenagers saw Demetrius's tag and started writing their tags too. Soon, there were tags on walls, buses and trains all over New York.

Then, some teenagers started writing their tags with aerosol paint. Their tags were bigger and more colourful. Aerosol paint graffiti became very popular in the 1970s and 1980s. It appeared on trains, buses and walls around the world.

In the 1990s and 2000s, a lot of graffiti artists started painting pictures. Some artists' pictures were about politics. Other artists wanted to make cities beautiful and painted big, colourful pictures on city walls.

In some countries, writing or painting on walls is a crime. Sometimes, graffiti artists have problems with the police. In other countries, artists can draw and paint in certain places. For example, in Taiwan, there are 'graffiti zones' where artists can paint on walls. In Sro Paulo in Brazil, street artists can paint pictures on walls and houses. Their pictures are colourful and beautiful. Some tourists visit Sro Paulo just to see the street art!

In Bristol in the UK, there is a street art festival in August every year. Artists paint all the buildings in a street. Lots of people come to watch the artists and take photos. You can see exhibitions of street art in some galleries too. There have been exhibitions of street art in galleries in Paris, London and Los Angeles.

Some street artists have become famous. Here are three stars of the street art world: Os Gemeos are twin brothers from Sao Paulo. They paint big, colourful pictures of people on buildings. In 2007, they painted a castle in Scotland!

BlekleRatis from Paris. He is famous for painting pictures of homeless people in big cities.
Faith47 is from Cape Town in South Africa. She paints big, colourful pictures of people and animals. She likes painting in different places and you can find her work on pavements, postboxes, buses and, of course, on walls!
Many street artists use the internet to look at photos of street art from around the world. They communicate with other artists online and share ideas. Some street artists are famous and you can see their pictures in galleries. We don't know about the future of street art, but it is here to stay for sure!

1) When and where did modern graffiti begin?
2) What did first graffiti artists put on walls?
3) Can graffiti artists paint in all countries of the world?
4) What festival is there in the UK?
5) What famous graffiti artists are there?

2. Tell the examiner about your idea about modern life.

3. Answer the examiner's questions about your hopes and plans.

Примерные тестовые задания

Выберите один верный вариант

1. You look ... in this frock.
A) much nicer
B) much more nicer
C) much nicely
D) much more nicely

2. Only when the guests ... he managed to speak to his daughter.
A) have left
B) had left
C) were left
D) had been left

3. You learnt about it only yesterday,...?
A) wasn't it
B) didn't you
C) was it
D) did you

4. There's only one person left... address we haven't found out yet.
A) whom
B) which
C) whose
D) what

5. ...children like to stay indoors in such good weather!
A) No
B) Not
C) No one
D) None

6. I'll tell... about it, I promise to keep it a secret.

A) anybody
B) somebody
C) nobody
D) everybody

7. She couldn't help ... to see this scene.
A) tosuprise
B) suprising
C) to be surprised
D) beingsuprised

8. If it hadn't been for you I... this university.
A) had never entered
B) would never enter
C) never entered
D) would never have entered

9. Hush! Do you feel…behind us? It is so frightening here!
A) someone breath
B) that someone breath
C) someone to breath
D) someone breathing

10. It is typical... any woman. They all behave the same way in this situation.
A) of
B) from
C) for
D) with

11. My parents always want …the washing up.
A) that I did
B) me do
C) me to do
D) for me to do

12. You ... have fallen ill. I don't even doubt it as your voice is hoarse and the temperature is high.
A) must
B) can
C) may
D) shall

13. Jennie…a very smart and hard-working girl.
A) is said that she is
B) said that she to be
C) is said to be
D) said to be

14. This question ... right now.
A) is being discussed
B) is discussing
C) is discussed

D) is being discussing

15. I hear ... already. How is your new apartment?
A) you to move in
B) you move in
C) you moving in
D) you have moved in

16. I can't help being angry! You ... at the lessons all the time!
A) chats
B) chat
C) have been chatting
D) are chatting

17. I... this position for years and I am not going to give it up!
A) am holding
B) hold
C) held
D) have been holding

18. The parting was painful as both knew they ... meet again.
A) were not to
B) should not
C) need not
D) did not have to

19. The football match had to be stopped. They …for half an hour when there was a terrible storm.
A) were playing
B) had been playing
C) have been playing
D) have played

20. Tom said that he …feeling well.
A) is
B) were
C) was
D) must

21. The girls suggested…a fashion show on TV.
A) to watch
B) on watching
C) watch
D) watching

22. Would you mind…the window? It's rather chilly in here.
A) to close
B) closing
C) close
D) to closing

23. She answered that Jennie…their car at the moment.

A) is cleaning
B) was cleaning
C) cleans
D) had cleaned

24. Caroline wanted to know…still angry with her.
A) was Kate
B) that Kate was
C) if Kate was
D) about Kate was

25. Oh, no! I've …again! It's been the second time this month!
A) had my wallet stolen
B) had stolen my wallet
C) had my wallet to steal
D) had my wallet stealing

26. Ann…a better job if she…any foreign language.
A) would have, spoke
B) would have, would speak
C) had, spoke
D) would had, spoke

27. Never…such a nice and peaceful scene!
A) I have seen
B) have seen I
C) have I seen
D) seen have I

28. Did you ask him…to do this job?
A) if he was professional enough
B) was he professional enough
C) was he enough professional
D) if he was enough professional

29. This phenomenon…for five years and now they publish their book.
A) has been studied
B) has been studying
C) was being studied
D) was studied

30. Yesterday I…a friend who…from holiday in Turkey.
A) met, had just come
B) had met, just came
C) met, has just come
D) had met, has just come

Критерии оценки выполнения тестовых заданий

Критерии оценивания	Оценка
от 30% до 100% правильных ответов	зачтено
от 0% до 30% правильных ответов	не зачтено

Примерная тематика письменных работ по дисциплине

5. Оценочные средства для промежуточной аттестации

5.1. Экзамен (зачет) проводится с применением следующих методов (средств):

Форма промежуточной аттестации в соответствии с учебным планом – зачет, экзамен в устной форме.

5.2. Оценочные материалы промежуточной аттестации

Типовые оценочные материалы промежуточной аттестации

Примерные вопросы к промежуточной аттестации

1. What do the media mean when they talk about ‘the government’?
2. Who can the term ‘the government’ be referred to?
3. How many members of ‘the government’ are there in this sense?
4. Where do all ministers usually come from?
5. What happens when a person from outside Parliament becomes a minister?
6. Why is the other meaning of the term ‘the government’ more limited?
7. Who are the most powerful of these politicians?
8. Does Britain normally have ‘single-party government’?
9. Were there any periods of coalition governments in British history?
10. Who shares the responsibility for every policy made by the government?
11. Does the day-to-day running of the government continue in the hands of the same people that were there with the previous government?
12. What is the Civil Service concerned with?
13. Civil servants are servants of the Crown, aren't they?
14. Who are civil servants responsible to?
15. Does a change of minister involve a change of staff?
16. What is the aim of personnel management policies?
17. What is there at the top levels of the Civil Service?
18. Is the structure at other levels based on a system of categories and occupational groups?
19. Who do categories and occupational groups include?
20. What does the Diplomatic Service provide for?
21. Who does the top rank of the civil service include?
22. Who does the term ‘civil service’ refer to?
23. What are the principles of appointing civil servants?
24. What is email?
25. What do you think of this way of communication?
26. How often do you write emails?
27. How does email differ from a letter?
28. Do you know any rules of writing an email?

Шкала оценивания:

Промежуточный/ключевой индикатор оценивания	Критерий оценивания	Уровень освоения компетенции	Оценка
УК ОС-4.1 Соблюдает требования к языку и форме общения, в том	Соблюдение требований к языку и форме общения, в том	На высоком уровне соблюдаются требования к языку, в том числе	Отлично/ зачтено

числе делового, в зависимости от коммуникативной задачи, решаемой на русском или иностранном языке	числе деловому, в зависимости от коммуникативной задачи, решаемой на русском или иностранном языке	деловому, и форме общения, с учетом коммуникативной задачи, решаемой на иностранном языке	
		На хорошем уровне соблюдаются требования к языку, в том числе деловому, и форме общения, с учетом коммуникативной задачи, решаемой на иностранном языке	Хорошо/ зачтено
		На удовлетворительном уровне соблюдаются требования к языку, в том числе деловому, и форме общения, с учетом коммуникативной задачи, решаемой на иностранном языке	Удовлетворительно/зачтено
		Не соблюдаются требования к языку, в том числе деловому, и форме общения, не учитываются коммуникативные задачи, решаемые на иностранном языке	Неудовлетворительно/ не зачтено

6. Методические указания для освоения дисциплины

Получение углубленных знаний по дисциплине «Иностранный язык» достигается за счет дополнительных часов к аудиторной работе, самостоятельной работы студентов. Выделяемые часы целесообразно использовать для знакомства с дополнительной учебной, научной литературой по проблематике дисциплины, анализа научных концепций и современных подходов к осмыслению рассматриваемых проблем.

К самостоятельному виду работы студентов относится работа в библиотеках, в электронных поисковых системах и т.п. по сбору материалов, необходимых для проведения практических занятий или выполнения конкретных заданий преподавателя по изучаемым темам. Студенты могут установить электронный диалог с преподавателем, выполнять посредством него контрольные задания.

Подготовка к практическим занятиям

– внимательно прочитайте материал, относящийся к данному практическому занятию, ознакомьтесь с учебным материалом по учебнику и учебным пособиям;

– выпишите основные лексические единицы;

– ответьте на контрольные вопросы, готовьтесь дать развернутый ответ на каждый из вопросов;

– уясните, какие учебные элементы остались для вас неясными и постарайтесь получить на них ответ заранее (до практического занятия) во время текущих консультаций преподавателя;

– готовиться можно индивидуально, парами или в составе малой группы, последние являются эффективными формами работы;

– рабочая программа дисциплины в части целей, перечню знаний, умений, терминов и учебных вопросов может быть использована вами в качестве ориентира в организации обучения.

Подготовка к промежуточной аттестации

К зачету необходимо готовится целенаправленно, регулярно, систематически и с первых дней обучения по данной дисциплине. В самом начале учебного курса познакомьтесь со следующей учебно-методической документацией:

– программой дисциплины;

– перечнем знаний и умений, которыми студент должен владеть;

– тематическими планами практических занятий;

– контрольными мероприятиями;

– учебником, учебными пособиями по дисциплине, а также электронными ресурсами;

– перечнем вопросов к промежуточной аттестации.

Самостоятельная работа студентов.

Это основной вид деятельности студента, включающий в себя изучение теоретического материала, учебников и учебных пособий, первоисточников, подготовку презентаций, публичного выступления на групповых занятиях, выполнение заданий преподавателя.

Методика самостоятельной работы предварительно разъясняется преподавателем и в последующем может уточняться с учетом индивидуальных особенностей студентов. Время и место самостоятельной работы выбираются студентами по своему усмотрению с учетом рекомендаций преподавателя.

Самостоятельную работу над дисциплиной следует начинать с изучения программы, которая содержит основные требования к знаниям, умениям и навыкам обучаемых. Обязательно следует вспомнить рекомендации преподавателя, данные в ходе установочных занятий. Затем – приступать к изучению отдельных разделов и тем в порядке, предусмотренном программой.

Получив представление об основном содержании раздела, темы, необходимо изучить материал с помощью учебника. Целесообразно составить краткий конспект или схему, отображающую смысл и связи основных понятий данного раздела и включенных в него тем. Затем, как показывает опыт, полезно изучить выдержки из первоисточников. При желании можно составить их краткий конспект. Обязательно следует записывать возникшие вопросы, на которые не удалось ответить самостоятельно.

7. Учебная литература и ресурсы информационно-телекоммуникационной сети «Интернет»

7.1. Основная литература

1. Миньяр-Белоручева, А. П. Английский язык : учебное пособие / А.П. Миньяр-Белоручева. — 3-е изд., доп. — Москва : ФОРУМ : ИНФРА-М, 2023. — 192 с. — (Высшее образование: Бакалавриат). - ISBN 978-5-00091-763-3. - Текст : электронный. - URL: https://znanium.com/catalog/product/1913671

2. Дюканова, Н. М. Английский язык : учебное пособие. — 2-е изд., перераб. и доп. — Москва : ИНФРА-М, 2022. — 319 с. — (Высшее образование: Бакалавриат). - ISBN 978-5-16-006254-9. - Текст : электронный. - URL: https://znanium.com/catalog/product/1815603

3. Сахаров, Ю. А. Английский язык. Практический курс. Уровень Intermediate : практикум / Ю. А. Сахаров, Е. В. Кудрявцева. - Москва : РУТ (МИИТ), 2020. - 94 с. - Текст : электронный. - URL: https://znanium.com/catalog/product/1895758

7.2. Дополнительная литература

1. Английский язык для академических целей. English for Academic Purposes : учебное пособие для вузов / Т. А. Барановская, А. В. Захарова, Т. Б. Поспелова, Ю. А. Суворова ; под редакцией Т. А. Барановской. — Москва : Издательство Юрайт, 2020. — 198 с. — (Высшее образование). — ISBN 978-5-9916-7710-3. — Текст : электронный // ЭБС Юрайт [сайт]. — URL: http://biblio-online.ru.ezproxy.ranepa.ru:3561/bcode/450869
2. Воробьева, С. А. Английский язык для эффективного менеджмента. Guidelines for Better Management Skills : учебное пособие для вузов / С. А. Воробьева. — 2-е изд., испр. и доп. — Москва : Издательство Юрайт, 2020. — 260 с. — (Высшее образование). — ISBN 978-5-534-04198-9. — Текст : электронный // ЭБС Юрайт [сайт]. — URL: http://biblio-online.ru.ezproxy.ranepa.ru:3561/bcode/453871
3. Левченко, В. В. Английский язык. General & Academic English (A2–B1) : учебник для вузов / В. В. Левченко. — Москва : Издательство Юрайт, 2020. — 278 с. — (Высшее образование). — ISBN 978-5-9916-8745-4. — Текст : электронный // ЭБС Юрайт [сайт]. — URL: http://biblio-online.ru.ezproxy.ranepa.ru:3561/bcode/451032
4. Нужнова, Е. Е. Английский язык. Professional Reading: Law, Economics, Management : учебное пособие для вузов / Е. Е. Нужнова. — 2-е изд., испр. и доп. — Москва : Издательство Юрайт, 2020. — 149 с. — (Высшее образование). — ISBN 978-5-534-07994-4. — Текст : электронный // ЭБС Юрайт [сайт]. — URL: http://biblio-online.ru.ezproxy.ranepa.ru:3561/bcode/454142 Першина, Е. Ю. Английский язык. Практическая грамматика в 2 ч. Часть 1. Морфология : учебное пособие для академического бакалавриата / Е. Ю. Першина. — 2-е изд., испр.и доп. — Москва : Издательство Юрайт, 2019. — 200 с. — (Бакалавр. Академический курс). — ISBN 978-5-534-04036-4. — Текст : электронный // ЭБС Юрайт [сайт]. — URL: http://biblio-online.ru.ezproxy.ranepa.ru:3561/bcode/434586

7.3. Нормативные правовые документы и иная правовая информация

The Constitution of the Russian Federation [Электронный ресурс] // Конституция РФ [сайт]. [2023]. URL: http://www.constitution.ru/en/10003000-01.htm

7.4. Интернет-ресурсы

Образовательная платформа «Юрайт» [Электронный ресурс] // ЭБС «Юрайт» [сайт]. [2023]. URL: https://urait.ru/

7.5. Иные источники

United Nations [Электронный ресурс] // UN [сайт]. [2023]. URL: https://www.un.org/en/

8. Материально-техническая база, информационные технологии, программное обеспечение и информационные справочные системы

Материально-техническая база

Наименование специальных помещений и помещений для самостоятельной работы	Оснащенность специальных помещений и помещений для самостоятельной

	работы
Учебная аудитория для проведения занятий лекционного типа, семинарского типа, курсового проектирования (выполнения курсовых работ), групповых и индивидуальных консультаций, текущего контроля и промежуточной аттестации	Учебная мебель, проекционное оборудование, компьютер, доска,
Учебная аудитория для проведения занятий семинарского типа, лабораторных занятий, курсового проектирования (выполнения курсовых работ), групповых и индивидуальных консультаций, текущего контроля и промежуточной аттестации	Учебная мебель, проекционное оборудование, компьютер, доска.
Компьютерный класс (аудитория для выполнения самостоятельной работы) /Учебная аудитория для проведения занятий семинарского типа, курсового проектирования (выполнения курсовых работ), групповых и индивидуальных консультаций, текущего контроля и промежуточной аттестации	Учебная мебель, проекционное оборудование, компьютеры, доска.
Помещения для хранения и профилактического обслуживания оборудования	Комплекты специализированной мебели для хранения оборудования.

Программное обеспечение

Наименование программного обеспечения	**Назначение и тип лицензии программного обеспечения**
7-Zip	Архиватор с высокой степенью сжатия Свободная лицензия
Adobe reader – Russian	Просмотр, печать и внесение аннотаций в документы PDF. Свободная лицензия
Adobe Acrobat Reader DC– Russian	Чтение, печать и рецензирование файлов PDF. Свободная лицензия
Yandex Браузер	Браузер Свободная лицензия
Office Professional Plus 2007 Office Professional Plus 2010 Office Standard 2007 Office Standard 2010 Office Standard 2013	Пакет офисных приложений. Лицензированная версия
Консультант Плюс	Справочно-правовая система