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ALMATY MANAGEMENT
UNIVERSITY

NEI «ALMATY MANAGEMENT UNIVERSITY»

Faculty of General Education

Foreign Languages Department

Approved

at the meeting of AMB

Dean of the Faculty

A. Nurgabdeshov

« ____ » _____ 20__ г., № ____

Academic program: Bachelor
Specialty: 5B050500 Regional Studies
Form of study: daytime

SYLLABUS
on the course “Professional Foreign Language 2”

Year: 3
Term: 5
Number of credits: 2
Lecturer: Senior teacher G. Yersultanova
Phone: 293-75-93, room 202

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Ф-ИП-02.32-05-2015-03 Syllabus

Compiled by: senior teacher _____G. Yersultanova, Senior teacher _____D.Saari

The syllabus has been developed on the basis of the Working curriculum of the discipline “Foreign Language” for students of all the specialties.

The syllabus was considered at the meeting of the Foreign Languages Department.
Minutes № ____ of “____” _____ 2015

Acting Head of the Foreign Languages Department _____M. Jandildinov

Introduction

This discipline considers and examines

further developing of the English language and communication proficiency within a framework of European standards required by students to communicate effectively in their future professional careers.

Information technology has become a vital and integral part of every business. Specialists with profound professional knowledge of processing the data and operating information systems are in great demand nowadays. Companies need specialists who will be able to do services in good English, to participate in meetings held in joint companies together with native English speakers and to be able to survive in the English speaking environment.

Significant role in preparing these professionals belongs to higher education institutions of Kazakhstan and Almaty Management University is one of the leaders among them.

This course is designed as an elective one for the 3rd-year students of the Russian and Kazakh departments, specialty Regional studies at Almaty Management University. The course contains some theoretical material on the basics of regional studies, historical, geographical, cultural backgrounds, and general linguistic-cultural view of English speaking countries: the UK, the USA, political and social factors of the countries. The interaction between regional studies (focused on the region) and the study of globalization (which inevitably takes a broader perspective) promises to be one of the most fruitful intellectual exchanges in the field over the next few years.

Methodology of teaching this discipline provides for:

- Practical classes conduction;
- IWST;
- IWS;

The purpose of teaching this discipline is

to use business vocabulary in typical situations for the development of speaking skills; practice of writing business emails.

The objectives of teaching this discipline are:

- to develop intercultural communicative competence of students in the language specialties of foreign language education at a sufficient level;
- to provide an interactive approach in learning the English language.

Pre-requisites:

Major skills (Speaking, Reading, Listening, Writing) in Business English (level – Intermediate and above)

Post-requisites:

Acquired skills are necessary for gaining further knowledge in professional English and working in English-speaking environment with foreign colleagues.

In the process of learning students are supposed to get acquainted with and learn:

- essential language and terminology of Regional Studies
- historical, geographical, cultural background.
- linguistic-cultural approach

In the process of learning, students must/are supposed to be able to do in:

- *reading*: finding out and understanding special information needed; reading and understanding articles on different legal matters in newspapers, magazines and on the Internet.

- *listening*: listening effectively to business conversations and documentaries, reproducing details orally or in written form, taking and sending messages on the phone.
- *speaking*: dealing with clients and colleagues, exchanging information and problem-solving on the phone, e-mailing, leading and influencing the outcome of cross-cultural meetings, team- presenting and giving effective individual presentations, negotiating, expressing informed views on professional topics, communicating as self-reliant speakers in both professional and social situations.

The following competencies within the general intercultural competence are to be acquired by the students of “Regional Studies” specialty:

- *linguistic-cultural competence* which forms the initial “conceptual picture of the world” on the basis of students’ own culture as linguistic and cultural reflection of the national linguistic consciousness and mentality;
- *socio-cultural competence* forming “secondary cognitive consciousness” as a concept and image of a different society;
- *cognitive competence* providing language formation as an integral part of learning process and thinking formation as well;
- *communicative competence* as an ability and readiness of a student to realize his/her communicative objectives;
- *profession oriented competence* interpreted as knowledge of basic legal concepts, key words and essential expressions, so that they can communicate effectively and confidently in their future work and studies.

Upon completion of this discipline students must:

master the following competences according to the competence model of the bachelor

General competencies:

- to know basic rules of reading and pronouncing loanwords; possession of basic facilities in the emphatic intonation function;
- to be able to use simple phrases and sentences in a dialogue for communicating in social and socio-cultural, educational and professional spheres;
- cope with simple everyday situations in communication with the teacher, classmates, others;
- to have skills of dialogical and monologues, to express their thoughts and speak accordingly speech standards in English, asking questions and answering them on familiar topics;

Subject-specialized:

- to be able to use a series of phrases and expressions to make more detailed description of their friends, living conditions, food preferences, their leisure time, the orientation in the city, the current family and national holidays, etc.
- to be able to write a short personal letter, CV and fill out the form with the requirements of registration, record your daily routine, describe their preferences, biography, current events, using simple phrases and grammar construction etc.
- to have skills in conveying briefly the contents of the text and reading with expression of its position at the elementary level;

Economic competencies:

- to have skills in obtaining the necessary business information;
- to provide students with the tools to participate in the global information, economic and cultural processes: the dialogue of cultures and economies;
- to be able to make a conversation in a volume of studies subjects adequately use communicative cues transmit content read, heard by the general economic, professional, cross-cultural topics (reports, presentations, speeches, debates, reports).

CALENDAR AND THEMATIC PLAN
Term 5

№	Theme	Week-by-week breakdown of classes		
		Practical classes	IWS	IWST
1	Introduction to the course.	3	2	1
2	Theme 1.	3	2	1
3	Kazakhstan. State and systems. Constitution.	3	2	1
4	Theme 2.	3	2	1
5	Kazakhstan. The system of government. The Parliament	3	2	1
6		3	2	1
7	Midterm Control 1			1
8	Theme 3.	3	2	1
9	The United Kingdom. State and systems. Constitution. The system of government	3	2	1
10		3	2	1
11	Theme 4. The United States	3	2	1
12	State and systems. Constitution.	3	2	1
13	The system of government.			1
14	Revision	3	2	1
15	Midterm Control 2	3	2	1
	Total			15

Content of practical classes, form of control and grading

Week	Theme	Literature	Form of control	Max. score
1	Theme 1. Kazakhstan. The political system.	<i>Compulsory</i>	Oral & Written	100

2	The Constitution	<i>Compulsory</i>	Oral & Written	100
3	Theme 2 Kazakhstan. The system of government.	<i>Compulsory</i>		
4	The Parliament	<i>Compulsory</i>	Oral & Written	100
5	The legislative branch	<i>Compulsory</i>	Oral & Written	100
6	The Judicial branch	<i>Compulsory</i>	Oral & Written	100
7	Elections	<i>Compulsory</i>	Oral & Written	100
	Midterm Control 1	<i>Compulsory</i>	Computer test	100
	Theme 3. The United Kingdom. The political system.	<i>Compulsory</i>	Oral & Written	100
9	The Constitution and The Monarch	<i>Compulsory</i>	Oral & Written	100
10	The Government. The house of Lords and The House of Commons	<i>Compulsory</i>	Oral & Written	100
11	Theme 4. The United States. The system of government	<i>Compulsory</i>	Oral & Written	100
12	Political life	<i>Compulsory</i>	Oral & Written	100
13	The White house. Congress: the house of representatives and the senate	<i>Compulsory</i>	Oral & Written	100
14	Revision.		Written	100
15	Midterm control 2 Midterm control results feedback. Revision and consolidation for the examination.		Computer test	100

	Examination Test		Combined exam	100
	Total			100

**IWST SCHEDULE
Term 1**

Th em e	Assignment for IWS	Form of control	Literature	Deadli ne (week)	Max. score
1	IWST 1 Foreign Affairs Kazakhstan, The USA and The UK	Oral	The Internet	3	100
2	IWST 2 Write an essay advantages and disadvantages of globalizations	Written	The Internet	4	100
3	IWST 3 Presentation on Kazakhstan's state system	Written	The Internet	5	100
4	IWST 4 Search the Internet for regional policy of Euro Union,	Oral	The Internet	6	100
5	IWST 5 Search the Internet for the regional policy of Kazakhstan,	Oral	The Internet	7	100
6	IWST 6 Regional policy of the United Kingdom	Oral	The Internet	8	100
7	IWST 7 Regional systems and their developments.	Oral & Written		9	100
8	IWST 8 Terrorism , trafficking and migration. Security system.	Written	The Internet	10	100
9	IWST 9 Religion	Oral	The Internet	11	100
10	IWST 10 The regions' Infrastructure. The USA	Written	The Internet	12	100

List of main and additional literature:

Main literature

1. European Foreign Policy. Key Documents. Edited by Christopher Hill and Karen E. Smith and New Yourk, 2000
2. R.G Felltham. Diplomatic Handbook. Longmann and New York, 2000
3. Area studies. О. И.Баранова, Н.М. Ермакова, Л.В. Назарова. Издательство санкт-петербургского государственного университета экономики и финансов. 2010
4. Country studies of the united kingdom and the united states of America. By S.N. Balmukhanova. G.I. Karimova. Almaty 2010.

Additional literature

1. British and American newspaper and magazines
2. Monographs English and American authors -2010-2013

3. Thomson, A. Martinet “A Practical English Grammar. Exercises”, Oxford University Press, 2013 impression.
4. www.oup.com/elt/englishfile/intermediate
5. Business Grammar Builder by Paul Emmerson, Macmillan, 2006
6. Macmillan English Dictionary for Advanced Learners

Course Policy

“Professionally Oriented Foreign Language” learning implies **compulsory attendance** of classes and independent work of students as well.

The independent work involves Internet research for further in-class presentations, preparation of discussions on relevant topics, written assignments pursuant to the syllabus, conducting analysis (SWOT, etc), and working with cases and so on. Completed assignments are checked in the course of IWST classes.

Any kind of plagiarism is not acceptable, and a student, whose guilt is proved, will be punished under the internal regulations of ALMAU, and a student’s assignments will not be scored;

In case of student’s absence for valid excuses (verified by the dean of), s/he is responsible for consolidation of material covered and submitting written tasks later;

1st and 2nd midterms are conducted in the form of a computer test in accordance with topics covered and within the range of 100 points maximum;

The examination is held in the form of a computer test (Vocabulary and Grammar) and oral examination in Speaking, written Writing examination, and examination in Listening.

Terms of the course:

- Compulsory attendance;
- Active participation in the practical classes;
- Appropriate preparation and good performance;
- Meeting deadlines for assignments;
- Being tolerate, open and friendly;
- Constructive feedback during classes;
- Being punctual, disciplined and committed.

Inadmissible:

- Skiving off classes;
- Being late for classes for more than 15 minutes (later comer’s score will be deprived at the discretion of the instructor).
- Using mobile phones during the class for non-study purposes;
- Delayed assignments from a student are not accepted and, consequently, are not assessed by the instructor;

Cheating (also taking photos of tests) during the exams (including midterm tests). In case of cheating a student will be eliminated from the classroom and get 0 points.

If a student violates the discipline of the class s/he will be eliminated from the classroom immediately and get 0 points.

If a student misses an exam for valid excuse, s/he can take an exam later under the permission of the dean and at the time appointed by the teacher.

The academic behaviour of students is based on the Ethic Code of Student, and internal regulations of ALMAU.

Grades Criteria for measuring language competences

Evaluation the level of achievements is done in accordance with the letter system accepted in credit technology of education from A to F, corresponding to percentage content from 0 to 100%.

Grade in letters' system	% Percentage	Grade (according to the traditional system)
A	95 - 100	Maximum (Excellent)
A-	90 - 94	
B +	85 - 89	High (Good)
B	80 -84	
B-	75 -79	
C+	70 - 74	Average (Satisfactory)
C	65 - 69	
C-	60 - 64	
D+	55 - 59	
D	50 - 54	
F	0 - 49	Low (Unsatisfactory)