



**ALMA**  
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: Postgraduates**

**Specialty: 6M050900-Finance**

**6M050600-Economics**

**6M051100-Marketing**

**6M051800-Project Management**

**6M050700-Management**

**6M090900-Logistics**

## **SYLLABUS**

**on the course «The Foreign Language(Professional)»**

Year: 1

Term: 1

Number of credits: 2

Lecturer: G. Yersultanova

Phone: 293-75-93, room 202

**Almaty, 2015**

Ф-ИП-02.32-05-2015-03 Syllabus

Compiled by: senior teachers \_\_\_\_\_ A. Seidullayeva,  
\_\_\_\_\_ G. Yersultanova

The syllabus has been developed on the basis of the Sample Educational Curriculum for master students of the specialty 6M050900-Finance, 6M050600-Economics, 6M051100-Marketing, 6M051800-Project Management, 6M050700-Management, 6M090900-Logistics

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**

academic studies. It is an integrated skills course, which means that at each of the levels students will develop their abilities in reading, writing, listening and speaking in an academic context. Cambridge Academic English includes topics and texts that will be of interest to students from all disciplines (subject areas), and teaches language and skills that will be of use to students working in all subjects. Moreover, some parts of the course also help students to develop abilities relevant to their particular area of study. Student's Book B2 is aimed at students who will soon be starting undergraduate or postgraduate studies and are Independent Users at level B2 and above.

The Student's Book is organized into integrated skills and lecture skills units.

Integrated skills units 1-10 are organized around a broad topic of interest and help students develop their skills in reading, speaking and writing academic English. Each of these units ends with a grammar and vocabulary focus that is of particular importance in academic written and spoken communication. The cross references in the margins point to further information, strategies, or extra practice which can be found in the Grammar and Vocabulary section of that unit. After every two integrated skills units there is a Lecture skills unit to help students develop skills in listening to lectures and taking notes. Cambridge Academic English uses authentic academic texts. The texts students will read are taken from the kinds of textbooks and journal articles that your subject tutors might recommend you to read. The vocabulary focused on in the course has been selected for being of particular importance in academic writing, reading, lectures and seminars.

### **Methodology of teaching this discipline provides for:**

- Practical classes conduction;
- IWST;
- IWS;

### **The purpose of teaching this discipline is**

to use academic vocabulary for the development of speaking skills; practice of essays.

### **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:**

Knowledge of the English language in the volume of Upper-Intermediate (Academic English)

### **Post-requisites:**

Acquired skills are necessary for gaining further improving English at the Advanced.

**THEMATIC PLAN OF THE DISCIPLINE**  
**“FOREIGN LANGUAGE (Professional)”**  
**Term 1**

№	Topic	Total	Week-by-week breakdown of classes		
			Practice hours	IWS	IWST
1	Unit 1. Choices and implications. Page 14	6	2	3	1
2	Unit 1. Essay types	6	2	3	1
3	Unit 2. Risks and hazards. Page 26	6	2	3	1
4	Unit 2. Describing charts	6	2	3	1
5	Unit 3. Language and communication. Page 42	6	2	3	1
6	Lecture skills B. Page 66	6	2	3	1
7	<b>Midterm 1</b>				
8	Unit 4. Difference and diversity. Page 54	6	2	3	1
9	Unit 4. Collecting information for an essay	6	2	3	1
10	Unit 5. The world we live in. Page 70	6	2	3	1
11	Unit 5 Including quotation in your writing	6	2	3	1
12	Unit 6. Behaving the way we do. Page 82	6	2	3	1
13	Unit 6 Skimming and scanning texts	6	2	3	1
14	Lecture Skills C	6	2	3	1
15	<b>Midterm 2</b>				
	<b>Total</b>	<b>90</b>	<b>30</b>	<b>45</b>	<b>15</b>

**Content of practical classes, form of control and grading**

Week	Theme	Literature	Form of control	Max. score
1	Theme 1. Unit 1. Choices and implications. Page 14	Cambridge Academic English. An integrated skills course for EAP. Student's Book. Upper-Intermediate. Martin Hewings. 2012	Oral & Written	100
2	IWS/IWP 1. Avoiding repetition: that (of) and those (of), word families: linking parts of texts, Verb-noun collocations	Cambridge Academic English. An integrated skills course for EAP. Student's Book. Upper-Intermediate. Martin	Oral & Written	100

		Hewings. 2012		
3	Theme 2. Unit 2. Risks and hazards. Page 26	Cambridge Academic English. An integrated skills course for EAP. Student's Book. Upper-Intermediate. Martin Hewings. 2012	Oral & Written	100
4	IWS/IWP 2. Complex noun phrases, countable and uncountable nouns, adjectives meaning large or important, prefixes.	Cambridge Academic English. An integrated skills course for EAP. Student's Book. Upper-Intermediate. Martin Hewings. 2012	Oral & Written	100
5	Unit 3. Language and communication. Page 42.	Cambridge Academic English. An integrated skills course for EAP. Student's Book. Upper-Intermediate. Martin Hewings. 2012	Oral & Written	100
6	Referring to other people's work, using in-text references, language for writing: reporting verbs	Cambridge Academic English. An integrated skills course for EAP. Student's Book. Upper-Intermediate. Martin Hewings. 2012	Oral & Written	100
	<b>Midterm Control 1</b>		Computer test	<b>100</b>
7	Unit 4. Difference and diversity. Page 54	Cambridge Academic English. An integrated skills course for EAP. Student's Book. Upper-Intermediate. Martin Hewings. 2012	Oral & Written	100
8	Linking parts of a text: conjunctions and sentence connectors, single-word verbs and multi-word verbs, word families	Cambridge Academic English. An integrated skills course for EAP. Student's Book. Upper-Intermediate. Martin Hewings. 2012	Oral & Written	100
9	Unit 5. The world we live in. Page 70	Cambridge Academic English. An integrated	Oral & Written	100

		skills course for EAP. Student's Book. Upper-Intermediate. Martin Hewings. 2012		
10	Using preparation strategies, making predictions before a lecture starts	Cambridge Academic English. An integrated skills course for EAP. Student's Book. Upper-Intermediate. Martin Hewings. 2012	Oral & Written	100
11	Unit 6. Behaving the way we do. Page 82	Cambridge Academic English. An integrated skills course for EAP. Student's Book. Upper-Intermediate. Martin Hewings. 2012	Oral & Written	100
12	Using paraphrases including quotations in your writing	Cambridge Academic English. An integrated skills course for EAP. Student's Book. Upper-Intermediate. Martin Hewings. 2012	Oral & Written	100
	<b>Midterm control 2</b> <b>Midterm control results feedback.</b> <b>Revision and consolidation for the examination.</b>		Computer test	<b>100</b>
	<b>Examination Test</b>		Combined exam	<b>100</b>
	<b>Total</b>			<b>100</b>

**IWST SCHEDULE**  
**Term 1**

Theme	Assignment for IWS	Form of control	Literature	Deadline (week)	Max. score
1	<b>IWST 1</b> Introduce your presentation on the topic "Types of essays and body of essay"	Oral	The Internet	3	100
2	<b>IWST 2</b> Write a descriptive essay	Written	The Internet, On Screen B2	4	100
3	<b>IWST 3</b> Write a problem-solution essay	Written	The Internet, On Screen B2	5	100
4	<b>IWST 4</b> Presentation on the topic "choosing charts for your presentation"	Oral	The Internet	6	100

5	<b>IWST 5</b> Search the Internet for an article about “Tropical cyclones”, and retell the article in class. (2 min).	Oral	The Internet	7	100
6	<b>IWST 6</b> Presentation: Articles and complex prepositions	Oral	The Internet	8	100
7	<b>IWST 7</b> Reading: The latest news in the world	Oral & Written	Any English or American fiction	9	100
8	<b>IWST 8</b> Write a descriptive paragraph on means of transport (not less than 250 words).	Written	The Internet	10	100
9	<b>IWST 9</b> Search the Internet for an article about “Gender development”, retell the article in class.	Oral	The Internet	11	100
10	<b>IWST 10</b> Write an essay	Written	The Internet, On Screen B2	12	100

### List of main and additional literature:

#### Main literature

1. Cambridge Academic English. An integrated skills course for EAP. Student’s Book. Upper-Intermediate. Martin Hewings. 2012

#### Additional literature

1. English Grammar in Use Extra. B Viney, M Craven
2. Intelligent Business Course Book. Upper-Intermediate. D. Allan.
3. Oxford student's Dictionary Press, 2007. Oxford University Press
4. Краткий Справочник Английских и Американских Идиоматических Выражений. Т.А. Мырзаханов

#### 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;

1<sup>st</sup> and 2<sup>nd</sup> 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)