

МИНИСТЕРСТВО СЕЛЬСКОГО ХОЗЯЙСТВА РОССИЙСКОЙ ФЕДЕРАЦИИ
Федеральное государственное бюджетное образовательное учреждение
высшего образования
«КУБАНСКИЙ ГОСУДАРСТВЕННЫЙ АГРАРНЫЙ УНИВЕРСИТЕТ
имени И.Т. ТРУБИЛИНА»

Факультет управления
Иностранных языков



УТВЕРЖДЕНО:

Декан, Руководитель подразделения
Кудряков В.Г.
(протокол от 17.05.2024 № 8/1)

**РАБОЧАЯ ПРОГРАММА ДИСЦИПЛИНЫ (МОДУЛЯ)
«ПРОФЕССИОНАЛЬНЫЙ ИНОСТРАННЫЙ ЯЗЫК»**

Уровень высшего образования: магистратура

Направление подготовки: 38.04.02 Менеджмент

Направленность (профиль) подготовки: Менеджмент организации

Квалификация (степень) выпускника: магистр

Формы обучения: очная, заочная

Год набора: 2024

Срок получения образования: Очная форма обучения – 2 года
Заочная форма обучения – 2 года 5 месяца(-ев)

Объем: в зачетных единицах: 3 з.е.
в академических часах: 108 ак.ч.

2024

Разработчики:

Доцент, кафедра иностранных языков Анисимова А.Т.

Рабочая программа дисциплины (модуля) составлена в соответствии с требованиями ФГОС ВО по направлению подготовки Направление подготовки: 38.04.02 Менеджмент, утвержденного приказом Минобрнауки России от 12.08.2020 №952, с учетом трудовых функций профессиональных стандартов: "Бизнес-аналитик", утвержден приказом Минтруда России от 25.09.2018 № 592н; "Эксперт в сфере закупок", утвержден приказом Минтруда России от 10.09.2015 № 626н; "Специалист по процессному управлению", утвержден приказом Минтруда России от 17.04.2018 № 248н; "Специалист по управлению рисками", утвержден приказом Минтруда России от 30.08.2018 № 564н; "Статистик", утвержден приказом Минтруда России от 08.09.2015 № 605н; "Специалист в сфере закупок", утвержден приказом Минтруда России от 10.09.2015 № 625н; "Специалист по работе с инвестиционными проектами", утвержден приказом Минтруда России от 16.04.2018 № 239н; "Специалист в сфере управления проектами государственно-частного партнерства", утвержден приказом Минтруда России от 20.07.2020 № 431н; "Экономист предприятия", утвержден приказом Минтруда России от 30.03.2021 № 161н; "Специалист по управлению интеллектуальной собственностью и трансферу технологий", утвержден приказом Минтруда России от 07.09.2020 № 577н; "Специалист по финансовому консультированию", утвержден приказом Минтруда России от 19.03.2015 № 167н; "Маркетолог", утвержден приказом Минтруда России от 04.06.2018 № 366н.

Согласование и утверждение

№	Подразделение или коллегиальный орган	Ответственное лицо	ФИО	Виза	Дата, протокол (при наличии)
1		Председатель методической комиссии/совета	Нестеренко М.А.	Согласовано	23.04.2024, № 5
2		Руководитель образовательной программы	Артемова Е.И.	Согласовано	17.05.2024, № 8/1

1. Цель и задачи освоения дисциплины (модуля)

Цель освоения дисциплины - повышение исходного уровня владения иностранным языком, достигнутого на предыдущей ступени образования, и овладение студентами необходимым и достаточным уровнем коммуникативной компетенции для решения профессиональных задач при общении с зарубежными партнерами, а также для дальнейшего самообразования.

Задачи изучения дисциплины:

- – формирование интегративных умений, необходимых для написания, письменного перевода и редактирования различных академических текстов (рефератов, эссе, обзоров, статей т.д.);;
- – формирование умения представлять результаты академической и профессиональной деятельности на различных научных мероприятиях, включая международные;;
- – формирование интегративных умений, необходимых для эффективного участия в академических и профессиональных дискуссиях;;
- – формирование умения адекватно объяснять особенности поведения и мотивации людей различного социального и культурного происхождения в процессе взаимодействия с ними, опираясь на знания причин появления социальных обычаев и различий в поведении людей..

2. Планируемые результаты обучения по дисциплине (модулю), соотнесенные с планируемыми результатами освоения образовательной программы

Компетенции, индикаторы и результаты обучения

УК-4 Способен применять современные коммуникативные технологии, в том числе на иностранном(ых) языке(ах), для академического и профессионального взаимодействия

УК-4.1 Демонстрирует интегративные умения, необходимые для написания, письменного перевода и редактирования различных академических текстов (рефератов, эссе, обзоров, статей т.д.)

Знать:

УК-4.1/Зн1 интегративные умения, необходимые для написания, письменного перевода и редактирования различных академических текстов на английском языке (рефератов, эссе, обзоров, статей и т.д.)

Уметь:

УК-4.1/Ум1 демонстрировать интегративные умения, необходимые для написания, письменного перевода и редактирования различных академических текстов на английском языке (рефератов, эссе, обзоров, статей и т.д.)

Владеть:

УК-4.1/Нв1 способностью интегративного умения, необходимого для написания, письменного перевода и редактирования различных академических текстов на английском языке (рефератов, эссе, обзоров, статей и т.д.)

УК-4.2 Представляет результаты академической и профессиональной деятельности на различных научных мероприятиях, включая международные

Знать:

УК-4.2/Зн1 результаты академической и профессиональной деятельности на различных научных мероприятиях, включая международные

Уметь:

УК-4.2/Ум1 представлять результаты академической и профессиональной деятельности на различных научных мероприятиях, включая международные

Владеть:

УК-4.2/Нв1 способностью представлять результаты академической и профессиональной деятельности на различных научных мероприятиях, включая международные

УК-4.3 Демонстрирует интегративные умения, необходимые для эффективного участия в академических и профессиональных дискуссиях

Знать:

УК-4.3/Зн1 интегративные умения, необходимые для эффективного участия в академических и профессиональных дискуссиях на английском языке

Уметь:

УК-4.3/Ум1 демонстрировать интегративные умения, необходимые для эффективного участия в академических и профессиональных дискуссиях на английском языке

Владеть:

УК-4.3/Нв1 способностью интегративного умения, необходимого для эффективного участия в академических и профессиональных дискуссиях на английском языке

УК-5 Способен анализировать и учитывать разнообразие культур в процессе межкультурного взаимодействия

УК-5.1 Адекватно объясняет особенности поведения и мотивации людей различного социального и культурного происхождения в процессе взаимодействия с ними, опираясь на знания причин появления социальных обычаев и различий в поведении людей

Знать:

УК-5.1/Зн1 основы поведения и мотивации людей различного социального и культурного происхождения в процессе взаимодействия с ними, опираясь на знания причин появления социальных обычаев и различий в поведении людей

Уметь:

УК-5.1/Ум1 адекватно объяснять особенности поведения и мотивации людей различного социального и культурного происхождения в процессе взаимодействия с ними, опираясь на знания причин появления социальных обычаев и различий в поведении людей

Владеть:

УК-5.1/Нв1 способностью адекватно объяснять особенности поведения и мотивации людей различного социального и культурного происхождения в процессе взаимодействия с ними, опираясь на знания причин появления социальных обычаев и различий в поведении людей

3. Место дисциплины в структуре ОП

Дисциплина (модуль) «Профессиональный иностранный язык» относится к обязательной части образовательной программы и изучается в семестре(ах): Очная форма обучения - 1, Заочная форма обучения - 1.

В процессе изучения дисциплины студент готовится к видам профессиональной деятельности и решению профессиональных задач, предусмотренных ФГОС ВО и образовательной программой.

4. Объем дисциплины и виды учебной работы

Очная форма обучения

Период обучения	Общая трудоемкость (часы)	Общая трудоемкость (ЗЕТ)	Контактная работа (часы, всего)	Внеаудиторная контактная работа (часы)	Зачет (часы)	Лекционные занятия (часы)	Практические занятия (часы)	Самостоятельная работа (часы)	Промежуточная аттестация (часы)
Первый семестр	108	3	31	1		2	28	77	Зачет
Всего	108	3	31	1		2	28	77	

Заочная форма обучения

Период обучения	Общая трудоемкость (часы)	Общая трудоемкость (ЗЕТ)	Контактная работа (часы, всего)	Внеаудиторная контактная работа (часы)	Зачет (часы)	Лекционные занятия (часы)	Практические занятия (часы)	Самостоятельная работа (часы)	Промежуточная аттестация (часы)
Первый семестр	108	3	15	1	4	4	6	93	Зачет (4) Контроль ная работа
Всего	108	3	15	1	4	4	6	93	

5. Содержание дисциплины

5.1. Разделы, темы дисциплины и виды занятий (часы промежуточной аттестации не указываются)

Очная форма обучения

Наименование раздела, темы	Всего	Внеаудиторная контактная работа	Лекционные занятия	Практические занятия	Самостоятельная работа	Планируемые результаты обучения, соотношенные с результатами освоения программы
Раздел 1. Professional Communication in Cross-Cultural Environment	55		2	14	39	УК-4.3 УК-5.1
Тема 1.1. Master's Degree Globally	25		2	6	17	

Тема 1.2. Career Prospects in Management	15			4	11	
Тема 1.3. Corporate Culture	15			4	11	
Раздел 2. Academic Communnications	52			14	38	УК-4.1 УК-4.2
Тема 2.1. Scientific Discourse	18			4	14	
Тема 2.2. Academic Writing	18			6	12	
Тема 2.3. Academic Presentation	16			4	12	
Раздел 3. Промежуточная аттестация	1	1				УК-4.1 УК-4.2
Тема 3.1. Зачет	1	1				УК-4.3 УК-5.1
Итого	108	1	2	28	77	

Заочная форма обучения

Наименование раздела, темы	Всего	Внеаудиторная контактная работа	Лекционные занятия	Практические занятия	Самостоятельная работа	Планируемые результаты обучения, соотнесенные с результатами освоения программы
Раздел 1. Professional Communication in Cross-Cultural Environment	49		2	2	45	УК-4.3 УК-5.1
Тема 1.1. Master's Degree Globally	17		2		15	
Тема 1.2. Career Prospects in Management	18			2	16	
Тема 1.3. Corporate Culture	14				14	
Раздел 2. Academic Communnications	54		2	4	48	УК-4.1 УК-4.2
Тема 2.1. Scientific Discourse	20		2	2	16	
Тема 2.2. Academic Writing	16				16	
Тема 2.3. Academic Presentation	18			2	16	
Раздел 3. Промежуточная аттестация	1	1				УК-4.1 УК-4.2
Тема 3.1. Зачет	1	1				УК-4.3 УК-5.1
Итого	104	1	4	6	93	

5. Содержание разделов, тем дисциплин

Раздел 1. Professional Communication in Cross-Cultural Environment

(Заочная: Лекционные занятия - 2ч.; Практические занятия - 2ч.; Самостоятельная работа - 45ч.; Очная: Лекционные занятия - 2ч.; Практические занятия - 14ч.; Самостоятельная работа - 39ч.)

Тема 1.1. Master's Degree Globally

(Заочная: Лекционные занятия - 2ч.; Самостоятельная работа - 15ч.; Очная: Лекционные занятия - 2ч.; Практические занятия - 6ч.; Самостоятельная работа - 17ч.)

1.1 Master's Qualification

1.2 The European Higher Education Area

1.3 Higher Education in the Russian Federation

Тема 1.2. Career Prospects in Management

(Заочная: Практические занятия - 2ч.; Самостоятельная работа - 16ч.; Очная: Практические занятия - 4ч.; Самостоятельная работа - 11ч.)

2.1 Managerial Job Types

2.2 Operations Management

Тема 1.3. Corporate Culture

(Очная: Практические занятия - 4ч.; Самостоятельная работа - 11ч.; Заочная: Самостоятельная работа - 14ч.)

3.1 Corporate Culture

3.2 Management Styles

3.3. Ethical Challenges

Раздел 2. Academic Communnications

(Заочная: Лекционные занятия - 2ч.; Практические занятия - 4ч.; Самостоятельная работа - 48ч.; Очная: Практические занятия - 14ч.; Самостоятельная работа - 38ч.)

Тема 2.1. Scientific Discourse

(Заочная: Лекционные занятия - 2ч.; Практические занятия - 2ч.; Самостоятельная работа - 16ч.; Очная: Практические занятия - 4ч.; Самостоятельная работа - 14ч.)

1 Reading. Finding Suitable Sources.

2 Developing Critical Approaches

3 Avoiding Plagiarism

Тема 2.2. Academic Writing

(Очная: Практические занятия - 6ч.; Самостоятельная работа - 12ч.; Заочная: Самостоятельная работа - 16ч.)

5.1 Academic Writing Style

5.2 A research article

5.3 Writing an Essay

Тема 2.3. Academic Presentation

(Заочная: Практические занятия - 2ч.; Самостоятельная работа - 16ч.; Очная: Практические занятия - 4ч.; Самостоятельная работа - 12ч.)

6.1 Types of presentations

6.2 Structure of a presentation

6.3 Intercultural Aspects

Раздел 3. Промежуточная аттестация

(Заочная: Внеаудиторная контактная работа - 1ч.; Очная: Внеаудиторная контактная работа - 1ч.)

Тема 3.1. Зачет

(Заочная: Внеаудиторная контактная работа - 1ч.; Очная: Внеаудиторная контактная работа - 1ч.)

6. Оценочные материалы текущего контроля

Раздел 1. *Professional Communication in Cross-Cultural Environment*

Форма контроля/оценочное средство: Задача

Вопросы/Задания:

1. Match language units (1,2,3,...) to their definitions (a,b,c,...)

1 graduates

2 in-house training

3 acquire experience

4 Master's of Business Administration (MBA)

5 computer-literate

6 motivated

a get knowledge through doing things

b good with computers

c people who've just left university

d very keen to do well in their job because they find it interesting

e courses within the company

f a master's degree in advanced business studies

2. Match language units (1,2,3,...) to their meaning (a,b,c,...).

Which person (a,b,c,...) is most likely to do each of the things described (1,2,3,...)?

1 work in shifts

2 work under a flexitime system

3 telecommute

4 commute to work

5 clock in and out at the same time every day

6 work overtime

a A technical writer for a computer company. Lives in the country and visits the company offices once a month.

b An office worker in a large, traditional manufacturing company.

c A construction worker on a building site where work goes on 24 hours a day.

d A worker in a chocolate factory in the three months before Christmas.

e A designer in a website design company. Has to be in the office, but can decide when she wants to start and finish work each day.

f A manager in a department store in a large city. Lives in the country.

3. Match language units (1,2,3,...) to their meaning (a,b,c,...)

1 corporate culture

2 corporate ladder

3 corporate headquarters

4 corporate logo

5 corporate image

6 corporate profits

c the way a company's employees think and act

e the different levels of management in a company

a a company's main office

f a symbol used by a company on its products, advertising, etc.

- b all the ideas, opinions, etc. that people have about a company
- d the money made by companies

4. Match the first part of a sentence (a,b,c,...) to its second part (a,b,c,...)

- 1 Managers who themselves often worked long hours in order to climb the corporate
- 2 Analysts forecast a slowing of economic growth because of lower corporate
- 3 3M continues to improve its corporate
- 4 Retailer Best Buy is allowing employees at its corporate
- 5 The only corporate
- 6 Listening to customers is part of the corporate

- a image by showing environmental leadership.
- b logo in view was the Haagen Dazs name on three table umbrellas.
- c profits, capital gains taxes and slow job growth.
- d ladder may demand the same thing from their employees.
- e culture at Lowe's, and managers use a variety of methods to ensure that it's happening.
- f headquarters to set their own hours and work outside the office.

5. Put the sentences in logical order

- 1 Working in a hotel, we also get some nice perks.
- 2 For example, free meals!
- 3 The pay for this is quite good.
- 4 In summer, we're very busy, so we do overtime –work a lot of extra hours.
- 5 'My name's Luigi and I'm a hotel manager in Venice.
- 6 I get paid a salary every month.

6. Put the sentences into the logical order

- 1 It's money that customers leave in addition to the bill.
- 2 We get the minimum wage – the lowest amount allowed by law.
- 3 I like my job even if I don't earn very much: I get paid wages every week by the restaurant.
- 4 But we also get tips.
- 5 'I'm Ivan and I work as a waiter in Prague.
- 6 Some tourists are very generous!'

7. Choose the correct response (a or b) in each of the exchanges (1-7)

- 1 Nice to meet you.
 - a Nice to meet you too.
 - b Fine, thanks.
- 2 How was the flight?
 - a That would be nice.
 - b Very good - no problems at all.
- 3 I'll take you to your hotel and then we'll go out to dinner.
 - a Fine, thanks.
 - b Thank you. That would be nice.
- 4 Would you like something to drink?
 - a Where are you staying?
 - b Where are you living?
- 5 Have you been to Botswana before?
 - a Coffee, please.
 - b Here you are.

6 This is my first time.
a No, this is my first time.
b Pleased to meet you.

7 This is Adrian from Ginnel Studios in York.
a Nice meeting you.
b Pleased to meet you.

8 It was nice meeting you.
a Very well, thanks.
b Nice meeting you too.

8. Put this conversation into the correct order.

- a) Bunzo: Bye. See you later.
- b) Bunzo: I'm fine thanks.
- c) Bunzo: Nice to meet you. Are you here for business or pleasure?
- d) Carlos: Bunzo, this is Graciela. She's here from Brazil.
- e) Carlos: I have to get back to the office. I'll see you later, Graciela. Bye, Bunzo.
- f) Carlos: My pleasure. I enjoyed it too Hi, Bunzo, how are you? I haven't seen you for some time!
- g) Graciela: Business, actually. I'm in the oil business, like Carlos.
- h) Graciela: Bye.
- i) Graciela: Hello, Bunzo.
- j) Graciela: Thanks for the meal, Carlos. It was delicious.

9. Choose the appropriate response (a or b) in each of the exchanges (1-5).

1 Have you been here before?
a No, and I don't want to come back.
b Yes, I was here about 20 years ago when I was a student. It's changed a lot!

2 The weather's better here than at home.
a Yes, the summers here are very nice, not too hot.
b Yes, the weather here is much better than anywhere else in the world.

3 What do you do?
a I'm in the construction business.
b Why do you want to know?

4 I'm in the advertising business.
a I know nothing about advertising.
b That's interesting.

5 Perhaps we can do business together.
a I'm sure there are some opportunities to work together.
b I don't think so.

10. Match the places (1-5) to what the guide says (a-e) during the guided tour of a company.

- 1 the factory
- 2 the offices
- 3 the training department
- 4 the reception area
- 5 the R&D department

- a We work on new ideas for our products here.
- b This is where people learn how to do their job.
- c This is where we make the products.
- d This is where our managers work.
- e We welcome company visitors here.

11. Read the text and give a detailed reasoned answer to the question.

What does the author think of the new owners' management style?

What does the author think of the new owners' management style?

"Edizione Fenice is a big magazine publishing company. I was director of a monthly magazine called Casa e Giardino. Then Fenice was bought by an international publishing group. We had to have regular performance reviews with one of the new managers. After a few months they started laying staff off. Our own journalists were put on temporary contracts or replaced by freelancers. Then they started laying off more senior people like me. The new owners said they wanted to make the company flatter and leaner. So I was made redundant. They offered to help me to find another job with outplacement services, but I refused."

12. Read this description of a language training market. Answer the questions.

Read this description of a language training market. Answer the questions.

In Paris, 500 organizations offer language training to companies. However, 90 per cent of sales are made by the top five language training organizations. The market is not growing in size overall. Organization A has 35 per cent of the market, and faces stiff competition from B which has about 25 per cent of the market and from C, D and E who have 10 per cent each, but who are trying to grow by charging less for their courses.

- 1 How many competitors are there in this market?
- 2 Who is the market leader?
- 3 Who are the two key players?

13. Read the text and give the detailed reasoned answer to the question

What made Dell Computer Corporation one of the largest PC manufactures in the world?

Michael Dell started out in the PC business in the 1990s when he tried to buy a PC. There was a complicated distribution channel between the manufacturer and the customer: wholesalers, retailers and resellers all added to the costs, but at that time they didn't add much value from the point of the customer. So, until recently, Dell manufactured every PC to order and delivered straight to the buyer. This allowed them to reduce costs, and thanks to this they have become the biggest manufacturer of PCs. Now they are in this strong position, they have started to sell their computers through retailers as well.

14. Write voicemail greetings for employees, based on the given information.

Write voicemail greetings for other Primo employees, based on this information:

Steve Fox – on holiday until Mon 12th – will not be picking up messages – will respond when he gets back – anything urgent, contact colleague Rob Timmins – extension 8359. If you have message – leave it after tone.

15. Make up the text of self-presentation

Rearrange these sentences into a logical order.

- 1) and stimulating. I felt pleasantly stretched. But then the pressure got to be too much and I felt overworked
- 2) and under a lot of stress: I found the travelling very tiring and stressful. I had the feeling of being overwhelmed by my work. I started getting very bad headaches, and I'm sure they were

stress-induced.

3) challenging to change professions in this way, but now I can feel the stress building up again! I must do something to avoid complete breakdown and burnout.

4) Hi, my name's Piet. I'm an engineer, at least I was. For twenty years I worked for a Dutch multinational. I was based here in Holland, but my work involved a lot of travelling, visiting our factories, and at first I liked my job: technically it was very rewarding

5) So, when I was 45, I made a big change. I started a little wine shop in Amsterdam, working on my own. But now, after five years, I have 15 employees. At first it was

16. Read the text and give a reasoned answer to the question.

Read the email. What is it about?

Dear Mr Boars

Thank you for your enquiry and with reference to your queries:

- Currently, the items you mention are in stock so we would be able to deliver within 5 working days of confirmation. However, large orders can sometimes take 10 days if items are out of stock.
- 30 days credit is acceptable though we would require a bank guarantee on a first order of this size.
- There is a 10% discount on orders of this quantity.

Please find an order form attached, or you can order online at www.chemprotex.com. Thank you for your interest and do not hesitate to contact me with any further questions.

Best regards

Rita Lowell, Purchasing Manager

17. Use the irregular verb 'sell' in the correct form.

Use the irregular verb 'sell' in the correct form.

Use the correct form of the verb 'sell' in brackets to complete the sentences. You can complete some of the sentences in two ways. In these sentences, write both verbs.

- 1 Dell (present simple) computers in shops, not just on the Internet.
- 2 Danone (present perfect) yogurt in the US for 50 years.
- 3 Haagen-Dazs (present simple) ice cream in 120 countries.
- 4 Rolls-Royce probably (future with 'will') aircraft engines worth \$14 billion this year.
- 5 Chanel(present simple) products in more than 200 shops around the world.
- 6 Real Madrid said that it(past perfect) one million Beckham shirts at €80 each by the end of that year.

18. Define the emails style – formal or informal? Explain.

Define the emails style – formal or informal?

- 1 A journalist who has never met Kay writes to ask her for an interview.
- 2 A colleague texts Kay to ask if she's free for lunch.
- 3 A supplier that Kay doesn't know writes to ask her for a meeting.
- 4 A friend emails Kay and asks if she's free for a game of tennis.
- 5 Someone that Kay doesn't know writes her an email to ask for a job.

19. Change the sentences from formal to informal.

Change these sentences from formal to informal.

1. I have posted the brochure to you. (contraction)
- 2 I enjoyed meeting you last week. (missing word)
- 3 I am so glad you had a nice trip back to Jakarta. (contraction)

4 They are very interested in working with you. (contraction)

20. Types of meetings. Complete the text with the correct word.

Types of meetings. Complete the text with the correct word.

location; face-to-face; video link; videoconferencing; virtual

In our company, top managers based in different locations no longer fly to (1) ... meetings with each other.

Modern (2) ... systems give you the feeling that the other participants are in the same room with you. Of course, the chair can be in any (3) ... too. Meetings using a (4) ... mean that managers don't have to spend hours on international flights, and these (5)...meetings are much cheaper and easier to organize.

21. Choose the correct answer and explain.

Is the company culture at ABC low power–distance or high power–distance?

Managers at ABC are very distant. They rarely leave their offices, they have their own executive restaurant and the employees hardly ever see them. Employees are never consulted in decision-making.

At ABC, employees must sort out problems with the manager immediately above them.

22. Read the text, choose the true statement and explain.

Read the text, choose the true statement and explain.

Dear Ms Lowell

Further to our phone conversation, thank you for emailing the catalogue and prices so promptly. My company is interested in ordering disposable chemical protection clothing from you including coveralls, overshoes and gloves. However, before I confirm this order, please would you clarify the following points:

- What is the minimum delivery time on these items?
- Our normal terms of payment include the full price paid in 30 days. Is that OK for you?
- Could you also provide details of any discount? Initially, we would expect to order in the region of 3,000 of each item.

I look forward to hearing from you.

R. Boars Environmental Health and Safety Officer

1 Mr Boars' email to Ms Lowell is their first contact. _____

2 Mr Boars confirms his order. _____

3 Mr Boars wants more information.

23. Read the text, choose the true statements and explain.

Read the text, choose the true statements and explain.

At Exquifoods, there are a lot of skilled workers – people with special skills, sometimes called specialists or experts, for example production specialists and research workers. There are also unskilled workers – people without special skills, for example production workers and cleaners.

1 A specialist is. someone without skills.

2 Cleaners are unskilled workers.

3 Research workers in laboratories are unskilled.

4 Experts have skills in a particular area.

- 5 All production workers are production specialists.
6 Skilled workern are uspu:illy paid less than unskilled ones.

24. Choose the correct statements and explain

Choose the correct statements and explain:

Maria is an architect with 20 years' experience of designing and developing spaces. She is partner in the award-winning STG Architects Ltd, which is famous for its work on the Galroy Building in London. She enjoys working with people from all over the world and has international experience of working in Italy, Greece, Thailand, Australia and Brazil. Maria has a Master of Science from Sheffield University and a BA in Architecture from Hull University. She also speaks Italian and Thai. When she is not working, she spends her time hiking, skiing and diving.

- a. She has worked in many different countries.
- b. She doesn't do any sports.
- c. She speaks foreign languages.
- d. She manages a large team of people.

Ответ: She has international experience of working in Italy, Greece, Thailand, Australia and Brazil (She has worked in many different countries). She also speaks Italian and Thai (She speaks foreign languages).

25. Choose the true statements and explain:

Choose the true statements and explain:

Emily is an experienced sales manager with 12 years' experience of developing customer service teams. She is skilled in negotiation, team motivation and building successful sales teams. After ten years of working in sales and customer service at Halo Bank, Emily is now the sales office manager of a team of 120 at Southern General Plastics Ltd. She has an MBA from Stanford University and a degree in Business Studies from Cornell University. Emily is creative and hardworking, and enjoys working with others.

- a. She has international experience.
- b. She has always worked at Southern General Plastics Ltd.
- c. Her last job was in a bank.
- d. She has good communication skills.

Раздел 2. Academic Communnications

Форма контроля/оценочное средство: Задача

Вопросы/Задания:

1. Match language units (1,2,3..) with definitions (a,b,c,...)

- 1 advanced degree
- 2 confer
- 3 career
- 4 Master's
- 5 credibility
- 6 eligible

- a) the job or series of jobs that you do during your working life, especially if you continue to get better jobs and earn more money
- b) the fact that someone can be believed or trusted.
- c) a university degree (such as a master's or doctor's degree) higher than a bachelor's
- d) to give an official title, honour, or advantage to someone.
- e) having the necessary qualities or satisfying the necessary conditions.
- f) an advanced degree conferred by universities around the world for completion of graduate study in

a specific discipline.

2. Make up a text with the following mixed up sentences. The linking words will help you to put them in correct order. The first sentence is the first sentence of the text.

1. Recruitment is one area in which line and staff cooperation is essential, for several reasons.
2. The personnel specialist might also want to visit the work site and review the job description with the supervisor to insure that the job has not changed since the description was written.
3. Furthermore, the supervisor may be able to supply additional insight into the skills and talents the new workers will need.
4. Firstly, the personnel specialist who recruits and does the initial screening for the vacant job is seldom the one responsible for supervising its performance.
5. For instance, is it a 'tough' group to get along with?
6. In general, personnel planning thus requires close cooperation between line and staff personnel.
7. He or she must therefore have as clear picture as possible of what the job entails, and this, in turn, means speaking with the supervisor involved.
8. For example, the personnel specialist might want to know something about the behavioural style of the supervisor and members of the work group.

3. Match the first part of a sentence (1,2,3,...) with the second part (a,b,c,...)

1. Public administration is...
 2. Public administration ensures there is good compliance....
 3. Transparency is a fundamental element...
 4. Equality is closely linked...
 5. The main functions of public administration in a state are...
 6. Profit is
- a) of abolishing corruption.
 - b) maintaining law, order, and stability
 - c) the study of the management of the public agencies.
 - d) an essential part of business.
 - e) with the legislative principles established by the Legislation Law.
 - f) to morality and justice.

4. Put the lines of telephone conversation in the logical order

Annelise Schmidt (AS) phones James Cassidy (JC) and arranges to meet him.

a AS: Fine thanks. I'm going to be in London on Tuesday and Wednesday next week. How about meeting up to discuss how Penguin and Sprenger might work together?

b AS: Hello. This is Annelise Schmidt. You remember we met at the Frankfurt Book Fair last month?

c AS: Look forward to seeing you then. Bye.

d AS: Sounds good. Shall I meet you at your office? I've got the address.

e AS: Yes, that's fine.

f JC: James Cassidy speaking.

g JC: Goodbye.

h JC: I'll just check my diary. I won't be able to make Tuesday. I've got to go to Manchester. Would Wednesday suit you? How about lunch?

i JC: OK. See you on Wednesday at 12.30, then.

j JC: Yes, how are you?

k JC: Yes. Why don't you come round here at about 12.30? Ask for me at reception and I'll come down.

5. Put the sentences in logical order

A and stimulating. I felt pleasantly stretched. But then the pressure got to be too much and I felt overworked

B and under a lot of stress: I found the travelling very tiring and stressful. I had the feeling of being overwhelmed by my work. I started getting very bad headaches, and I'm sure they were

stress-induced.

C challenging to change professions in this way, but now I can feel the stress building up again! I must do something to avoid complete breakdown and burnout.

D Hi, my name's Piet. I'm an engineer, at least I was. For twenty years I worked for a Dutch multinational. I was based here in Holland, but my work involved a lot of travelling, visiting our factories, and at first I liked my job: technically it was very rewarding

E So, when I was 45, I made a big change. I started a little wine shop in Amsterdam, working on my own. But now, after five years, I have 15 employees. At first it was

6. Put the parts of sentences in logical order

It's a short presentation of a manufacturing process:

- a work. Of course, we still have a large number of assembly
- b plant producing TVs in Singapore. We have two production
- c My name's George Chien, and I'm director of a manufacturing
- d lines working 24 hours a day. CAD/
- e intensive. But with the help of computer
- f line workers, so it's quite labour
- g CAM and robots do some of the assembly
- h assisted design and automation, productivity is increasing.

7. Make up an introduction to the presentation from the sentences

Установите последовательность речевых действий для начала презентации.

- 1 And to finish, I'll say something about how we can work with your company.
- 2 First, I'll look at the technical side.
- 3 I work for Ruby in the marketing department.
- 4 If you have any questions, I'll be happy to answer them at the end of my presentation.
- 5 My name's Lisa Mayers.
- 6 Then, I'll move on to the sales possibilities.
- 7 Today I'm going to talk about a new product that we have developed.

8. Match the first part of a sentence (1,2,3,...) with the second part (a,b,c,...)

- 1. Career paths aren't what they used to be. Companies won't
 - 2. He worked his way up from
 - 3. The new management have restructured and delayered the company,
 - 4. We used to do printing in-house,
 - 5. Employees are afraid their organizations will be downsized
-
- a) reducing the number of management levels in the company hierarchy from five to three.
 - b) take care of us for life any more. We have to take care of ourselves.
 - c and that they will be replaced by temporary workers, or made redundant by technology.
 - d) factory worker to factory manager.
 - e but now we outsource it.

9. Match the words (1,2,3,...) with the definitions (a,b,c,...)

- 1 manager
- 2 entrepreneur .
- 3 executive
- 4 consultant
- 5 lawyer

- a) a person who is employed by a business at a senior level

- b a person who is responsible for running part of or the whole of a business organization
- c) a person who starts or founds or establishes their own company
- d a person who is qualified to advise people about the law and represent them in court
- e) a person who gives expert advice to a person or organization on a particular subject

10. Match the responsibility (1,2,3,...) with the position within a company (a,b,c,...)

1. Meet with advertising agency to discuss new advertisements for the company's holidays.
2. Study possible new holiday destinations in detail.
3. Analyse last year's profits in relation to the previous year's.
4. Contact newspaper to advertise new jobs.
5. Deal with complaints from customers.
6. Discuss sales figures with sales team.

- a) finance director
- b) sales manager
- c) marketing director
- d) human resources director
- e) research director
- f) customer services manager

11. What can be inferred from the text?

One of the primary problems of higher education at the graduate level in management is the lack of practical experience provided to students. Students face the difficulties in applying theoretical knowledge to real-world situations. They may be able to understand the concepts of management in theory, but they may not be able to apply them effectively in practice. The graduates are often unable to lead and manage others due to the lack of confidence in management skills. As a result, it affects career opportunities. Employers often prefer to hire candidates with practical experience, so graduates without experience may have difficulty finding employment in management positions.

12. Read the text and work out the main idea on manager's approach to employees' motivation.

Yolanda is a senior manager of a car rental firm:

"I believe that all our employees can find satisfaction in what they do. We give them responsibility – the idea that the decisions they take have a direct impact on our success – and encourage them to use their initiative – they don't have to ask me about every decision they make. My style of management is participative – employees take part in the decision-making process. They are given a sense of empowerment."

"We hope this feeling of empowerment gives employees the feeling that they are valued – with management knowing the effort they make. We believe that all this leads to a higher sense of motivation - interest, enthusiasm and energy among employees. When everyone feels motivated, morale is good and there is a general feeling of well-being in the organization. This leads to improved job satisfaction."

13. Read the text and work out the main idea on manager's approach to employees' motivation.

Xavier is a factory manager:

"I don't believe in all this talk about motivation. My subordinates – the people working under me – are basically lazy. They need constant supervision – we have to check what they are doing all the time. Some people think this is authoritarian, but I think it's the only way of managing. There have to be clear rules of discipline – you have to be able to tell subordinates what is right and wrong, with a consistent set of disciplinary procedures."

"Decisions must be imposed from above without consultation – we don't discuss decisions with workers, we just tell them what to do."

14. How can you characterize this style of management?

How can you characterize this style of management?

Managers using this style tell people what to do, how to do it and when to have it completed. They assign roles and responsibilities, set standards and define expectations.

15. Choose the correct answer and explain

Which of the following is not of the core values of public administration?

- (a) Equity
- (b) Efficiency
- (c) Effectiveness
- (d) Bureaucracy

16. Give a title to the text, conveying the main idea

Critical reading is reading actively with the goals of identifying arguments, weighing evidence, evaluating sources, looking for conflicts of interest, and questioning underlying assumptions. It is distinctly different from the passive reading associated with reading for pleasure, which many students mistakenly apply to academic texts. Regardless of discipline, critical reading is an important skill that will help students become more informed and, hopefully, more effective citizens.

17. Consider the following academic situations and decide if it is plagiarism.

Consider the following academic situations and decide if they are plagiarism. (Yes/No)

Copying a paragraph, but changing a few words and giving a citation.

18. Consider the following academic situations and decide if it is plagiarism.

Consider the following academic situations and decide if it is plagiarism. (Yes/No)

Taking a quotation from a source, giving a citation but not using quotation marks.

19. Spell out the acronym

Research articles typically have a standard structure to facilitate communication, which is known as IMRAD. What do these letters stand for?

20. Reply to the email, following the instructions

Reply to the email, following the instructions:

You are Boris. Open suitably. Say it was good to meet Gunilla, too. You are attaching some information about your company, Sinophone. You are informing your colleague Ivan Weng, purchasing manager, about the meeting by sending him a copy of the email at the same time. You will send Gunilla's details to another colleague in another email, Sergey Ardov: finance director. End suitably.

Dear Boris,

It was very nice meeting you at the trade fair last week. I hope you had a smooth trip back to Moscow. Please find attached a Word document with the specs that I mentioned. Georg Berling is our technical development director for networks: I'm copying him in on this. I will also forward your details to Anders Petersson, our CEO, as he always follows client relations closely. I hope you find the specs interesting. Please don't hesitate to contact me if you require any further information.

Best wishes,

Gunilla

21. Choose the correct answer and explain

What would you say at the presentation when you don't understand a question?

- a. I'm sorry, but I didn't follow your question.
- b. Say it again, I don't understand.
- c. I want you to repeat the question.
- d. I don't know what to say.

22. Choose the correct answer and explain

What would you say at the presentation when you don't know the answer?

- a. I don't know the answer to that.
- b. I can't give you that information.
- c. I'm sorry, but I don't know the answer to that. Can I check and get back to you?
- d. That question is beyond my expertise.

23. Read the text, choose the true statements and explain

Maria is an architect with 20 years' experience of designing and developing spaces. She is partner in the award-winning STG Architects Ltd, which is famous for its work on the Galroy Building in London. She enjoys working with people from all over the world and has international experience of working in Italy, Greece, Thailand, Australia and Brazil. Maria has a Master of Science from Sheffield University and a BA in Architecture from Hull University. She also speaks Italian and Thai. When she is not working, she spends her time hiking, skiing and diving.

- a. She has worked in many different countries.
- b. She doesn't do any sports.
- c. She speaks foreign languages.
- d. She manages a large team of people.

24. Read the text, choose the true statements and explain.

Emily is an experienced sales manager with 12 years' experience of developing customer service teams. She is skilled in negotiation, team motivation and building successful sales teams. After ten years of working in sales and customer service at Halo Bank, Emily is now the sales office manager of a team of 120 at Southern General Plastics Ltd. She has an MBA from Stanford University and a degree in Business Studies from Cornell University. Emily is creative and hardworking, and enjoys working with others.

- a. She has international experience.
- b. She has always worked at Southern General Plastics Ltd.
- c. Her last job was in a bank.
- d. She has good communication skills.

25. Read the text, choose the correct answer and explain.

Is the presenter using the question in the right place? (yes/no)

Presenter: Are there any questions? There are three main areas I want to talk about: one – old products, two – new products and three – ideas that are currently under development.

Раздел 3. Промежуточная аттестация

Форма контроля/оценочное средство:

Вопросы/Задания:

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7. Оценочные материалы промежуточной аттестации

Очная форма обучения, Первый семестр, Зачет
Контролируемые ИДК: УК-4.1 УК-5.1 УК-4.2 УК-4.3

Вопросы/Задания:

1. Список вопросов

1. What is academic writing?
2. What are the main features of academic writing?
3. How many types of sentences do you know? Characterize each of them.
4. Give the definition for punctuation.
5. Name the basic punctuation marks.
6. Which categories of linking words do you know?
7. What is paragraph?
8. What are the main rules of paragraphing?
9. Name the main points of a paragraph structure.
10. What is cohesion? Which cohesive devices do you know?
11. Which principal elements should a paragraph possess?
12. When do we normally start a new paragraph?
13. What are the strategies to make a paragraph more developed?
14. Give a definition for abstract.
15. What are the qualities of a good abstract?
16. Which key elements does an abstract of a scientific research paper contain?
17. Which two types are abstracts divided into? Characterize each of them.
18. What is the difference between an abstract and an introduction?
19. Why do people study management?
20. Do you think it is important for government officials to know history? Why?
21. What are the most popular destinations around the world for getting a graduate degree in management?
22. Why is it important for students to develop social responsibility and understanding of ethical issues?
23. What skills are necessary to work in the field of finance and financial management?
24. Why can a career in managerial finance lead to the highest position in a firm?
25. Why does economics play a crucial role in different aspects of people's life?
26. What methods do economists use to study and analyze economic issues?
27. What advantages does Master in Management Programme give students?
28. What skills are required from candidates looking for a career in management?
29. What are the roles and responsibilities of operations managers in different organisational contexts?
30. What are the recent trends in operations management?

2. Список вопросов

1. What is the distance between managers and the people who work for them, and how is this shown?
2. Are women often found at the highest levels of business and society?
3. Is there a glass ceiling - a level of seniority in organizations beyond which women rarely go?
4. What is the system of deference - showing respect – in communicating with more senior colleagues? How do people behave in different settings - formal, informal, social situations, etc.?
5. Are people task-oriented - focusing on the task at hand? Or are they relationship-oriented - focusing on the people that they are working with?
6. What forms of hospitality are shown to customers/clients? Do businesspeople invite colleagues and contacts to their homes, or is everything done in the office, restaurants, etc.?
7. What are the areas for potential cultural misunderstandings?
8. What issues are to be considered when giving a presentation to an international audience?
9. Why does mitigating social distance become the primary management challenge?

10. What are the benefits and challenges of cultural diversity in the workplace?

Заочная форма обучения, Первый семестр, Зачет

Контролируемые ИДК: УК-4.1 УК-5.1 УК-4.2 УК-4.3

Вопросы/Задания:

1. Соответствует очной форме обучения
2. Соответствует очной форме обучения

Заочная форма обучения, Первый семестр, Контрольная работа

Контролируемые ИДК: УК-4.1 УК-5.1 УК-4.2 УК-4.3

Вопросы/Задания:

1. Самостоятельная работа студентов по контрольной работе выполняется с помощью материалов, размещенных на портале поддержки Moodle
2. Самостоятельная работа студентов по контрольной работе выполняется с помощью материалов, размещенных на портале поддержки Moodle

8. Материально-техническое и учебно-методическое обеспечение дисциплины

8.1. Перечень основной и дополнительной учебной литературы

Основная литература

1. АНИСИМОВА А. Т. Профессиональный иностранный язык: учеб. пособие / АНИСИМОВА А. Т., Тапехина Т. Е.. - Краснодар: КубГАУ, 2022. - 121 с. - 978-5-907598-84-3. - Текст: электронный. // : [сайт]. - URL: <https://edu.kubsau.ru/mod/resource/view.php?id=12278> (дата обращения: 02.05.2024). - Режим доступа: по подписке
2. АЙВАЗЯН Н. Б. Профессиональный иностранный язык (английский): учеб.-метод. пособие / АЙВАЗЯН Н. Б., Мосесова М. Э.. - Краснодар: КубГАУ, 2021. - 66 с. - Текст: электронный. // : [сайт]. - URL: <https://edu.kubsau.ru/mod/resource/view.php?id=9749> (дата обращения: 21.06.2024). - Режим доступа: по подписке

Дополнительная литература

1. Меркурьева Н. Ю. English for Students of Municipal Management: учебное пособие для направления подготовки 38.03.04 «государственное и муниципальное управление» / Меркурьева Н. Ю.. - Москва: МГУУ Правительства Москвы, 2020. - 172 с. - 978-5-6042909-2-7. - Текст: электронный. // RuSpLAN: [сайт]. - URL: <https://e.lanbook.com/img/cover/book/258251.jpg> (дата обращения: 21.02.2024). - Режим доступа: по подписке
2. Иностранный язык в социокультурном контексте: Сборник / Российский государственный гуманитарный университет РГГУ. - Москва: Федеральное государственное бюджетное образовательное учреждение высшего профессионального образования "Российский государственный гуманитарный университет", 2022. - 353 с. - 978-5-7281-3093-2. - Текст: электронный. // Общество с ограниченной ответственностью «ЗНАНИУМ»: [сайт]. - URL: <https://znanium.com/cover/1991/1991964.jpg> (дата обращения: 20.02.2024). - Режим доступа: по подписке
3. МОСЕЦОВА М.Э. Профессиональный иностранный язык (английский): учеб. пособие / МОСЕЦОВА М.Э., Айвазян Н.Б.. - Краснодар: КубГАУ, 2022. - 100 с. - 978-5-907550-80-3. - Текст: непосредственный.

8.2. Профессиональные базы данных и ресурсы «Интернет», к которым обеспечивается доступ обучающихся

Профессиональные базы данных

Не используются.

Ресурсы «Интернет»

1. <https://lingualeo.com/ru> - Lingualeo иностранные языки онлайн
 2. <http://www.lingvo-online.ru/ru> - ABBYY Lingvo Live
 3. <http://elibrary.ru/defaultx.asp> - Научная электронная библиотека
 4. <https://znanium.com/>
- Znanium.com

8.3. Программное обеспечение и информационно-справочные системы, используемые при осуществлении образовательного процесса по дисциплине

Информационные технологии, используемые при осуществлении образовательного процесса по дисциплине позволяют:

- обеспечить взаимодействие между участниками образовательного процесса, в том числе синхронное и (или) асинхронное взаимодействие посредством сети «Интернет»;
- фиксировать ход образовательного процесса, результатов промежуточной аттестации по дисциплине и результатов освоения образовательной программы;
- организовать процесс образования путем визуализации изучаемой информации посредством использования презентаций, учебных фильмов;
- контролировать результаты обучения на основе компьютерного тестирования.

Перечень лицензионного программного обеспечения:

- 1 Microsoft Windows - операционная система.
- 2 Microsoft Office (включает Word, Excel, Power Point) - пакет офисных приложений.

Перечень профессиональных баз данных и информационных справочных систем:

- 1 Гарант - правовая, <https://www.garant.ru/>
- 2 Консультант - правовая, <https://www.consultant.ru/>
- 3 Научная электронная библиотека eLibrary - универсальная, <https://elibrary.ru/>

Доступ к сети Интернет, доступ в электронную информационно-образовательную среду университета.

Перечень программного обеспечения

(обновление производится по мере появления новых версий программы)

Не используется.

Перечень информационно-справочных систем

(обновление выполняется еженедельно)

Не используется.

8.4. Специальные помещения, лаборатории и лабораторное оборудование

Университет располагает на праве собственности или ином законном основании материально-техническим обеспечением образовательной деятельности (помещениями и оборудованием) для реализации программы бакалавриата, специалитета, магистратуры по Блоку 1 "Дисциплины (модули)" и Блоку 3 "Государственная итоговая аттестация" в соответствии с учебным планом.

Каждый обучающийся в течение всего периода обучения обеспечен индивидуальным неограниченным доступом к электронной информационно-образовательной среде университета из любой точки, в которой имеется доступ к информационно-телекоммуникационной сети "Интернет", как на территории университета, так и вне его. Условия для функционирования электронной информационно-образовательной среды могут быть созданы с использованием ресурсов иных организаций.

Учебная аудитория

511гд

Доска классная - 1 шт.

Магнитола CD/MP3,дека, FM тюнер - 1 шт.

парты - 16 шт.

стол однотоумбовый - 1 шт.

стул твердый - 1 шт.

шкаф книжный - 2 шт.

324зоо

вешалка настенная - 1 шт.

доска интеракт. Smart technologien Board 660 - 1 шт.

доска марк. PREMIUM LEGAMASTER 100×150 - 1 шт.

парты - 13 шт.

проектор Bend MX613ST - 1 шт.

Стол однотоумбовый - 1 шт.

Стол письменный - 1 шт.

стул полумягкий - 1 шт.

стул твердый - 1 шт.

шкаф книжный - 4 шт.

9. Методические указания по освоению дисциплины (модуля)

Учебная работа по направлению подготовки осуществляется в форме контактной работы с преподавателем, самостоятельной работы обучающегося, текущей и промежуточной аттестаций, иных формах, предлагаемых университетом. Учебный материал дисциплины структурирован и его изучение производится в тематической последовательности. Содержание методических указаний должно соответствовать требованиям Федерального государственного образовательного стандарта и учебных программ по дисциплине. Самостоятельная работа студентов может быть выполнена с помощью материалов, размещенных на портале поддержки Moodle.

10. Методические рекомендации по освоению дисциплины (модуля)

Дисциплина "Профессиональный иностранный язык" ведется в соответствии с календарным учебным планом и расписанием занятий по неделям. Темы проведения занятий определяются тематическим планом рабочей программы дисциплины.