УЧРЕЖДЕНИЕ ОБРАЗОВАНИЯ

 «Белорусский государственный экономический университет»

УТВЕРЖДАЮ

Декан М0О БГЭУ

\_\_\_\_\_\_\_Шмарловская Г.А.

\_\_\_\_\_\_\_\_20\_\_

Регистрационный № УД \_\_\_\_/р

ИНОСТРАННЫЙ ЯЗЫК

Специальность 1-25 01 03 «Мировая экономика»

Специализация 1-25 01 03 01 «Управление внешнеэкономической деятельностью»;

Специализация 1-25 01 03 05 «Международные инвестиции»

Специальность 1-26 02 01 «Бизнес-администрирование»

Специальность 1-25 01 01 «Экономическая теория»

Специализация 1-25 01 01 01 «Экономическая политика»

Специальность «Экономика» 1-25 01 02

Факультет международных экономические отношений

Кафедра делового английского языка

Курсы 1, 2, 3, 4

Семестры 1, 2, 3, 4, 5, 6, 7, 8

Практические занятия.

1 семестр: 82 часа (БА); 72 часа (УЗЭД, МИ, ЭП, Э)

Экзамен: БА, УВЭД, МИ;

Зачет: ЭП, Э

1. семестр: 82 часа (БА); 78 часов (УВЭД, МИ, ЭП, Э)

Экзамен: БА, УВЭД, МИ, ЭП, Э

1. семестр: 90 часов (УВЭД, МИ)

Экзамен: УВЭД, МИ

1. семестр: 84 часа (УВЭД, МИ)

Зачет: УВЭД, МИ

1. семестр: 72 часа (УВЭД, МИ)

Экзамен: УВЭД, МИ

1. семестр: 68 часов (УВЭД, МИ)

Зачет: УВЭД, МИ

7 семестр: 90 часов (УВЭД, МИ); 126 часов (БА)

Экзамен: УВЭД, МИ

Зачет: БА

8 семестр: 82 часа (УВЭД, МИ); 134 часа (БА)

Экзамен: УВЭД, МИ, БА

Всего аудиторных часов по дисциплине – 1451, в том числе:

УВЭД - 339; МИ - 339; БА - 451.; ЭП - 161; Э-161

Форма получения высшего образования: дневная

Составила: преподаватель кафедры делового английского языка Г.Г. Карлова

2010 г.

Учебная программа составлена на основе типовой учебной программы для высших учебных заведений «Иностранный язык», утвержденной 15.04.2008. регистрационный № ТД - СГ.013/тип.

Рассмотрена и рекомендована к утверждению на заседании кафедры делового английского языка

«24 » 05 2010. протокол № 10

Заведующий кафедрой

Слепович В.С.

Одобрена и рекомендована к утверждению Советом Факультета МЭО

Белорусского государственного экономического университета

«26 » 05 2010. протокол № 9

Председатель

Шмарловская Г.А.

СТРУКТУРА КУРСА

Специальности : «Управление внешнеэкономической деятельностью»

«Международные инвестиции»

Факультет международных экономических отношений БГЭУ

|  |  |  |  |
| --- | --- | --- | --- |
| Курс | Семестр | Аспект | Кол-во часов |
| 1 | 1 | Grammar | Gr | 24 | 72 |
|  |  | Home Reading | HR | 24 |  |
|  |  | Business English | BE | 24 |  |
|  | 2 | Grammar | Gr | 26 | 78 |
|  |  | General English | GE | 26 |  |
|  |  | Business English  | BE | 26 |  |
| 2 | 1 | Grammar  | Gr | 30 | 90 |
|  |  | Academic writing | AWr | 30 |  |
|  |  | Business English  | BE | 30 |  |
|  | 2 | Grammar | Gr | 28 | 84 |
|  |  | Cultural Studies  | CS | 28 |  |
|  |  | Business English | BE | 28 |  |
| 3 | 1 | English Press  | Pr | 24 | 72 |
|  |  | Business Correspondence | BC | 24 |  |
|  |  | International Business Topics | IBT | 24 |  |
|  | 2 | English Press  | Pr | 22 | 68 |
|  |  | Business Correspondence! | BC | 22 |  |
|  |  | Translation | Tr | 24 |  |
| 4 | 1 | Translation  | Tr | 30 | 90 |
|  |  | Law  | Law | 30 |  |
|  |  | Video | Vid | 30 |  |
|  | 2 | Translation  | Tr | 28 | 82 |
|  |  | Law | Law | 28 |  |
|  |  | Video | Vid | 26 |  |

РАСЧЕТ ЧАСОВ ПО КУРСАМ

1. курс

72+ консультация +экзамен 72+2+6=80

78+консультация +экзамен 78+2+6=86

Итого 166

1. курс

90+консультация +экзамен 90+2+6=98
84+зачет 84+3=87

Итого 185

1. курс

72+консультация +экзамен 72+2+6=80
68+зачет 68+3=71

Итого 151

1. курс

90+ консультация +экзамен 90+2+6=98

82+консультация +экзамен 82+2+6=78

Итого 176

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СТРУКТУРА КУРСА

Специальность : «Бизнес-администрирование»

Факультет международных экономических отношений БГЭУ

|  |  |  |  |
| --- | --- | --- | --- |
| Курс | Семестр | Аспект | Кол-во часрв |
| 1 | 1 | Grammar  | Gr | 28 | 82 |
|  |  | Home Reading | HR | 26 |  |
|  |  | Business English | BE | 28 |  |
|  | 2 | Grammar  | Gr | 28 | 82 |
|  |  | General English  | GE | 26 |  |
|  |  | Business English | BE | 28 |  |
| 4 | 1 | Translation  | Tr | 42 | 126 |
|  |  | Law  | Law | 42 |  |
|  |  | Video  | Vid | 42 |  |
|  | 2 | Translation | Tr | 46 | 134 |
|  |  | Law  | Law | 44 |  |
|  |  | Video  | Vid | 44 |  |

РАСЧЕТ ЧА^ОВ ПО КУРСАМ

1 курс

82+ консультация +экзамен 82+2+6=90

82+консультация +экзамен 82+2+6=90

**Итого 180**

4 курс

126+ зачет 126+3=129

134+консультация+экзамен 134+2+6=142

Итого 271

СТРУКТУРА КУРСА

Специальности : «Экономическая политика», «Экономика»

 Факультет международных экономических отношений БГЭУ

|  |  |  |  |
| --- | --- | --- | --- |
| Курс | Семестр | Аспект | Кол-во часов |
| 1 | 1 | Grammar | Gr | 24 | 72 |
|  |  | Home Reading | HR | 24 |  |
|  |  | Business English | BE | 24 |  |
|  | 2 | Grammar  | Gr | 26 | 78 |
|  |  | General English | GE | 26 |  |
|  |  | Business English  | BE | 26 |  |

РАСЧЕТ ЧАСОВ ПО КУРСАМ

1 курс

72+ зачет 72+3=75

78+консультация +экзамен 78+2+6=86

Итого 161

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**Итого 161**

**Пояснительная записка**

**Аудирование:**

понимать тексты, составленные на основе пройденного лексико-грамматического материала;

понимать тексты страноведческого и общеэкономического характера;

понимать содержание материалов средств массовой информации (радио, ТВ;

адекватная передача содержания различных видов текста;

ориентирование в реалиях англоязычных государств;

развитие навыков синхронного и других видов перевода;

**Устная речь:**

уметь передавать содержание прочитанного или аудио- видеотекста, подобранного на базе пройденного лексико-грамматического материала;

уметь вести беседу по пройденной тематике;

уметь вести беседу и передавать содержание прочитанного по домашнему и индивидуальному чтению;

уметь делать сообщение по пройденным устным темам;

уметь передавать и комментировать информацию, полученную при чтении, прослушивании, просмотре текстов страноведческого и общеэкономического характера;

уметь делать сообщения по общественно-политической и экономической тематике;

уметь вести беседу (дискуссию) на страноведческие, общественно-политические и общеэкономические темы;

уметь передавать и комментировать информацию, полученную при чтении, прослушивании, просмотре текстов- по общественно-политической и профессиональной тематике;

уметь делать сообщения и доклады по общественно-политической и профессиональной тематике;

-уметь вести беседу (дискуссию) на общественно-политические темы и темы по специальности;

умение адекватно передавать средствами родного языка содержание выступлений официальных лиц, текстов экономического и политического характера;

**Чтение:**

развитие навыков и умений работы с текстами (описание, рассуждение, доказательство);

развитие навыков и умений просмотрового, ознакомительного, изучающего чтения в работе с учебными (адаптированными) материалами;

-читать и понимать с полным охватом содержания тексты по страноведческой, общеэкономической и общественно-политической тематике, а также уметь использовать ознакомительное чтение для извлечения основной информации;

-читать и понимать с полным охватом содержания тексты по общественно-политической тематике и по специальности;

**Письменная речь:**

уметь письменно передать содержание прочитанного или прослушанного текста;

уметь в письменной форме излагать свою точку зрения по обсуждаемой теме (описание, рассуждение, доказательство);

уметь письменно передавать содержание прочитанного или прослушанного текста;

уметь высказывать свое мнение по заданной теме в письменном виде (эссе);

уметь составлять и отвечать на деловые письма;

уметь высказывать свое мнение по заданной теме в письменном виде;

**ЭП, Э, БА, УВЭД, МИ**

**Учебно-методическая карта («General English»)**

**2-й семестр (26 часов)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Номер раздела, темы, занятия** | **Номер раздела, темы, занятия; перечень изучаемых вопросов** | **Количество аудиторных часов** | **Материальное обеспечение занятия (наглядные, методические пособия и др.)** | **Литература** | **Формы контроля знаний** |
| **Лекции** | **Практические занятия** | **Лабораторные занятия** | **Управляемая самостоятельная работа студента** |
|  |  |  |  |  |  |  |  |  |
|  | **Вводное занятие. Identity** Inner and outer beauty |  | 2 |  |  |  | GE Unit Inner and outer beauty ex.3-5;NEF ex. 2, p.11;OWS ex. 3-6, p.22 | Фронтальный опрос, дискуссия |
|  | How deceptive appearances are? StereotypesTest |  | 2 |  |  |  | GE Unit Stereotypesex. 1-4;OWS ex. 4-7, p.20 | Фронтальный опрос, дискуссия, тест |
|  | Social networking  |  | 4 |  |  |  | Unit Social networkingTexts 1,3 | Фронтальный опрос |
|  | Interpersonal skills |  | 2 |  |  |  | GE Unit Interpersonal skills ex. 1-3;OWS ex.3-7, p. 26 | Фронтальный опрос |
|  | Social networking vs face-to-face communicationTest |  | 2 |  |  |  | GE Unit Social networking vs face-to-face communicationText 4 | Фронтальный опрос, тест |
|  | Reasons for and benefits of travelling  |  | 2 |  |  |  | GE Unit Travelling Ex. 1-3;NEF ex. 5, p.27 | Фронтальный опрос, дискуссия |
|  | Choosing a trip. Types of travelling  |  | 2 |  |  |  | GE Unit Travelling ex. 4-7;IV ex.1-4, p.27NEF ex.1-2, p.29 | Фронтальный опрос, дискуссия |
|  | Tourism industryTest |  | 2 |  |  |  | Unit TravellingEx.8 | Фронтальный опрос, дискуссия, тест |
|  | Me and my money |  | 2 |  |  |  | GE Unit Money mattersEx.1-3NEF ex.4, 6, p.21 | Фронтальный опрос, дискуссия |
|  | The role of money in a person’s and social well-beingTest |  | 2 |  |  |  | GE Unit Money mattersEx. 4-5;nOWS ex. 4-7, p. 56 | Фронтальный опрос, дискуссия, тест |
|  | Charity |  | 2 |  |  |  | GE Unit Money mattersText 5 | Фронтальный опрос, дискуссия |
|  | **Итоговый лексический тест**  |  | 2 |  |  |  |  |  |

**ИНФОРМАЦИОННО-МЕТОДИЧЕСКАЯ ЧАСТЬ**

**(«GE»)**

**Основная литература:**

1. «Электронное пособие по устной и письменной речи для студентов ФМБК и ФМЭО» Белайц Т.Н., Михлина И.Г., Яковчиц Т.Н., Яхьяева Н.А. (GE)

2. “Intermediate Vocabulary” B.J. Thomas.

3. “New English File” (Intermediate) C. Oxenden, Ch. Latham-Koenig, P. Seligson.

4. “Oxford Word Skills” (Intermediate) R.Gairns, S. Redman.

5. Интернет ресурсы

Составила Т.Ю. Бергель

**По прохождению курса данной дисциплины, студенты пишут финальный тест, сдают коллоквиум.**

***Рекомендуемое содержание коллоквиума***

Коллоквиум включает беседу по предложенным ситуациям и проверку усвоения лексических единиц активного словаря.

**Темы на коллоквиуме:**

1. Going by appearances.
2. Virtual vs. real life communication.
3. Modern Tourism.
4. Money maters.

**Рекомендуемые ситуации на коллоквиуме**

1. Imagine you are going on a blind date. Will you worry about the appearance of a partner you are going to meet? Is their inner beauty more important to you?

2. Imagine you have to convince your granny that face-to-face communication is as good and effective as virtual communication.

3. Imagine you need to book a holiday for your parents.

4. You need to convince your parents that your pocket money should be at your disposal only.

5. You need to prepare a report on the following topic: ‘The influence of the Internet on real life communication’.

6. When you meet a new person, do you judge them by their looks or character?

***Э, ЭП, БА***  УЧЕБНО-МЕТОДИЧЕСКАЯ КАРТА ***УВЭД МИ***

**ДЕЛОВОЙ АНГЛИЙСКИЙ ЯЗЫК**

1-й семестр

(24 часа)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Номер раздела, темы, занятия | Название раздела, темы, занятия; переченьизучаемых вопросов | Количество аудиторных часов | Материальное обеспечение занятия (наглядные, мето-дические пособия и др.) | Литература | Формы контроля знаний |
| Лекции | ПрактическиеЗанятия | Лабораторные занятия | Управляемая самостоятельная работа студента |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | Economics**Test** |  | 6 |  |  |  | EFE Texts 1-6 pp. 16-23 ; Ex. 1-12, pp.11-15, Ex. 14, 16-20, pp. 24-28  | Групповое обсуждение, фронтальный опрос, тест |
| 2 | Business Organizations**Test** |  | 6 |  |  |  | BE Texts 1-7, pp. 5-12; Tasks I,IV, p.14; Ex.1-2,4-6,11-12, pp. 221-228 | Фронтальный опрос, групповое обсуждение, тест |
| 3 | Corporate Culture**Test** |  | 4 |  |  |  | BE Texts 1-3,5, pp.19-25; Tasks I,II,V,VII, pp.20-28; Ex.1-2,7-9, pp. 228-235  | Фронтальный опрос, групповое обсуждение, тест |
| 4 | Cross Cultural Differences**Test** |  | 4 |  |  |  | BE Texts 1-2, 4-6, pp.32-40; Tasks II,III,VI, pp.37-40,45; Ex. 1-2,4-5,8-9, pp.235-241 | Групповое обсуждение, Презентация, тест |
| 5 | Case study |  | 2 |  |  |  | BE Cases 1-2 pp.290-293 | Pолевая игра |
| 6 | Final test |  | 2 |  |  |  |  |   |

**Литература:**

1. Бедрицкая Л.В. English for Economists. (Английский для экономистов), Минск, УП «Экоперспектива», 200 (EFE)

2. Бедрицкая Л.В., Василевская Л.И., Борисенко Д.Л. Деловой английский (Еnglish for Business Studies), Минск, «Тетралит», 2014 (ВЕ)

**Рекомендуемое содержание зачета**

Зачет включает письменную и устную формы тестирования.

Письменное тестирование:

1. Лексический тест

Устная часть:

1. Собеседование по пройденным темам

Список тем к зачету:

* 1. Economics
	2. Business Organization
	3. Corporate Culture
	4. Cross-Cultural Differences

**Примечание 1**

1. Обязательное минимальное количество текущих тестов – 4.
2. По окончании семестра пишется итоговый лексический тест на основе лексического минимума.

***Составила Василевская Л.И.***

***Э, ЭП, БА***  УЧЕБНО-МЕТОДИЧЕСКАЯ КАРТА ***УВЭД МИ***

**ДЕЛОВОЙ АНГЛИЙСКИЙ ЯЗЫК**

2-й семестр

(26 часов)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Номер раздела, темы, занятия | Название раздела, темы, занятия; переченьизучаемых вопросов | Количество аудиторных часов | Материальное обеспечение занятия (наглядные, мето-дические пособия и др.) | Литература | Формы контроля знаний |
| Лекции | ПрактическиеЗанятия | Лабораторные занятия | Управляемая самостоятельная работа студента |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | Management**Test** |  | 6 |  |  |  | BE Texts 1-6, pp.50-59; Tasks II, VI, p.55, p.59; Ex.1-2, 6-11, pp.242-249 | Фронтальный опрос, групповое обсуждение, тест |
| 2 | You as a Manager**Test** |  | 4 |  |  |  | BE Texts 1, 3, 4,5,8,9, pp.64-75; Tasks IV, V, VI, pp.71, 74,76; Ex. 1,5-6, 8-9, 11, pp. 249-256 | Фронтальный опрос, групповое обсуждение, тест |
| 3 | Leadership**Test** |  | 4 |  | 2 |  |  BE Texts 1-2, 4,6-8,pp.81-92;Tasks I, III, VII, pp. 83,87,93; Ex. 1-2,4-6, 9-10, pp.256-262 | Фронтальный опрос, групповое обсуждение, презентация, тест |
| 4 | Case study |  | 2 |  |  |  |  BE Cases 6-7, pp. 302-305 | Ролевая игра |
| **5** | Entrepreneuship**Test** |  | 4 |  |  |  |  BE Texts 1-4,pp. 143-151; Tasks I, p.146, II-III, pp.151-152, V-VI, p.153; Ex. 1-2,5, 7-8, 11, pp. 270-277 | Фронтальный опрос, групповое обсуждение, тест |
| 6 | Case study |  | 2 |  |  |  | BE Cases 8-9, pp.306-310, Case 12, p. 316 | Ролевая игра |
| 7 | Итоговый лексический тест |  | 2 |  |  |  |  |  |

 **Литература:**

1. Бедрицкая Л.В., Василевская Л.И., Борисенко Д.Л. Деловой английский (Еnglish for Business Studies), Минск, «Тетралит», 2014 (ВЕ)

**Примечание:**

1.Обязательное минимальное количество текущих тестов – 5.

2.По окончании семестра пишется итоговый лексический тест на основе лексического минимума.

**Рекомендуемое содержание экзамена:**

1.Экзамен состоит из:

- текста (объем – 2000-2100 печатных знаков) для пересказа и комментария по тексту по пройденной тематике;

 - устных тем (для проверки навыков монологической речи и навыков ведения беседы).

**Экзаменационные темы**:

1. Economics
2. Business Organization
3. Corporate Culture
4. Management
5. Manager vs Leader
6. Entrepreneurship

***Составила Василевская Л.И.***

Учебно-методическая карта (домашнее чтение) УВЭД, МИ, БА, ЭП, Э

 1 семестр (24 часа)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Номер раздела, темы, занятия | Название раздела, темы, занятия; переченьизучаемых вопросов | Количество аудиторных часов | Материальное обеспечение занятия (наглядные,методические пособия и др.) | Литература | Формы контроля знаний |
| Лекции | Практическиезанятия | Лабораторные занятия | Управляемая самостоятельная работа студента |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | Вводное занятие о целях и задачах аспекта «Домашнее чтение» |  | 2 |  |  |  | Раздаточный материал  | Круглый стол |
| 2 | Unit 4. Three is a Lucky Number (*by Margery Allingham*) |  | 2 |  |  |  | ER p. 32-40 ex. 1-5 | Фронтальный опрос,групповое обсуждение |
| 3 | Unit 8. The Absence of Emily (*by Jack Ritchie*) |  | 2 |  |  |  | ER p. 68-75 ex. 1-4, 7 | Фронтальный опрос, групповое обсуждение |
| 4 | Unit 12. Miracles Do Happen (*by Alan Maley*)**TEST** |  | 2 |  |  |  | ER p. 103-111 ex. 1-5, 7, 12 | Фронтальный опрос, групповое обсуждение, лексический тест |
| 5 | **Class reproduction** |  | 2 |  |  |  | Раздаточный материал  | Написание изложения |
| 6 | Unit 1. Just Good Friends (by Jeffrey Archer) |  | 2 |  |  |  |  RF p.7-19 ex. 1-8 | Фронтальный опрос, групповое обсуждение |
| 7 | Unit 2. Clean Sweep Ignatius (by Jeffrey Archer)**TEST** |  | 2 |  |  |  | RF p. 20-35 ex. 1-9 | Фронтальный опрос, групповое обсуждение, лексический тест |
| 8 | Unit 4. Checkmate (by Jeffrey Archer) |  | 2 |  |  |  |  RF p. 62-77 ex. 1-9 | Фронтальный опрос, групповое обсуждение |
| 9 | **Class reproduction** |  | 2 |  |  |  | Раздаточный материал  | Написание изложения |
| 10 | Unit 5. The Luncheon (by Jeffrey Archer) |  | 2 |  |  |  | RF p.78-93 ex. 1-9 | Фронтальный опрос, групповое обсуждение |
| 11 | Unit 6. A La Carte |  | 2 |  |  |  |  RF p. 94-117 ex. 1-9 | Фронтальный опрос, групповое обсуждение |
| 12 | **Final reproduction** |  | 2 |  |  |  |  | Экзаменационная контрольная работа (изложение) |

Литература: 1. Easy Reading. Читаем, понимаем, обсуждаем: электронное пособие / Койрович М.В., Кузарь Д.Г., Кузьминова И.В., Плетюхова О.В. – Минск: БГЭУ, 2010. – 157 стр. (ER)

2. Simkhovich, V.A./Симхович В.А. Читаем с удовольствием=Reading with Fun: Учеб. Пособие для студентов неяз. вузов/В.А. Симхович. – Мн.: Лексис, - 2002. – 328 с. (RF)

***Примечания:***

1. Тексты для экзаменационного изложения предлагаются ведущим преподавателем.

2. Время написания экзаменационного изложения – 80 минут. Во время написания изложения студентам запрещено пользоваться литературными источниками и словарями.

 Составила: О.И. Заяц

 Учебно-методическая карта (грамматика) УВЭД, МИ, БА, ЭП, Э

 1 семестр (24 часа)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Номер раздела, занятия, темы | Название раздела, темы, занятия; перечень изучаемых вопросов | Количество аудиторных часов |  | Форма контроля знаний |
| лекции | Практические занятия  | Лабораторные занятия | Управляемая самостоятельная работа студентов | Материальное обеспечение занятия (наглядные, методические пособия и др.) | Литература  |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | Present Tenses |  | 2 |  |  |  | ITG p. 7-23 ex. 2, 4-7, 9, 10, 12, 14-17, 19; p. 25-43 ex. 1, 2, 5-8, 10, 11; p. 37-43 ex. 2, 4, 5, 10 | Устный опрос, тест |
| 2 | Past Tenses |  | 2 |  |  |  | ITG p. 45-55 ex. 1-4, 8-11; p. 72-90 ex. 1, 2, 4, 7, 8, 12, 14-17, 22 | Устный опрос, тест |
| 3 | Future Tenses |  | 2 |  |  |  | ITG p. 92-101 ex. 1-11 | Устный опрос, тест |
| 4 | Tenses. Mixed Bag. **Test** |  | 2 |  |  |  | ITG p. 105-120 ex. 1-15 | Устный опрос, тест |
| 5 | Tenses. Conversation Practice  |  | 2 |  |  |  | GU | Устный опрос |
| 6 | Active Voice vs Passive Voice |  | 2 |  |  |  | ITG p. 120-136 ex. 1-6, 8-14, 16-19 | Устный опрос, тест |
| 7 | Direct/Indirect Speech |  | 2 |  |  |  | ITG p. 140-152 ex. 1-15 | Устный опрос, тест |
| 8 | Sequence of Tenses. Conversation Practice. **Test** |  | 2 |  |  |  | GW p. 102-108 ex. 1-14; GCP | Устный опрос, тест |
| 9 | Moods in Simple Sentences |  | 2 |  |  |  | GW p. 298-299 ex. 10, 11; GU | Устный опрос |
| 10 | Moods in Complex Sentences. Conversation Practice. **Test** |  | 2 |  |  |  | GW p. 289-310 ex. 1-4, 6, 7, 9, 12-19, 21-24; p. 315-319 ex. 1-7; GU | Устный опрос, тест |
| 11 | Word Order. Inversion |  | 2 |  |  |  | GU | Устный опрос, тест |
| 12 | FINAL TEST |  | 2 |  |  |  |  |  |

Литература: 1. Койрович М.В. Совершенствуем грамматику: практика и тесты=Improve and test your grammar: в 2 ч./ М.В. Койрович, Л.И. Василевская. – Минск: БГЭУ, 2009. Ч. 1. – 366с. (ITG)

Койрович М.В. Совершенствуем грамматику: практика и тесты=Improve and test your grammar: в 2 ч./ М.В. Койрович, Л.И. Василевская. – Минск: БГЭУ, 2010. Ч. 2. – 181 с. (ITG)

 2. J. Dooley, V.Evans “Grammarway 4” - Express Publishing, 1999. – 244p. (GW)

3. Л.Н. Клейнер, Г.Г. Карлова, О.И. Заяц “Grammar in Use” (электронное пособие) (GU)

**Письменный грамматический экзаменационный тест.**

 Составила: О.И. Заяц

 Учебно-методическая карта (грамматика) УВЭД, МИ, БА, ЭП, Э

2 семестр (24 часа)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Номер раздела, занятия, темы | Название раздела, темы, занятия; перечень изучаемых вопросов | Количество аудиторных часов |  | Форма контроля знаний |
| лекции | Практические занятия  | Лабораторные занятия | Управляемая самостоятельная работа студентов | Материальное обеспечение занятия (наглядные, методические пособия и др.) | Литература  |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | Noun. Number. Сase |  | 4 |  |  |  | ITG p. 155-170 ex. 1-25; p. 174-180 ex. 1-10; GW p. 60-61 ex. 1-7 | Устный опрос |
| 2 | Agreement. Conversation Practice. **Test** |  | 2 |  |  |  | ITG p. 183-192 ex. 1-9 | Устный опрос, тест |
| 3 | Articles with Countable and Uncountable Nouns |  | 2 |  |  |  | ITG p. 194-208 ex. 1-15; GW p. 62-64 ex. 8-10 | Устный опрос |
| 4 | Articles with Proper Nouns.  |  | 2 |  |  |  | ITG p. 208-217 ex. 25-33; GW p. 64-65 ex. 11-15 | Устный опрос |
| 5 | Omission of Articles. **Test**  |  | 2 |  | 2 |  | ITG p. 202-208 ex. 16-24 | Устный опрос, тест |
| 6 | Adjectives vs Adverbs |  | 4 |  |  |  | ITG p. 221-230 ex. 1-12; p. 235-250 ex. 1-18; GW p. 45 ex. 7-8 | Устный опрос |
| 7 | Pronouns. Quantifiers. **Test** |  | 4 |  |  |  | ITG p. 254-263 ex. 1-19; p. 265-284 ex. 1-28; GW p. 164-176 ex. 1-32 | Устный опрос, тест |
| 8 | Tag Questions |  | 2 |  |  |  | GU | Устный опрос, тест |
| 9 | FINAL TEST |  | 2 |  |  |  |  |  |

Литература: 1. Койрович М.В. Совершенствуем грамматику: практика и тесты=Improve and test your grammar: в 2 ч./ М.В. Койрович, Л.И. Василевская. – Минск: БГЭУ, 2009. Ч. 1. – 366с. (ITG)

Койрович М.В. Совершенствуем грамматику: практика и тесты=Improve and test your grammar: в 2 ч./ М.В. Койрович, Л.И. Василевская. – Минск: БГЭУ, 2010. Ч. 2. – 181 с. (ITG)

 2. J. Dooley, V.Evans “Grammarway 4” - Express Publishing, 1999. – 244p. (GW)

3. Л.Н. Клейнер, Г.Г. Карлова, О.И. Заяц “Grammar in Use” (электронное пособие) (GU)

**Письменный грамматический экзаменационный тест.**

 Составила: О.И. Заяц

ЛИТЕРАТУРА

GENERAL ENGLISH

1. «Электронное пособие по устной и письменной речи для студентов ФМБК и ФМЭО» Белайц Т.Н., Михлина И.Г., Яковчиц Т.Н., Яхьяева Н.А. (GE)

2. “Intermediate Vocabulary” B.J. Thomas.

3. “New English File” (Intermediate) C. Oxenden, Ch. Latham-Koenig, P. Seligson.

4. “Oxford Word Skills” (Intermediate) R.Gairns, S. Redman.

5. Интернет ресурсы

ДЕЛОВОЙ АНГЛИЙСКИЙ

1. Бедрицкая Л.В. English for Economists. (Английский для экономистов), Минск, УП «Экоперспектива», 200 (EFE)

2. Бедрицкая Л.В., Василевская Л.И., Борисенко Д.Л. Деловой английский (Еnglish for Business Studies), Минск, «Тетралит», 2014 (ВЕ)

ДОМАШНЕЕ ЧТЕНИЕ

1. Easy Reading. Читаем, понимаем, обсуждаем: электронное пособие / Койрович М.В., Кузарь Д.Г., Кузьминова И.В., Плетюхова О.В. – Минск: БГЭУ, 2010. – 157 стр. (ER)

2. Simkhovich, V.A./Симхович В.А. Читаем с удовольствием=Reading with Fun: Учеб. Пособие для студентов неяз. вузов/В.А. Симхович. – Мн.: Лексис, - 2002. – 328 с. (RF)

ГРАММАТИКА

1. Койрович М.В. Совершенствуем грамматику: практика и тесты=Improve and test your grammar: в 2 ч./ М.В. Койрович, Л.И. Василевская. – Минск: БГЭУ, 2009. Ч. 1. – 366с. (ITG)

Койрович М.В. Совершенствуем грамматику: практика и тесты=Improve and test your grammar: в 2 ч./ М.В. Койрович, Л.И. Василевская. – Минск: БГЭУ, 2010. Ч. 2. – 181 с. (ITG)

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GENERAL ENGLISH

ОБРАЗЕЦ УСТНОГО КОНТРОЛЯ

1. Imagine you are going on a blind date. Will you worry about the appearance of a partner you are going to meet? Is their inner beauty more important to you?

2. Imagine you have to convince your granny that face-to-face communication is as good and effective as virtual communication.

3. Imagine you need to book a holiday for your parents.

4. You need to convince your parents that your pocket money should be at your disposal only.

5. You need to prepare a report on the following topic: ‘The influence of the Internet on real life communication’.

6. When you meet a new person, do you judge them by their looks or character?

ОБРАЗЕЦ ТЕСТОВЫХ ЗАДАНИЙ

**1. Translate the following words and word combinations into English.**

Главный, опасение, доход, захватывающий, искать.

**2. Fill in the sentences with the necessary prepositions.**

We’re planning to travel ………. America this summer.

……….. the summer, over a million tourists visit the island each year.

His works have had an influence …….. many modern writers.

Changes ……….. technology have had a massive impact ………. the way we work

**3. Translate the following words and word combinations into Russian.**

Perspective, look down on smb, merge with, be aware of.

**4. Give the synonyms to the following words.**

Communicative, influence, lavish, rewarding, trip.

**5. Give the terms to the following definitions.**

someone’s level of skill at doing something

a visit to a place that involves a journey, for pleasure or a particular purpose

knowing exactly what you want to do and being determined to achieve it, even if other people advise you against it

having a strong desire to do something, so that you will not let anyone stop you

**6. Complete the sentences with appropriate words (or their) forms or expressions from the box. 2 words are odd ones.**

|  |
| --- |
| entity, appealing, travel, marvel, exciting, gain |

Good design brings a house and garden together as a single …………. .

She has …………. a reputation as a good communicator.

It creates an atmosphere which visitors find so …………. .

Visitors to Rome ………….. over the beauty of the city.

ДЕЛОВОЙ АНГЛИЙСКИЙ

ОБРАЗЕЦ УСТНОГО КОНТРОЛЯ

Собеседование по предложенным темам

1. Economics
2. Business Organization
3. Corporate Culture
4. Management
5. Manager vs Leader
6. Entrepreneurship

Economics

**Questions for review**

1. What is economy?
2. Why is it important to learn/ know economic terminology?
3. What is meant by economic reasoning?
4. What is economics?
5. What are the branches of economics?
6. What does macroeconomics study?
7. What does microeconomics study?
8. What is meant by factors of production?
9. What factors of production do you know?
10. Why does scarcity occur?
11. Explain the concept of *invisible hand.*
12. Explain the concept of *laissez-faire.*
13. What is demand?
14. What is supply?
15. What does the intersection of the supply and demand curves determine?
16. What types of economic competition do you know?
17. What is a business cycle?
18. What are the stages of a business cycle?
19. What is GDP?
20. What is GNP?
21. Why do many economists complain that GNP is sometimes misleading?

Business Organization

**Questions for review**

1. What is the meaning of an organization?
2. Give your definition of an organization.
3. What are the components of the organization theory?
4. What role do power and authority play in building every organization?
5. What is the starting point for the design of an organization?
6. What is delegation and why is it necessary in today’s organization?
7. Which is more important: formal or informal structure?
8. Can you give any example of an ad hoc organization?
9. Do all organizations need structure? Give your reasons.
10. Define the term *authority* and explain how it is related to formal and informal organizations.
11. Explain how responsibility, authority, and accountability should be related to each other in the ideal organization.
12. Take an organization with which you are familiar and see if you can explain the way it works (principles, goals, structure, objectives, climate, and so forth).
13. List each organization you belong to. Do they have any impact on your life? List and discuss each impact.
14. Because of its broad global environment, a number of disciplines (geography, history, law, economics, political science, anthropology) are useful to help explain the conduct of international business. Prove it with your own examples.
15. What is a business entity?
16. What types of business organizations do you know?
17. What forms of business organizations do you know?
18. Differentiate between *a sole proprietorship* and *a partnership*.
19. Differentiate between *a partnership* and *a corporation*.
20. Differentiate between *private* and *public company*.
21. Who runs a company?
22. Who elects the Board of Directors?
23. What are the functions of the Board of Directors?
24. What is a limited liability?
25. What do the names of companies reflect? Give some examples.
26. What types of international business do you know?
27. Explain the concept of ‘learning organization’
28. Explain the concept of “systems thinking”
29. What is at the heart of P. Senge’s vision of ‘learning organization’?
30. What are the arguments for and against the ‘learning organization’?
31. How do people react to any changes taking place in an organization?
32. Those affected by changes usually tend to fall into three groups. What are they? Describe them.
33. What kinds of risks do companies face?
34. In what way do high-trust and low-trust societies relate to economic prosperity?

Corporate Culture

**Questions for review**

1. Which of the definitions of corporate culture appeals to you the most? Why?
2. What do you think strong corporate culture means?
3. What is meant by a value?
4. What core values underpinning the way people do business can you name?
5. Do people’s values change in the course of time? What does it depend on?
6. What values do you find most important? Why?
7. Why do companies consider corporate culture a powerful strategic tool?
8. Why is corporate culture a key component in the achievement of an organization’s mission?
9. Why is a company’s image like an orchestra? What impression can it create?
10. What is meant by business intangibles? Why are they important?
11. What is organizational climate? Is it the same as the corporate culture? Why, why not?
12. What specific values can a company have? On what are they based? What may they concern?
13. How are corporate culture and success related?
14. Comment on the statement: “Often companies succeed because their employees can identify, embrace, and act on the values of the organization.”
15. How can cultural environment influence organizational climate? What else can affect corporate culture?
16. What values would you adhere to in your business? Could you walk over someone in achieving your goals?
17. What values would you prefer in your business partner?
18. Why do organizations tend to have their specific culture?
19. What may the specific cultural values of an organization concern?
20. Is it important to consider the culture of your client / customer? Prove it with your own examples.
21. Comment on the corporate philosophy of the Kritz-Carlteen Hotel Company.
22. Agree or disagree with the following statement: “A company’s culture is often buried so deeply inside rituals, assumptions, attitudes, and values that it becomes transparent to an organization’s members only when, for some reason, it changes.” (Rob Goffee, US writer, consultant, and academic)

ОБРАЗЕЦ ТЕСТОВЫХ ЗАДАНИЙ

1. Define the following terms:

 organization, corporation, corporate culture, intercultural management, economics, macroeconomics.

2. Give the terms that are defined:

The excess of the quantity supplied over quantity demanded.\_\_\_\_\_\_\_\_\_\_\_\_

The value of all output produced by resources owned by the citizens of a country.\_\_\_\_\_\_\_\_\_\_\_

3. Insert the correct prepositions.

To cope …. the problem, to flourish … credit, to expose … risk, to act … smb’s behalf, to be responsive … changes, … the long run, to divide … functions, to weigh … pros and cons.

4. Give 3-4 synonyms to the following words:

To accomplish, to enhance, to require, to restrict, goal, power, aggregate, ultimate.

5. Give 2-3 antonyms to the following words:

To facilitate, to lend, to complicate, diverse, fair, output.

6. Give 2-3 root words to the following:

To contribute, to assemble, to value, to imply, scarce, equitable, to compete, to allocate.

7. Write 3-4 nouns which are most commonly used:

a) with the following adjectives: efficient, negligible, profitable, ongoing

b) with the following verbs: to issue, to meet, to perform, to cover.

8. Translate into Russian.

Implicit assumptions, cultural dimension, personal rapport, to take on big challenges, withdrawal of a partner, a profit-seeking business, the controlling interest, a business entity, law-abiding cultures, to promote from within.

9.Translate into English.

Конкурентное преимущество, ценить старшинство, главные ценности, неосязаемые активы, межкультурные навыки, единоличный торговец, головная компания, обладать властью, дочерняя компания, совместное предприятие, профструктура занятости, решать проблему безработицы, навязывать ограничения.

10. Match the following words with their definitions.

*Public limited company, international business, merchandise exports, job description*

A broad statement of the purpose, scope, duties and responsibilities of a job.

All business transactions that involve two or more countries.

Goods sent out of the country.

A limited company that cannot offer its shares to the general public.

11. Complete the passage with the words from the list. There are two odd words.

*Bonus, foreman, incentive, assembly line, overtime, component, shift*

I used to work in a company which made ….. for cars. We were well paid and we had a productivity … too. And if you needed extra money for a holiday, you usually had the chance to do a bit of … . The management was generous. They gave prizes, such as car adios, to workers who attended regularly. That was real … for us not to be sick! We worked two … at the factory – I usually worked at night.

12. Join the halves.

1. Operational planning translates general goals

2. Senior managers set

3. Some companies are organized according

a. to geographical regions.

b. into more concrete objectives.

c. a direction for a company.

ДОМАШНЕЕ ЧТЕНИЕ

ОБРАЗЕЦ ТЕСТОВЫХ ЗАДАНИЙ

1. Give the English equivalents

нарушение (закона)

посредник

2. Give the Russian equivalents

to carry no validity

to halt all future dealings

3. Insert the necessary preposition

 He has honored me … his presence.

It would be far better to admit the problem openly and set … tackling it.

4. Give the synonyms for the following words

to venture

to elucidate

5. Give the antonyms for the following words

to dismiss

reconciliation

ОБРАЗЕЦ ТЕКСТА ДЛЯ НАПИСАНИЯ ИЗЛОЖЕНИЯ

 **The Final Break** *Ian S. Thompson*

 They had been walking along Oxford Street. Now they stopped, Greg's hand on her arm.

  "This is the place," he said. "I thought you might get the sort of thing you like here."

 Helen nodded, but there were tears in her eyes as she looked through the shop-window. The new hat had been his idea, not hers. "What about the black one?" He pointed. "It would go with your suit!"

 Her lips trembled. One of the little things she loved so much about him was the really genuine interest he had always taken in what she wore. It had made you feel young, somehow, loved, though in your heart you knew you were young no longer.

  "Yes. Yes, it would, wouldn't it?" She carefully avoided meeting his eyes, because there was so much in her own eyes that he must never see.

 They went into the shop. She was wishing now that they had never come into the shop. But Greg had been insistent. He wanted to give her something. A parting gift, he had called it.

 He was smiling now out of blue, untroubled eyes. Which surprised her. And yet why should it, she asked herself, as she took the hat from the clerk and placed it on her blue-gray hair? She had always tried to be modern, and part of modernity was to see these things through bravely, when and if they came.

 Her mind turned back. And she saw herself in the hat shop mirror, not as someone in a black tailored suit, but as a bride. Smiling, radiant, on Greg's arm. At least they had said she had looked like that. She had never thought of it, never cared. She had been so completely, so blindly happy.

 Five minutes later they were out again in the sunshine of the street and Greg, after looking at his watch, suggested tea.

  "I know a place." There was an expression of excitement in his eyes which she could not understand. "You'll like it there." It was a small, very ordinary café in one of the side streets off Oxford Street. He ordered for them both, and then leaned back. He didn't speak, but his hand came out across the table and took hers.

  "Please, God, don't let me cry," she prayed. "Not now. Not so long as he's with me."

 The tea arrived. He drank one cup quickly, lit himself a cigarette, and then said:  "You're quite certain that you want to stay on in that house alone? I mean- well, I feel rather badly about the whole thing, and if there's anything I could do…"

 There was one thing, but it would have been hysterical weakness to have suggested it. She shook her head. She didn't want him to have any feelings of regret, any pains of conscience. It had been wonderful having him for all those years.

  "No, really," she said. "It'll be all right." But he still didn't seem satisfied.

  "There's another thing I'd like to mention," he said. "I didn't say anything about it before because I know - well, I know how sensitive you are about that sort of thing…" He broke off and then went hurriedly on, his eyes avoiding hers. "It's money. I've arranged with the bank..."

 The color came at once to her cheeks. Not because of any false pride. That was a luxury you couldn't afford if you had no one to support you. But…

 "Oh, Greg, you shouldn't," she said with embarrassment. He brushed that aside. Angrily almost.

 "Why not? It's something I want to do. And Sandra -" He mentioned the girl's name - "she agrees. We were talking about it last night."

 Sandra.... We.... How easily, familiarly, he spoke of her. Helen thought with an ache. And yet two months ago they hadn't even met. Two months.... Was it really only that time since he'd gone up to London on that business trip?

 She had realized, of course, after he came back, that there was something, although he hadn't actually said a word then. Some deep-rooted woman's instinct had warned her that he wasn't all hers any longer, that she was sharing him with someone else.

 A girl. Young, fresh, and lovely. The imagined picture had filled her with a sense of panic. He had changed his job for a better one and gone up to live in London. For a month she hadn't seen him. And she had never met the girl.

 Sandra... She worked in the advertising business, he had told her. And very clever. But that didn't matter to Helen. When you have loved somebody with every part of you, you did not think of cleverness in considering that younger person to whom you were losing him. Was she really nice? Would she work to keep him happy as you had tried to do?

 But Sandra,... The name had a sharp quality. You couldn't imagine a girl with a name like that being - Helen's eyes were drawn to a girl who had just walked into the café, who was looking around hesitantly - well like that, for instance.

 Then the girl turned. She was beautiful, with a shy, sweet loveliness that caught at your heart. Helen stayed, quite unconscious that she was staring. And then her eyes widened in surprise as she saw Greg rise to his feet. The girl was hurrying towards their table.

  "So you were able to get here, darling!" She heard Greg's voice and then he had turned, was smiling down at her. "A little surprise," he said. "This is Sandra, Mother. Tomorrow's happy bride!"

ОБРАЗЕЦ ЗАДАНИЙ УСТНОГО КОНТРОЛЯ

Answer the following questions:

1. When did Roger’s partner first meet Roger?
2. What attracted her in Roger?

Comment on the title of the text.

Give a character sketch of Roger.

Prepare a reproduction of the story.

ГРАММАТИКА

ОБРАЗЕЦ ТЕСТОВЫХ ЗАДАНИЙ

1. Open the brackets using the appropriate form of the verb

 Dear Jane, Sorry to hear about your problem at work. I … (think) you … (do) the right thing, but I …

 (doubt) whether your boss really … (know) his job from what you … (tell) me!

 Someone … (leave) the ladder outside, look. - I expect that's Mike. He … (clean) the windows.

 I don't think he … (finish) yet.

1. Correct the following sentences

I’m studying here since last January.

He bought a house this month.

1. Change the sentences from active into passive

They make the best cream cakes.

The nurses take very good care of the patients.

1. Turn the following sentences into indirect speech

“Will you help me carry the box, please?” Dad asked.

“Don't come home late,” she said to me. “You've got to get up early tomorrow morning.”

1. Find the word which should not be in the sentence

Just a quick note to explain what we have been done so far this month.

The boss said about we were going to be given a few days off.

1. Give the plural of the following nouns.

Face, house, portfolio, tomato, cry, key, rock, bush, enemy, leaf

1. Put the noun in brackets in the Possessive Case

That night he had chosen a basement bar a … throw from Scotland Yard. (stone).

I think … friendships are much deeper than … (men, women).

1. Choose the correct form of the verb in each sentence.

 Chemistry are/is my least favourite subject.

Your bathroom scales is/are not very accurate.

1. Fill in the blanks with articles wherever necessary.

You can't tell those birds from ... sky and that's why the hawks don't catch them, don't see them up there in ... blue sky near ... sun.

... sun was so full of promise, and ... sea was whipped white with … merry wind.

1. Translate the following sentences into English.

Столкновение произошло по вине водителя, ему придется оплатить убытки.

Статистика показывает, что 50% компаний становятся банкротами в первый год своего существования.

1. In pairs ask and answer the following questions

 What time do you usually go to the University? Do you take a bus?

 What do you do on Sunday mornings? Do you stay in bed long?

 12. Complete the sentences. Compare with your partner’s ones

 In the morning I usually…

 How often …?

1. Read the situation and then write a sentence with ‘I wish ... would’ ....

 A baby is crying and you’re trying to sleep. You want the baby to stop crying. What do you say?

 I wish \_\_\_

 Tom drives very fast. You don’t like this. What do you say to him?

I wish \_\_\_

ОБРАЗЕЦ УСТНОГО КОНТРОЛЯ

Устная часть:

1. Изложение случаев употребления того или иного грамматического явления с примерами.

Список тем:

* 1. Present Tenses
	2. Past tenses
	3. Future Tenses
	4. Active Voice vs Passive Voice
	5. Direct/Indirect Speech
	6. Mood