**ВОПРОСЫ К ЗАЧЕТУ И ЭКЗАМЕНУ**

**Деловой иностранный язык**

ПЛАНЫ ТЕМ

**3 семестр**

**Career**

* + - 1. Introduction
      2. Career begins with personality
      3. 3 parts of personality
      4. 4 levels of a person’s activity
      5. The Iron Law of Universe
      6. Steps to success
      7. Ways to get promoted
      8. Conclusion

**Employees**

1. Introduction
2. People in organization
3. Job specification
4. HR activities and objectives
5. Recruiting
6. Employee profile
7. Conclusion

**Motivation**

1. Introduction
2. The concepts of ability and motivation. Factors to consider
3. Employee motivation theories
4. Incentive schemes vs cash
5. Extrinsic and intrinsic rewards
6. Ways to retain top employees
7. Conclusion

**Teambuilding**

1. Introduction
2. Definition(s) of a team and teamwork
3. Team development and its stages
4. Teambuilding activities
5. M. Belbin’s theory of team roles
6. Bases for a winning team
7. Conclusion

**Problem solving**

1. Introduction
2. General approach(es) to problem solving
3. Location of a problem
4. Formula for problem solving
5. Quality and acceptance decisions
6. Personality and decision making
7. Meetings
8. Conclusion

**4 семестр**

**Marketing and Advertising**

1. Introduction
2. Evolution of marketing.
3. Marketing. 4 factors for marketing to occur.
4. Lifestyle and consumers.
5. The target market. 4Ps.
6. Advertising vs. Public relations.
7. Conclusion.

**Banking**

1. Introduction.
2. The emergence of modern banking.
3. The role of banks.
4. The reasons for bank regulation.
5. Functions of a central bank
6. International banking. The world financial institutions.
7. Conclusion.

**Finance**

1. Introduction
2. What is finance? The origin of finance.
3. The basic elements of financial system.
4. The financial planning process and its key aspects.
5. Capital and its classification. Types of financing.
6. Types and functions of taxes. Taxation in Belarus.
7. Conclusion.

**Accounting & Auditing**

1. Introduction.
2. The definition of accounting and its history.
3. The double-entry accounting system.
4. Financial and managerial accounting. Types of transactions.
5. The primary financial statements.
6. The account. Types of accounts. The accounting equation.
7. Auditing. Types of audits.
8. Conclusion.

**Страноведение**

**Список тем к зачету**

**1. Geography, climate and natural resources of Great Britain, the USA and Australia**

1) Factors the climate of any place results from.

2) Factors that chiefly influence the climate of the United Kingdom (USA, Australia).

3) Geographic advantages and disadvantages have their impact on a country’s economic development. Give examples illustrating it (GB, USA, Australia)

**2. Political systems of Great Britain, the USA and Australia**

1) Peculiar features of the constitution of Great Britain.

2) Dwell on the history of British Parliament.

3) Explain the essence of major principles of the US Constitution.

4) The duties and powers of the monarch (the British PM, the US President).

5) The highest organ of legislative power in Great Britain, USA, Australia. Its structure, authority exercised by each House.

6) The highest organ of executive power in Great Britain, USA, Australia, its powers.

7) Explain the essence of the federal system of government.

8) Explain the procedure of presidential elections in the USA.

9) Leading parties of GB, USA, Australia. Current heads of the state of Great Britain, USA, Australia, and the parties they belong to.

**3. Pre-historic and feudal Britain**

1) Explain the origin of the following notions: Albion, Britain, Great Britain.

2) The social system and mode of production introduced in England by the Normans. Explain its principles and importance for the development of the country.

3) The importance of Magna Carta for England, its influence on further historical process.

**4. Great Britain in the 16th -17th centuries**

1) Major political, economic and social changes of the Tudor age. Point out how Henry VII, Henry VIII and Elizabeth I contributed to them.

2) Explain the essence of the Reformation.

3) Contrast the reign of the Tudors and the Stuarts (the Parliament, the King’s power, the role of nobles and merchants).

4) Supply the reasons for the Civil War in Great Britain and describe its consequences. Reasons for Cromwell’s ultimate failure.

5) Explain the origin of the word “Renaissance” and point out the main characteristics of the epoch.

**5. Colonization and fighting for independence**

1) The chief motives for establishing or winning colonies. Types of political rule imposed on the colonies.

2) Give examples illustrating the controversial nature of the process of colonization and of consequences of decolonization.

3) Point out the changes that happened in the Victorian era in the spheres of:

• Economy

• Politics

• Morality

4) What events led to the War of Independence in the USA? What were its results?

**6. Economic and political developments in Britain and the USA in the 18th -19th centuries**

1) Explain the essence of the Industrial Revolution, point out elements that contributed to creating it and the changes it introduced in the pattern of economic development worldwide.

2) Factors that enabled the United States to become a leading industrial power in the late 19-th century. Dangers the unrestrained economic growth brought and steps taken to counteract negative tendencies.

3) Mass production, its positive and weak points. Social impacts of mass production.

4) Explain the essence of laissez faire, its impact on different spheres of life.

**7. Great Britain and the USA in the first half of the 20th century**

1) Economic factors that promoted World War I. Casus belli for World War I.

2) The warring parties in World War I. The events that made Russia drop out of the war.

3) The most controversial provisions in the Treaty of Versailles and the consequences it had on further development of the world.

4) The main objective of the League of Nations, reasons for its failure.

5) Describe the political, economic and social problems of the period called “the Roaring Twenties”. Point out its consequences.

6) Explain the reasons for The Great Depression of the 1920-s. Point out the key issues of Roosevelt’s “New Deal”.

7) Name reasons and the events that led to the outbreak of World War II. Name the warring parties of World War II. Why was it estimated as “total war”?

8) What European countries did the Western Allied Forces and the USSR liberate? Speak of the role of the USSR in defeating fascism.

9) Why does the use of atomic bombs by the USA against Japan still provoke heated discussion?

**8. Great Britain, Australia and the USA in the post-World War II period**

1) Explain the essence of the notions “cold war”, "iron curtain" and “warmongering”, give their characteristic features. Changes that happened in the Cold War period throughout the world.

2) Reasons for positive and negative changes that happened in the economy of Great Britain (USA, Australia) in the post- World War II period. Describe their current position in global economy, problems to overcome.

3) Reasons for the current global economic crisis. Explain why it is called the Great Depression of the 21-st century.

**Темы международного бизнеса**

***Темы к зачету***

**1. West versus East**

1. Culture, cultural universals, elements of material and nonmaterial culture.
2. Prove that language is a foundation of every culture which reflects its background.
3. Formal and informal norms of conduct, mores and folkways, “culture shock”.
4. Different approaches in establishing business relations between Westerners and Asians.
5. Roots of the clash in verbal and nonverbal communication between Westerners and Asians.
6. Skills to be developed to adapt in any culture.

**2. Japanese Approach to Business.**

1. History of molding Japanese code of behavior governing every sphere of life in Japan.
2. The *kaizen* philosophy, monochronic and polychromic culture.
3. ‘High’ and ‘low’-context types of communication.
4. Peculiarities of the Japanese management style.
5. Role, objectives and functions of the personnel department in a Japanese company.
6. The Japanese employee compensation schemes, its planning and budgeting system.
7. A possibility to combine Japanese and Western management styles to improve business performance.

**3. Business Ethics**

1. Ethics. Business ethics perceived like an *oxymoron*.
2. Examples of ethical and unethical business behavior.
3. Main ethical misconceptions.
4. Ethical problems in business and ways to encourage ethical behavior.
5. Types of corporate crime.
6. Methods of ethical reasoning.
7. Measures to improve ethical performance in business.

**4. Intellectual property**

1. Specific features and major problems in the sphere of intellectual property.
2. Rights protected by patent law, thorny issues about the patent system.
3. Problems in creating, protecting and exploiting a trademark.
4. Basic requirements for a product/work to be subject to copyright law. Exclusive rights and limitations accorded to the copyright holder.
5. Arguments in favour and against intellectual property.
6. Protection of intellectual property in Belarus.