**УЧЕБНО-МЕТОДИЧЕСКИЕ КАРТЫ ПО ДИСЦИПЛИНЕ «ДЕЛОВОЙ ИНОСТРАННЫЙ ЯЗЫК (2-й)»**

**СПЕЦИАЛЬНОСТИ 1-25 01 13 «ЭКОНОМИКА И УПРАВЛЕНИЕ ТУРИСТСКОЙ ИНДУСТРИЕЙ»**

**Дневная форма обучения**

**2 курс, III семестр**

**Практические занятия – 68 часов**

**2 курс, IV семестр**

**Практические занятия – 52 часа**

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| **Номер раздела, темы, занятия** | **Название раздела, темы, занятия; перечень изучаемых вопросов** | **Количество аудиторных часов** | | | | | | | | | | | **Литература** | | **Формы контроля знаний** |
| **Лекции** | **Практические занятия** | | **Семинарские** | | **Лабораторные** | | **Количество часов УСРС** | | | |
| **Л** | | **Пз** | **Лаб** |
|  | **«Деловой иностранный язык (2-й)»** |  |  | |  | |  | |  | |  |  |  | |  |
|  | **2 курс, III семестр** |  | **68** | |  | |  | |  | |  |  |  | | Exam |
| **1** | **Meeting New Business Contacts**  -Working in a foreign country  -Introducing oneself  -Introducing others |  | **10** | |  | |  | |  | |  |  | Осн.  [1-3]  Доп.  [4-16] | | Reading and translating,  Acting out the conversation, dictation-translation  LG Test |
| **2** | **Daily routine**  -Asking about working conditions  -Asking about people’s daily routine  -Talking about jobs |  | **12** | |  | |  | |  | |  |  | Осн.  [1-3]  Доп.  [4-16] | | Reading and translating,  Acting out the conversation, dictation-translation  LG Test |
| **3** | **Time off**  **-**Discussing work-life balance  -Asking about busy week-ends  - Discussing how the weather affects us  -Formal emails |  | **10** | |  | |  | |  | |  |  | Осн.  [1-3]  Доп.  [4-16] | | Reading and translating,  Acting out the conversation, dictation-translation  LG Test |
| **4** | **Offices**  **-**Office design  -Directions |  | **10** | |  | |  | |  | |  |  | Reading and translating,  Acting out the conversation, dictation-translation  LG Test |
| **5** | **Can you or can’t you?**  -Talking about abilities  -Discussing who you can or cannot trust  -Describing what is permitted and not permitted  - Job applications  - Job interviews |  | **12** | |  | |  | |  | |  |  | Осн.  [1-3]  Доп.  [4-16] | | Reading and translating,  Acting out the conversation, dictation-translation  LG Test |
| **6** | **What happened?**  - Asking and answering questions about a company’s history  - Talking about popular products  - Discussing your past education |  | **14** | |  | |  | |  | |  |  | Осн.  [1-3]  Доп.  [4-16] | | Reading and translating,  Acting out the conversation, role playing  LG Test |
|  | **2 курс, IV семестр** |  | | **52** | |  | |  | |  |  |  |  |  | Exam |
| **7** | **7. Eating out**  **-** Discussing business lunches  - Describing favourite food |  | | **10** | |  | |  | |  |  |  | Осн.  [1-3]  Доп.  [4-16] | | Reading and translating,  Acting out the conversation, dictation-translation  LG Test |
| **8** | **Life in the city**  - Comparing weather conditions  - Comparing cities, companies |  | | **10** | |  | |  | |  |  |  | Осн.  [1-3]  Доп.  [4-16] | | Reading and translating,  Acting out the conversation, dictation-translation  LG Test |
| **9** | **9.Trends**  -Talking about your current situation  - Discussing social, business trends |  | | **10** | |  | |  | |  |  |  | Осн.  [1-3]  Доп.  [4-16] | | Reading and translating,  Acting out the conversation, dictation-translation  LG Test |
| **10** | **Work and health**  -Discussing absenteeism  - Making suggestions  - Talking about future  -Making arrangements |  | | **10** | |  | |  | |  |  |  | Осн.  [1-3]  Доп.  [4-16] | | Reading and translating,  Acting out the conversation; pair work; Dictation-translation  LG Computer Tests |
| **11** | **11. Success and change**  -Discussing someone you admire  -Talking about experiences  - Talking about life changes  -Discussing a company’s performance |  | | **12** | |  | |  | |  |  |  | Осн.  [1-3]  Доп.  [4-16] | | Reading and translating,  Acting out the conversation, dictation-translation  LG Test |
|  | **Всего часов** |  | | **120** | |  | |  | |  |  |  |  | |  |