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

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

**Заочная форма обучения (сокращенный срок обучения)**

**1 курс, II семестр**

**Практические занятия –2 часa**

**2 курс, III семестр**

**Практические занятия –12 часов**

**2 курс, IV семестр**

**Практические занятия –12 часов**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Номер раздела, темы, занятия** | **Название раздела, темы, занятия; перечень изучаемых вопросов** | **Количество аудиторных часов** | | | | | | | | | | **Литература** | | **Формы контроля** | |
| **Лекции** | **Практические занятия** | **Семинарские** | | **Лаб** | | **Количество часов УСРС** | | | |  | |  | |
| **лекции** | | **практич** | **лаб** |  | |  | |
|  | **«Деловой иностранный язык (2-й)»** |  |  |  | |  | |  | |  |  |  | |  | |
|  | **1 курс, II семестр** |  | **2** |  | |  | |  | |  |  |  | |  | |
|  | **Meeting New Business Contacts**  Working in a foreign country  Introducing oneself |  | 2 |  | |  | |  | |  |  | Осн.  [1-3]  Доп.  [4-16] | | Reading and translating,  Acting out the conversation, | |
|  | **2 курс, III семестр** |  | **12** |  | |  | |  | |  |  |  | | Exam | |
|  | - **Teams**  Introducing others  Working in a team  **- Companies**  Types of companies  Company information  Formal emails  **- Offices**  Office design  Directions  **- Events**  Offers, requests, permission  Welcoming visitors  Writing memos  **- Money**  Ordering goods  Suppliers  Invoice  **- Projects**  Project analysis  Talking about a project  **- Solutions**  Explaining a technical problem |  | 12 |  | |  | |  | |  |  | Осн.  [1-3]  Доп.  [4-16] | | Reading and translating,  Acting out the conversation, role playing | |
|  | **2 курс, IV семестр** |  | **12** | |  | |  | |  |  |  |  | Exam | |
|  | - **Products**  Describing a product  **- Competitors**  Researching and analyzing competing companies  Writing reports  **- Location**  Giving opinions  Informal emails  **- Careers**  Looking for and applying for a job  Job interviews  **- Ideas**  Discussing ideas  Writing recommendations  **- Travel**  Making arrangements  **- Trends**  Talking about trends  Writing reports |  | 12 | |  | |  | |  |  |  | Осн.  [1-3]  Доп.  [4-16] | Reading and translating,  Acting out the conversation; pair work; Dictation-translation | |
|  | **Всего часов** |  | **26** | |  | |  | |  |  |  |  |  | |