

MINISTRY OF SCIENCE AND EDUCATION OF THE REPUBLIC OF KAZAKHSTAN

NEI «ALMATY MANAGEMENT UNIVERSITY»

DEPARTMENT: “FOREIGN LANGUAGES”

Approved
at the meeting of the
Educational and Methodic Council
Chairman

_____N.S. Duisengulova
« ____ » _____ 2014 г.

Academic program: Bachelor

Specialty:

**5B070300 - «Information Systems»,
5B090900 - «Logistics»,
5B091200 - «Restaurant and Hotel Business»,
5B050600 - «Economics»,
5B050700 - «Management»,
5B050800 - «Accounting and Audit»,
5B050900 - «Finance»,
5B051100 - «Marketing»,
5B030100 - «Law»,
5B090800 - «Evaluation»,
5B050500 - «Region Study»,
5B051400 - «Public Relations»,
5B051000 - «State and Local Governance»**

Form of tuition: day time

**SYLLABUS
on the course “Foreign Language”**

Year: 1

Semester: 1,2

Number of Credits: 3

Lecturer: Senior teacher T. Myrzakhanov

Phone : 2937593, room # 201

Almaty, 2014

Completed by: Senior teacher _____ Talgat Adilbekovich Myrzakhanov

The syllabus has been developed on the basis of the working curriculum of the discipline for students of the Specialties: 5B070300 «Information Systems», 5B090900 «Logistics», 5B091200 «Restaurant and Hotel Business», 5B050600 Economics», 5B050700 «Management», 5B050800 «Accounting and Audit», 5B050900 «Finance», 5B051100 «Marketing», 5B030100 «Law», 5B050500 «Region Study», 5B051400 «Public Relations», 5B051000 «State and Local Governance»

The syllabus was reviewed at the meeting of Department of “Foreign Languages”

Protocol № __ from “ __ ” _____ 2014

Acting as Head of the department of Foreign Languages _____ M. Jandildinov

Introduction

The discipline considers and examines the English language as the language of global communication. It is not only a powerful learning tool, a medium by which students gain access to knowledge from around the world, but also a medium through which they develop positive values and attitudes, establish and maintain meaningful relationships with foreign students, increase their cultural understanding and expand their knowledge and world-views.

Methodology of teaching this discipline provides for:

- Practical classes;
- IWST;
- IWS

The present syllabus has been based upon the working program on the course “Foreign Language” (*The Business (Intermediate level – B1)*).

The purpose of teaching this discipline is teaching English as the language of international business, trade and professional communication. Much emphasis has been placed on Business English Language learning, since proficiency in Business English is essential for students to gain knowledge and strengthen their language and communicative competitiveness in business sphere.

The objectives of teaching this discipline are empowering students with the capabilities necessary for lifelong learning, critical thinking, problem-solving, creativity, and innovation and for adapting to the rapid changes and demands of a modern society.

Prerequisites: Pre-Intermediate Level (B1)

Postrequisites: Upper Intermediate Level (C1)

Upon completion of this discipline students must master the following competencies (according to the competence model of the bachelor).

The student must know to adequately use some of the *language items* at the intermediate level:

- Use adjectives, adverbs, formulaic expressions, etc.
- Use the simple present tense, gerunds, conditionals, etc.,
- Use a variety of tenses, the passive voice, reported speech, adverbs, etc.
- Use formulaic expressions, adverbial clauses, etc.
- Use adverb phrases and adverbial clauses of reason, concession, result, etc.
- Use modals and formulaic expressions
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- Use modals and formulaic expressions
- Use modals, appropriate verbs and formulaic expressions
- Use a variety of tenses, prepositions, formulaic expressions, adjectives, adverb phrases, adverbial clauses, the passive voice, etc.
- Use a variety of tenses, prepositions, adjectives, adverb phrases, adverbial clauses, the passive voice, etc.
- Use the simple present tense, adverb phrases, adjectives, gerunds, conditionals, formulaic expressions, etc.

By the end of the course the students should be able to:

Listening and Speaking:

- take part in day-to-day conversation
- communicate information effectively and respond to information accurately
- speak and listen to explore, extend, clarify and reflect on their thoughts, ideas, feelings and experiences

- speak and listen for daily functional living
- interact with sensitivity and respect, considering the situation, audience and purpose
- relay information, ask questions and respond accurately to questions regarding personal - information, information about business events, information gained from content
- report events in chronological order clearly, using time referents
- discuss topical issues expressing and responding to ideas
- contribute ideas to brainstorming sessions

Reading:

- retell plot of the story
- read functional documents for day-to-day living (university schedule, public notices and instructions, business correspondence)

Writing:

- relay formal business events in writing, in chronological order
- write and reply to formal e-messages
- write accurate, complex sentences and questions related to personal feelings and experiences in a variety of genres for a variety of audiences

By the end of the course the student must acquire the following skills:

- to make a complaint
- to justify one's behaviour, decision and point of view in a variety of situations
- to refer to events in the past, present and future and to the frequency with which things occur
- to invite, make and refuse suggestions and proposals
- to express factual information
- to ask for favours and assistance
- to ask for and give advice on a variety of matters
- to express obligation and prohibition
- to request, offer, accept and decline help
- to present plans
- to express personal feelings, opinions and judgements, and present arguments

CALENDAR AND THEMATIC PLAN OF THE DISCIPLINE
“Foreign language”
Semester 1

№	Theme	Distribution of classes by week		
		Practical classes	IWS	IWST
1	2	3	4	5
1	Unit 1. Corporate culture Work culture and placements abroad and in Kazakhstan (Customs, traditions and festivities; National Symbols)	4	4	1
2	Unit 1. Corporate culture Work organization and responsibility Past tenses	4	4	1
3	Unit 1. Corporate culture Office etiquette the UK and Kazakhstan Advice structures	4	4	1
4	Unit 2. Customer support Call centres in the UK and Kazakhstan Asking questions and giving instructions	4	4	1
5	Unit 2. Customer support Customer service and telephoning in the UK and Kazakhstan Asking questions and giving instructions	4	4	1
6	Unit 2. Customer support Dealing with problems by telephone in the UK and Kazakhstan	4	4	1
7	Review (Units 1-2)	4	4	1
Midterm control 1				
8	Unit 3. Products and packaging Packaging: Advertising goods abroad and in Kazakhstan Articles	4	4	1
9	Unit 3. Products and packaging Specifications and features Relative clauses	4	4	1
10	Unit 3. Products and packaging Presentations structure Noun combinations	4	4	1
11	Unit 4. Careers Career choices abroad and in Kazakhstan Present tenses Present Simple v/s Present Continuous	4	4	1
12	Unit 4. Careers	4		

	Personal skills and qualities Present Perfect v/s Past Simple Careers, personal skills and qualities		4	1
13	Unit 4. Careers Job interviews Job recruiting system in Kazakhstan	4	4	1
14	Present Perfect v/s Present Perfect Cont.	4	4	1
15	Review (Units 3-4)	4	4	1
Midterm control 2				
Exam				

Semester 2

№	Theme	Distribution of classes by week		
		Practical classes	IWS	IWST
1	2	3	4	5
1	Unit 5. Making deals E-tailing	4	4	1
2	Unit 5. Making deals Negotiating and e-tailing Conditionals	4	4	1
3	Unit 5. Making deals Negotiations bargaining Recommendations	4	4	1
4	Unit 6. Company and community Corporate social responsibility abroad and in Kazakhstan Passive Voice	4	4	1
5	Unit 6. Company and community Ethical behavior and social performance in Kazakhstan Passive Voice	4	4	1
6	Unit 6. Company and community Holding a meeting abroad and in Kazakhstan Reported speech	4	4	1
7	Review (Units 5-6)	4	4	1
Midterm 1				
8	Unit 7. Mergers and acquisitions Risks and opportunities	4	4	1
9	Unit 7. Mergers and acquisitions Business performance abroad and in Kazakhstan Future forms	4	4	1
10	Unit 7. Mergers and acquisitions Presentations: Using visuals	4	4	1

	Expressing likelihood			
11	Unit 7. Mergers and acquisitions Presentations: Using visuals Expressing likelihood	4	4	1
12	Unit 8. International trade Export and payment in Kazakhstan Collocations	4	4	1
13	Unit 8. International trade International deals and payments Phrasal verbs Collocations	4	4	1
14	Unit 8. International trade Negotiations diplomacy: the UK v/s Kazakhstan Prepositions	4	4	1
15	Review (Units 7-8)	4	4	1
Midterm 2				
Final exam				

**Content of practical classes, form of control and grading
Semester 1**

Theme №	Questions for practical classes	Literature	Form of control	Max score
1	2	3	4	5
1	Corporate culture <i>Work organization and responsibility</i>	Main	Discussion	100
1	Corporate culture <i>Office etiquette</i>	Main	Report	100
1	Corporate culture <i>Problems with work placements</i>	Main	Brainstorming	100
2	Customer support <i>Describing office problems</i>	Main	Brainstorming	100
2	Customer support <i>Dealing with problems over telephone</i>	Main	Presentation	100
2	Customer support <i>Customer service in the UK</i>	Main	Presentation	100
3	Products and packaging <i>Advertising goods</i>	Main	Discussion	100
3	Products and packaging <i>Analyzing the structure of presentations</i>	Main	Discussion	100
3	Products and packaging <i>Presenting products</i>	Main	Discussion	100
4	Careers <i>Making career choices</i>	Main	Brainstorming	100
4	Careers	Main	Discussion	100

	<i>Applying for a job</i>			
4	Careers <i>Recruiting the staff; Tips for job interviews</i>	Main	Roleplaying	100

Semester 2

Theme №	Questions for practical classes	Literature	Form of control	Max score
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
5	Making deals <i>Negotiating and e-tailing</i>	Main	Round table	100
5	Making deals <i>Solving problems, reaching agreements</i>	Main	Round table	100
5	Making deals <i>Dealing with foreign partners</i>	Main	Round table	100
6	Company and community <i>Analysing a company's credo and their corporate social responsibility</i>	Main	Discussion	100
6	Company and community <i>Ethical behavior and social performance; Being a good corporate citizen</i>	Main	Report	100
6	Company and community <i>Commenting on a company's environment contamination</i>	Main	Discussion	100
7	Mergers and acquisitions <i>Risks and opportunities in A&M</i>	Main	Presentation	100
7	Mergers and acquisitions <i>Business performance: Giving financial information</i>	Main	Presentation	100
7	Mergers and acquisitions <i>Presentations: Using visuals</i>	Main	Presentation	100
8	International trade <i>Export sales and payment</i>	Main	Presentation	100
8	International trade <i>Talking on cash-flow problem</i>	Main	Presentation	100
8	International trade <i>Exchange rate fluctuations</i>	Main	Presentation	100

IWUSI SCHEDULE
Semester 1

Theme №	Assignments for IWS	Literature	Forms of control	Deadline (week)	Max .score
1.	Internet research Vocabulary on work culture and placements abroad and in Kazakhstan (Customs, traditions and festivities; National Symbols) Exercises on Past tenses Exercises on grammar: <i>Past Simple</i> pp.10-11 <i>Present Perfect</i> v/s <i>Past Simple</i> pp.26-29	The Business Intermediate Grammar and practice pp.118 English Grammar in Use <i>Raymond Murphy</i> Intermediate	Making reports	1	100
1	Internet research Talking about Internships Writing Placement Reports Telling a story Exercises on grammar: <i>Past Continuous</i> pp.12-13	The Business Intermediate Use Grammar and practice p.118-119 English Grammar in Use <i>Raymond Murphy</i> Intermediate	Brainstorming the topic	2	100
1	Internet research Vocabulary exercises Discussing the problems while working in a foreign country (Modern family/Housing problems) Advice structures Exercises on grammar: <i>Past Perfect</i> pp.30-31	The Business Intermediate The Business Intermediate p. 119 English Grammar in Use <i>Raymond Murphy</i> Intermediate	Making reports	3	100
2.	Internet research Making calls Discussing the work of call centre operators Cons and pros of various professions Exercises on asking questions Yes/No questions; Wh-questions	The Business Intermediate Grammar and practice pp.120	Discussions	4	100

2	Internet research Vocabulary on customer service and telephoning Making Requests Exercises on grammar: <i>Can/ Could/ Would you (Requests, offers, permission and invitations)</i> pp.74-75	The Business Intermediate Grammar and practice p.121 English Grammar in Use <i>Raymond Murphy</i> Intermediate	Making reports	5	100
2	Internet research Vocabulary exercises Dealing with problems over telephone in The UK and Kazakhstan Giving Instructions Exercises on grammar: Modal verbs: <i>have to/ must/need</i> pp.62-65	The Business Intermediate Grammar and practice p.121 English Grammar in Use <i>Raymond Murphy</i> Intermediate	Discussions	6	100
1-2	Review (Units 1-2)	The Business Intermediate Grammar and practice p.121	Written report	7	100
3.	Internet research Vocabulary exercises. Giving presentations abroad and in Kazakhstan. Exercises on articles Exercises on grammar: <i>Definite/indefinite/ zero articles</i> pp.144-157	The Business Intermediate Grammar and practice p.122 English Grammar in Use <i>Raymond Murphy</i> Intermediate	Discussions	8	100
3	Internet research Openings for a successful presentation. Exercises on relative clauses Exercises on grammar: <i>Relative clauses</i> pp.184-193	Search for the keywords: <i>online dictionary</i> p.37 The Business Intermediate Grammar and practice pp.122-123 English Grammar in Use <i>Raymond Murphy</i> Intermediate	Making reports	9	100

3	Internet research Vocabulary exercises. Presenting products abroad and in Kazakhstan Noun combinations Exercises on grammar: <i>Noun Combinations</i> pp.160-161	Search for the keywords: <i>presentation tips</i> p.39 The Business Intermediate Grammar and practice p.123 English Grammar in Use <i>Raymond</i> <i>Murphy</i> Intermediate	Brainstorming the topic	10	100
4.	Internet research Vocabulary exercises. Applying for a job abroad and in Kazakhstan Choice of career Present tenses (Present Simple and Present Continuous) Exercises on grammar: <i>Present Simple/Present</i> <i>Continuous</i> pp.2-9	The Business Intermediate Grammar and practice p.124 English Grammar in Use <i>Raymond</i> <i>Murphy</i> Intermediate	Making reports	11	100
4	Internet research Vocabulary exercises Recruiting the right person Job recruiting system in Kazakhstan Present tenses (Present Perfect v/s Past Simple) Exercises on grammar: <i>Present Perfect</i> pp.14-17	The Business Intermediate Grammar and practice p.124 English Grammar in Use <i>Raymond</i> <i>Murphy</i> Intermediate	Brainstorming the topic	12	100
4	Internet research Vocabulary exercises. Talking about job interviews in various countries	Search for the keywords: <i>resume</i> <i>style</i> p.53	Writing CV	13	100
4	Present tenses (Present Perfect and Present Perfect Exercises on grammar: <i>Present Perfect Continuous</i> pp.20-25	The Business Intermediate Grammar and practice p.125 English Grammar in Use <i>Raymond</i> <i>Murphy</i> Intermediate	Written report	14	100
3-4	Review (Units 3-4)	The Business Intermediate	Written report	15	100

**Note: control and grading of IWS assignments is done during IWST classes in accordance with the approved schedule.*

Semester 2

Theme №	Assignments for IWS	Literature	Forms of control	Deadline (week)	Max.score
5	Internet research Vocabulary exercises. Discussing the advantages and disadvantages of e-commerce Exercises on Conditionals 1-2 Exercises on grammar: <i>Conditionals: First and Second conditionals</i> pp.76-79	The Business Intermediate Grammar and practice pp.126-127 English Grammar in Use <i>Raymond Murphy</i> Intermediate	Making reports	1	100
5	Internet research Vocabulary exercises. Discussing negotiation quotes Exercises on grammar: <i>Conditionals: Third conditional</i> pp.81-82	The Business Intermediate English Grammar in Use <i>Raymond Murphy</i> Intermediate	Discussions	2	100
5	Internet research Vocabulary exercises Discussing negotiating problems with foreign partners Cultural Differences: the UK, the US and Kazakhstan Exercises on grammar: <i>Wish patterns</i> pp.82-83	The Business Intermediate English Grammar in Use <i>Raymond Murphy</i> Intermediate	Brainstorming the topic	3	100
6	Internet research Vocabulary exercises. Talking about a company's credo in the UK and Kazakhstan Exercises on the Passive Voice Exercises on grammar: <i>Passives</i> pp.84-90	The Business Intermediate Grammar and practice p.128 English Grammar in Use <i>Raymond Murphy</i> Intermediate	Discussions	4	100

6	Internet research Vocabulary exercises Discussing the rules of meetings in various companies Exercises on Reported Speech Exercises on grammar: <i>Reporting with Passive</i> (<i>He is said to..., It is said that...</i>) pp.90-91	The Business Intermediate Grammar and practice p.129 English Grammar in Use <i>Raymond Murphy</i> Intermediate	Brainstorming the topic	5	100
6	Internet research Vocabulary exercises Talking on environment contamination in Kazakhstan Exercises on grammar: <i>Reported Speech</i> pp.94-97	The Business Intermediate English Grammar in Use <i>Raymond Murphy</i> Intermediate	Making reports on e-mail ethics	6	100
5-6	Review (Units 5-6)	The Business Intermediate English	Written report	7	100
7	Internet research Presenting vocabulary Talking on mergers Discussing the articles about mergers and takeovers Exercises on Future forms: Will v/s going to Exercises on grammar: <i>Future forms: Will/shall</i> pp.42-45	The Business Intermediate Grammar and practice p.130 English Grammar in Use <i>Raymond Murphy</i> Intermediate	Brainstorming the topic	8	100
7	Internet research Vocabulary exercises. Writing graphs Exercises on Future forms: Present Continuous v/s going to Exercises on grammar: <i>Future forms: Present Continuous</i> pp.38-39	The Business Intermediate Grammar and practice p.131 English Grammar in Use <i>Raymond Murphy</i> Intermediate	Making reports	9	100
7	Internet research Vocabulary exercises Discussing the pros and cons of multimedia presentations Exercises on grammar: <i>Future forms: be going to</i> pp.40-41	The Business Intermediate English Grammar in Use <i>Raymond Murphy</i> Intermediate	Discussions	10	100

8	Internet research Vocabulary exercises Talking on exchange rate fluctuations Exercises on Prepositions Exercises on grammar: <i>Prepositions:</i> <i>Prepositions of time</i> pp.242-245	The Business Intermediate Grammar and practice p.133 English Grammar in Use <i>Raymond</i> <i>Murphy</i> Intermediate	Writing graphs	11	100
8	Internet research Vocabulary exercises Discussing the topic: How to become a millionaire Exercises on Prepositions: verb+preposition Exercises on grammar: <i>Prepositions: verb+preposition</i> pp.264-273	The Business Intermediate Grammar and practice p.133 English Grammar in Use <i>Raymond</i> <i>Murphy</i> Intermediate	Brainstorming the topic	12	100
8	Internet research Vocabulary exercises. Talking on cash-flow problems	The Business Intermediate Grammar and practice p.133	Writing e-mails	13	100
8	Exercises on Prepositions: noun+preposition Exercises on grammar: <i>Prepositions:</i> <i>Noun+preposition</i> pp.258-259	English Grammar in Use <i>Raymond</i> <i>Murphy</i> Intermediate	Written report	14	100
7-8	Review (Units 7-8)	The Business Intermediate	Written report	15	100

**Note: control and grading of IWS assignments is done during IWS classes in accordance with the approved schedule.*

List of main and additional literature

Main literature

1. John Allison, Paul Emmerson. The Business – Intermediate Student's Book, 2007, Macmillan Publishers Limited

Additional literature

1. R. Murphy. English Grammar in Use – Intermediate, 2003, Cambridge University Press
2. Macmillan English Dictionary for Intermediate Learners, 2005, Macmillan Publishers Limited

Course Policy

1. *Attendance*: If you miss classes, you are responsible for consolidation of the material covered.
2. *Requirements*: You should be interested in studying and consolidating the programme material. All assignments should be done by students regularly and according to the schedule. Students must not be late for classes. Mobiles should be switched off when entering the class.
3. *Practical classes*: New material is introduced and consolidated at practical classes. It also includes oral and written forms of control.
4. *IWST*: Checking and estimation of *IWS* is held during *IWST* classes. Students must hand in their *IWS* tasks by the fixed time. Those who don't meet the deadline will lose some points.
5. *Total score* is the sum of all points a student gets for practical classes and *IWST*, and marks received for midterm tests and final exam.
6. Teacher has the right to deprive students from some points in case they do not follow the above rules.