Приложение 1

МИНИСТЕРСТВО ОБРАЗОВАНИЯ И НАУКИ РОССИЙСКОЙ ФЕДЕРАЦИИ

Федеральное государственное бюджетное образовательное учреждение

высшего образования

«Забайкальский государственный университет»

(ФГБОУ ВО «ЗабГУ»)

Факультет филологии и массовых коммуникаций

Кафедра иностранных языков (гуманитарно-педагогическое направление)

**УЧЕБНЫЕ МАТЕРИАЛЫ**

**для студентов заочной формы обучения**

по деловому иностранному языку

наименование дисциплины (модуля)

для направления подготовки (специальности)

37.03.01 Психология. Магистерская программа «Общая психология»

код и наименование направления подготовки (специальности)

Общая трудоемкость дисциплины (модуля)

|  |  |  |
| --- | --- | --- |
| Виды занятий | Распределение по семестрам в часах  | Всего часов |
| 1семестр | 2семестр | 3семестр |
| 1 | 2 | 3 | 4 | 5 |
| Общая трудоемкость | 72 |  |  | 72 |
| Аудиторные занятия, в т.ч.: |  |  |  |  |
| лекционные (ЛК) |  |  |  |  |
| практические (семинарские) (ПЗ, СЗ) |  |  |  |  |
| лабораторные (ЛР) | 10 |  |  | 10 |
| Самостоятельная работа студентов (СРС) | 62 |  |  | 62 |
| Форма промежуточного контроля в семестре\* | зачёт |  |  |  |
| Курсовая работа (курсовой проект) (КР, КП) |  |  |  |  |

**Краткое содержание курса**

|  |  |
| --- | --- |
| № п/п | Перечень изучаемых тем, разделов дисциплины (модуля). |
|  | Установление деловых контактов. Making contacts. |
|  | Мои карьерные планы. My future career plans. |
|  | Представление своих научных интересов. My research interests. |
|  | Участие в научной конференции. Participating in a conference. |

**Форма текущего контроля**

**Exercise 1 Read and discuss the text.**

**Small talk**

Welcoming visitors involves making people feel relaxed and comfortable in a new environment. An essential part of this is small talk - or making conversation, which is not directly concerned with reaching a business deal. Small talk is always useful at the beginning of a meeting, welcoming a visitor, at other moments in a business relationship. Conversation normally arises from the immediate physical environment: the weather, buildings and places, hotels, arrival and departure, meals, the time of day, entertainment, etc.

**Exercise 2 What topics do you like talking about at a business lunch or at a conference when you meet colleagues from different country?**

Look at the list below and choose your favourites. Add any others. Work with a partner. Make up dialogues.

* cinema …. - family …. -travel … - food … - books … - sport …- politics …-news …

**e.g**. - Do you like reading?

- Yes, I do.

- What are you reading at the moment?

- A biography. It’s about Nelson Mandela.

- …………………………………..

**Are there any topics you would *not* discuss? Make a list.**

**Exercise 3 Small talk quiz: What do we say in these situations? Match the columns.**

|  |  |
| --- | --- |
| 1. Have we met before? | a. No, I don’t.  |
| 2. Are you new? | b. Nice to meet you.  |
| 3. Your face looks familiar. | c. Yes, I am. |
| 4. My name’s Peter Stroke. | d. Yes, we have.  |
| 5. Do you know many people here? | e. How do you do? |
| 6. How do you do? | f. Really? |

**Exercise 4 How do you welcome visitors? Complete the dialogue with words from the box.**

**Klaus**: Hello, (1) \_\_\_\_. I’ve got an appointment with Mr. Smith. I’m a little early. I can wait a few minutes.

**Jane**: (2)\_\_\_\_, Mr. Edwards. Well, would you like a drink?

**K**: (3)\_\_\_\_ - but I’d like to send an e-mail.

**J**: (4) \_\_\_\_. You can use my computer.

**K**: (5) \_\_\_\_. I’ll send this e-mail and then I can prepare some work while I’m waiting.

**J**: (6) \_\_\_\_\_\_?

**K**: Oh, there’s one other thing. (7) \_\_\_\_\_\_\_?

**J**: No problem, I’ll do that for you.

|  |
| --- |
| Could you help me arrange a flight to Los Angeles?Nice to meet you. Yes, of course.Thank you very much. My name’s Klaus Edwards. No, I’m fine, thanks. Can I do anything else for you  |

**Exercise 5 Match the phrases 1 – 5 to the correct responses a – e.**

|  |  |
| --- | --- |
| 1. Would you like something to drink, tea or coffee? | a. Sure, I’ll do that for you.  |
| 2. Did you have a good trip? | b. Of course you can. Here it is.  |
| 3. Could you book me a taxi to the hotel? | c. I’d like some tea, if possible.  |
| 4. Can I use your phone? | d. Just three days.  |
| 5. How long are you staying here? | e. Absolutely no problems, thank you. |

**Exercise 6 Work in pairs. Choose the best response (a, b or c) in each situation. Sometimes, more than one answer may be correct.**

*Situation 1*. During the coffee break, Robert Pearson sees his colleague from the Dresden Business School.

Robert: Hello, Kurt. Remember me? I’m Robert Pearson.

Kurt: a. Oh! Yes, of course. How are you?

 b. I am glad to meet you too.

 c. Hello, Robert. Pleased to meet you.

*Situation 2*. Linda and Peter are talking during lunch time. They know each other very well.

Peter: Hey, Linda, how are things?

Linda: a. I am pleased to meet you.

 b. Not bad. And you, Peter?

 c. Fine, thanks.

*Situation 3* You are at a conference in Oxford and want to introduce yourself to Professor Parker.

You: You must be Professor Parker.

Professor Parker: a. Pleased to meet you.

 b. Yes, that’s me. What’s your name?

 c. That’s right! Why?

**Exercise 7 Read and translate the text. Do the tasks below.**

**Career changes that make a difference**

An American university has recently carried out a survey into why people decide to change direction in their career. The results show that 61 % of the people interviewed would prefer to do something more useful with their lives. Most of them think that they would have more job satisfaction if they could give something back to the community.

A typical example of this is Alex Crane, whose original aim when he set up his own company was to make money. However, after 18 years running the company, he realized that something was missing in his life. After his company was sold, he joined a teaching programme online and now gives classes in industrial technology at his local high school.

Nowadays there is an increasing number of educational programmes that give people the opportunity to make a difference. Many of them are part-time so that you only have to give up your current job once you become qualified. ‘If you go back to studying, you’ll find a job that makes you happy,’ says the head of one of the programmes. ‘Those people who have doubts about their current job should get in touch immediately with their local university to find out what’s on offer,’ she recommends.

**Exercise 8 Match the verbs (1-7) with the noun phrases (a-g) to form expressions from the text.**

|  |  |
| --- | --- |
| 1. carry out  | a) a company |
| 2. change | b) a teaching programme |
| 3. set up  | c) a job |
| 4. join  | d) a survey |
| 5. give up  | e) direction in one’s career |
| 6. get in touch with | f) a difference |
| 7. make  | g) a local university |

**Exercise 9 Answer the questions.**

1. Why do some people decide to change direction in their career?

2. What was Alex Crane’s original career plan?

3. What decision did he make?

4. What does he do for a living?

5. What gives people the opportunity to make a difference?

**Exercise 10 Match words from left and right to find their definitions.**

|  |  |
| --- | --- |
| 1.graduate from | a) person’s rank in employment |
| 2. apply for a job | b) get much money |
| 3. position | c) chief |
| 4. get a rise | d) complete an educational course |
| 5. salary | e) receive a higher salary |
| 6. head | f) write an official request for a position |
| 7. earn much | g) money a person is paid |
| 8. be responsible for | h) do business with  |
| 9. deal with | i) having control or authority (over) |

**Exercise 11 Discuss in groups.**

1. Would you like to choose a career in science?

2. What field of science are you currently working or studying in?

3. What science are you interested in?

4. Can you give the definition of the branch of science you are interested in?

**Exercise 12** **You are probably familiar with the traditional branches of science, e.g. chemistry, physics, botany and zoology. But what about these newer fields? Match some newer fields of science with their definitions and content.**

|  |  |
| --- | --- |
| 1. genetic engineering | a. the study of the way information is moved and controlled by the brain or by machinery |
| 2. ergonomics | b. the study of technology related to the transfer of information (computers, digital electronics, telecommunications) |
| 3. molecular biology | c. the study of how climate affects living things |
| 4. cybernetics | d. the manipulation of genetic material (DNA) of living things to alter hereditary traits |
| 5. information technology (IT) | e. the study of physical systems at temperatures less than 183°C |
| 6. bioclimatology | f. the study of the structure and function of the organic molecules associated with living organisms |
| 7. cryogenic | g. the study of the way nuclear power can be made useful |
| 8. nuclear engineering | h. the study of the design of physical working spaces and how people interact with them |

**Exercise 13 Complete the following list with the name of the specialists in the particular fields.**

**Example**: science - scientist

chemistry - \_\_\_

physics - \_\_\_

zoology - \_\_\_

genetics - \_\_\_

information technology - \_\_\_\_

cybernetics - \_\_\_\_

nuclear engineering - \_\_\_\_

astrophysics - \_\_\_\_

bioclimatology - \_\_\_\_\_

**Exercise 14 Read these sentences spoken by researchers. What are these specialists?**

1. I have to know everything about high-level programming languages, database design, server administration, operating systems, computer essentials and fundamentals, and information security. \_\_\_\_\_\_\_\_\_\_

2. I’m concentrating on applying radiation for sterilization of medical instruments and for diagnosing cancer and other diseases. \_\_\_\_\_\_\_\_\_

3. I’ve read many books on the solar system, I have a keen interest in celestial objects, space, and the physical universe as a whole. \_\_\_\_\_\_

4. I’ve spent a lot of time on studying sound, heat, light, and electricity. \_\_\_\_\_\_\_\_

 5. My experiments and analyses contribute to knowledge of human behavior, genetic diseases and the development of crops. \_\_\_\_\_\_\_\_

**Exercise 15 Complete the table with the necessary part of speech.**

|  |  |  |
| --- | --- | --- |
| **Verb** | **General noun** | **Person or device** |
| research | ………….. | researcher |
| ……….. | invention | ……….. |
| develop | …………. | ……….. |
| ……… | calculation | …………. |
| ………. | ……….. | computer |
| ………. | investigation | ………… |
| discover | ……….. | ……….. |

**Exercise 16 Change the form of the word in capital letters to fill in the gaps.**

1. The wheel is one of the most important \_\_\_\_ (INVENT) in the history of mankind.

2. Franklin was a scientist, an \_\_\_\_ (INVENT), and a statesman.

3. The success of our experiment depends on the \_\_\_\_ (DEVELOP) of technology.

4. Penicillin was quite an important \_\_\_\_ (DISCOVER).

5. Frankland and Lockyer were also the (DISCOVER) of helium.

6. This \_\_\_\_ (SCIENCE) made a lot of experiments.

7. The (CALCULATE) that you made contained a few inaccuracies.

8. I like to do (COMPUTE) of the ratio of the object’s height to its weight.

**Exercise 17 Match the nouns that are very common in scientific context (1-7) to their definitions (a-g).**

|  |  |
| --- | --- |
| 1. phenomenon | a. a particular procedure for accomplishing or approaching something |
| 2. research | b. an investigation of the opinions or experience of a group of people, based on a series of questions |
| 3. method | c. an idea which is suggested as a possible explanation for a particular situation or condition, but which has not yet been proved to be correct |
| 4. survey | d. the systematic investigation into and study of materials and sources in order to establish facts and reach new conclusions |
| 5. findings | e. a purpose or intention |
| 6. hypothesis | f. something that is observed to happen or exist |
| 7. aim | g. information discovered as the result of an inquiry or investigation |

**Exercise 18 Use one of the words from Exercise 17 to complete the sentences. Translate the sentences.**

1. The \_\_\_\_ of her research is to study professional identity development. 2. You are invited to participate in our \_\_\_\_\_ on mobile phones. 3. The new teaching \_\_\_\_ encourages students to think for themselves. 4. This supernatural \_\_\_\_ is of great interest to many researchers. 5. Our original \_\_\_\_ was tested by the experiment. 6. The \_\_\_ \_\_\_ indicate that the frequency of Bus service 131 in the morning peak hours is inadequate.

**Форма промежуточного контроля**

**Зачет**

Задания к зачету по дисциплине:

1. Демонстрация умений монологического высказывания по изученным темам и участие в диалогическом общении в пределах изучаемых тем.

2. Выполнение лексических диктантов.

3. Демонстрация умений чтения и извлечения информации без словаря/ со словарем в зависимости от целей чтения.

Перечень примерных вопросов для подготовки к зачету.

1. Установление деловых контактов. Поддержание деловых контактов. Making contacts. Keeping in touch.

2. Мои карьерные планы. My future career plans.

3. Представление своих научных интересов. Сфера научного исследования.

My research interests. Field of science and research.

4. Участие в научной конференции. Participating in a conference.

**Учебно-методическое и информационное обеспечение дисциплины**

**Основная литература**

1. Еремина В.М. English for Business and Academic Use: учеб. пособие / В.М. Еремина; Забайкал. гос. ун-т*.* – Чита: ЗабГУ, 2015. – 126 с. Всего: 30, из них: Аб.ин.лит.-8, К.х.-2, Каф. ин. яз. (г-п н)-20
2. Радченко, Елена Николаевна. Spoken and business english (разговорный и деловой английский язык) : учеб. пособие / Радченко Елена Николаевна. - Чита: ЗабГУ, 2013. - 86 с. - ISBN 978-5-9293-0877-2: 70-00. Всего: 35, из них: К.х.-2, Н.аб.-2, У.аб.-30, Ч.з. тех. лит.-1
3. Сафроненко О.И., Макарова Ж.И., Малащенко М.В. Английский язык для магистрантов и аспирантов естественных факультетов университетов: Учебное пособие. – М.: Высшая школа, 2005. – 175 с. Всего: 43, из них: Аб.ин.лит.-43
4. Английский язык для академических целей. English for academic purposes: учебное пособие для бакалавриата и магистратуры / Т. А. Барановская, А. В. Захарова, Т. Б. Поспелова, Ю. А. Суворова ; под ред. Т. А. Барановской. — М.: Издательство Юрайт, 2017. — 198 с. — (Серия : Бакалавр и магистр. Академический курс). — ISBN 978-5-9916-7710-3. <https://biblio-online.ru/book/9DECDEFF-0CFB-48ED-82B3-8620AEBDEFC3>
5. Чикилева, Л. С. Английский язык для публичных выступлений. English for public speaking : учебное пособие для бакалавриата и магистратуры / Л. С. Чикилева. — 2-е изд., испр. и доп. — М. : Издательство Юрайт, 2017. — 209 с. — (Серия : Бакалавр и магистр. Модуль.). — ISBN 978-5-534-00594-3. <https://biblio-online.ru/book/1145E169-DCB2-4783-9324-F596B30201E9>

**Дополнительная литература**

1. Деловой английский = Business english : учебник / под ред. Л.С. Пичкова. - Москва: ТК Велби : Проспект, 2009. - 1008с. - ISBN 978-5-392-00164-4: 609-50. Всего: 20, из них: Каф. РСА-5, Н.аб.-1, У.аб.-14
2. Курс английского языка для магистрантов = English Masters Course / Зинкевич Нина Антоновна [и др.]; под ред. Н.А. Зинкевич. - Москва : Айрис-Пресс, 2011. - 448с. - (Высшее образование). - ISBN 978-5-8112-4050-0: 402-70. Всего: 5, из них: Аб.ин.лит.-4, Ч.з. пед. лит.-1
3. Щавелева, Е. Н. Практикум по развитию умений публичного выступления на английском языке : учеб. пособие для студентов вузов, диссертантов, научных работников технических специальностей / Е. Н. Щавелева. - Москва: Кнорус, 2007. - 92 с. - ISBN 978-5-85971-782-8: 223-00. Всего: 8, из них: Аб.ин.лит.-8
4. Английский язык. Reading and discussion : Учебное пособие / Евсюкова Елена Николаевна; Евсюкова Е.Н., Рутковская Г.Л., Тараненко О.И. - 2-е изд. - М.: Издательство Юрайт, 2017. – 147с. - (Университеты России). - ISBN 978-5-534-04931-2 : 1000.00. <http://www.biblio-nline.ru/book/974A033D-8F25-4CD1-AFA9-571FE2803C53>
5. Академическое письмо. Лексика. Developing academic literacy : Учебное пособие / Меняйло Вера Владимировна; Меняйло В.В., Тулякова Н.А., Чумилкин С.В. - 2-е изд. - М.: Издательство Юрайт, 2017. - 240. - (Бакалавр и магистр. Академический курс). - ISBN 978-5-534-01656-7: 95.82. <http://www.biblio-online.ru/book/A5D444E4-7122-4C16-B3B2-DF743A918B5F>

**Базы данных, информационно-справочные и поисковые системы\***

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| --- | --- | --- |
| *№ п/п* | *Название сайта* | *Электронный адрес* |
| 1 | Изучение иностранных языков on-line  | http://www.study.ru/ |
| 2 | Ресурсы для изучения английского языка (учебники на русском и английском языке) | http://www.alleng.ru/english/engl.htm |
| 3 | Ресурсы для изучения делового иностранного языка | <http://www.cvtips.com><http://www.britishcouncil.ru/english/online/websites><http://learnenglish.britishcouncil.org/en/business-and-work><http://www.englishclub.com/business-english/vocabulary.htm><http://www.businessenglishsite.com/general-business-english.html>http://speakspeak.com/resources/general-english-vocabulary |
| 4 | Упражнения и тесты по английскому языку | http://www.englishjet.com/english\_courses\_files/resources.htm |
| 5 | Тесты по английскому языку | http://www.englishjet.com/english\_courses\_files/tests.htm |
| 6 | Грамматика английского языка | http://engblog.ruhttp://www.lovelylanguage.ru/grammar/tableshttp://study-english.info/grammar.phphttp://www.native-english.ru/grammarhttp://englishstyle.net/grammar/http://engramm.suhttp://www.study.ru/support/handbook/ |

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