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**FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION OF HIGHER
EDUCATION PEOPLES' FRIENDSHIP UNIVERSITY OF RUSSIA NAMED
AFTERPATRICE LUMUMBA
RUDN UNIVERSITY**

Faculty of Economics

COURSE SYLLABUS

Russian Language

and Speech Culture

Recommended by the Didactic Council for the Education Field of

38.03.01 Economics

(code and name of the direction of training/specialty)

**The course instruction is implemented within the professional education
programme of higher education**

“International Economic Relations”

(name (profile/specialization))

1. COURSE GOALS

The goal of mastering the discipline "Russian Language and Speech Culture" is forming a modern linguistic personality, increasing the general speech culture of students, improving the mastery of the norms of oral and written literary language; development of skills and abilities of effective speech behavior in various communication situations. The importance of this discipline for the subsequent professional activities of a university graduate is determined by the role of language in society, in the production and cultural activities of a person. The main tasks of the discipline are: - mastering the basic concepts of the discipline (literary language, norm, culture of speech, functional style, «language passport» of the speaker, style, business communication, etc.); - a qualitative increase in the level of speech culture, mastering general ideas about the system of norms of the Russian literary language; - the formation of communicative competence, which means the ability of a person to organize his speech activity by language means and method adequate communication situations; - study of the rules for the functioning of language means of recording: (documenting) official (managerial, business, official) information (statement, autobiography, resume, power of attorney, explanatory note, etc.) - acquisition of public speaking, dispute management and business communication skills

2. LEARNING OUTCOMES

Studying the discipline « Russian Language and Speech Culture » is aimed at the formation of the following competencies (part of competencies) among students:

Table 2.1. List of competencies formed in students when studying the discipline (results of mastering the discipline)

| Competence code | Competence | Competence indicators |
|-----------------|---|--|
| GC-2 | Able to determine the range of tasks within the set goal and choose the best ways to solve them, based on current legal regulations, available resources and restrictions | GC-2.1. Know how to determine the available resources and restrictions, the current legal norms within the framework of the tasks set |
| | | GC-2.2. Able to analyze the schedule for the implementation of the project as a whole and to choose the best way to solve the tasks, based on current legal regulations and available resources and restrictions |
| | | GC-2.3. Able to control the progress of the project, to adjust the schedule in accordance with the results of control |
| GPC-2 | Able to collect, process and statistically analyze the data necessary to solve the set economic problems | GPC-2.1. Able to manage methods and means of collecting, processing and analyzing information necessary to solve standard tasks of a technical and economic assessment of activities in the field of professional activity |
| | | GPC-2.2. Know the basics of information and bibliographic culture, allowing you to select the relevant information required for conducting technical and economic calculations in professional activities |

3. COURSE IN HIGHER EDUCATION PROGRAMME STRUCTURE

The discipline " Russian Language and Speech Culture " refers to the part formed by the participants of the educational relations of block B1 of the EP.

Within the framework of the EP, students also master other disciplines and / or practices that contribute to the achievement of the planned results of mastering the discipline "Accounting".

Table 3.1. List of Higher Education Programme components / disciplines that contribute to expected learning/training outcomes

| Code | Competence | Previous disciplines/modules, practices* | Subsequent disciplines/modules, practices* |
|-------|---|--|---|
| GC-2 | Able to determine the range of tasks within the set goal and choose the best ways to solve them, based on current legal regulations, available resources and restrictions | Law Creativity and innovation in business Fundamentals of International Accounting and Auditing Standards | Money, credit, banks Analysis of economic activity Design and technological practice International Financial Reporting Standards |
| | | Business climate and regulation of foreign investment in the Russian Federation Economics of enterprise Corporate Fraud Audit Basics Basics of tax legal relations in accounting | Analysis of financial statements Undergraduate practice |
| GPC-2 | Able to collect, process and statistically analyze the data necessary to solve the set economic problems | Economic geography Public Presentation Skills and Technologies Economics of Interstate Territorial Disputes Basics of trading in the stock market Financial analytics in Excel Fundamentals of scientific research Training: working with international statistics Fundamentals of International Accounting and Auditing Standards Statistics Big Data: Basics of Data Analysis Cities in the global economy | Basics of Taxation Economic statistics Statistical Tools of Scientific Research Project-technological internship Tax accounting Undergraduate practice |

4. COURSE WORKLOAD AND LEARNING ACTIVITIES

The total laboriousness of the discipline " Russian Language and Speech Culture " is 3 credit units.

TABLE 4.1. Types of academic activities during the period of the HE programme mastering

| Type of educational work | TOTAL, academic hours | Semester | | | |
|-------------------------------|-----------------------|----------|----|---|---|
| | | 1 | 2 | 3 | 4 |
| <i>Contact academic hours</i> | 34 | | 34 | | |
| including: | | | | | |
| Lectures | | | | | |
| Lab work | | | | | |

| | | | | | | |
|---|--|--------------------------------------|-----------------|----------|------------|----------|
| Seminars (workshops/tutorials) | | 34 | | 34 | | |
| <i>Self-study (ies), academic hours</i> | | 56 | | 56 | | |
| <i>Evaluation and assessment academic hours</i> | | 18 | | 18 | | |
| Type of educational work | | TOTAL, academic hours | Semester | | | |
| | | | 1 | 2 | 3 | 4 |
| Overall laboriousness of the discipline | | <i>academic hours</i> | 108 | | 108 | |
| | | credit units | 3 | | 3 | |

5. COURSE MODULES AND CONTENTS

Table 5.1. The content of the discipline (module) by types of educational work.

| Course Modules and Contents | | Course Modules and Contents | Type of educational work * |
|---|-----|--|-----------------------------------|
| Section 1. Language and speech. Basic concepts of the course. Speaker's speech culture | 1.1 | Topic 1.1. Language and speech. Basic concepts of the course. Culture of speech. Connection of language with the history and culture of the people. | JIK, C3 |
| | 1.2 | Topic 1.2. Language as a sign system. Structural and communicative properties of language. Language as a means of communication, message and influence. | JIK, C3 |
| | 1.3 | Topic 1.3 Speech. Speech activity. Types of speech activity. Speaking, writing, reading, listening. Oral and written forms of speech. Dialogue and monologue. | JIK, C3 |
| Section 2 Orthology. Norms of the modern literary language. | 2.1 | Topic 2.1. The concept of literary norm. Norm (linguistic norm, literary norm) Literary language, non-literary varieties of language. Topic 2.2. Orthoepic norms and intonation as the basis of the culture of oral (sounding) speech of the speaker. Speech technique. Phonetic training | JIK, C3 |
| | 2.2 | Topic 2.2. Orthoepic norms and intonation as the basis of the culture of oral (sounding) speech of the speaker. Speech technique. Phonetic training | JIK, C3 |
| | 2.3 | Topic 2.3. Compliance with norms as a sign of speech culture of an individual and society. Signs of norms. System stability, general binding, historical and social conditionality, communicative expediency | JIK, C3 |
| | 2.4 | Topic 2.4. Morphological norms. The name noun. Name adjective. Adverb. Numeral. Verb. Syntactic norms. Word combination. Proposition. Morphological norms: difficult cases of formation and use of grammatical forms of words Topic 2.5. Lexical norms. Accuracy of word usage. Lexical norms: correctness of word usage as a necessary condition for effective speech communication. | JIK, C3 |
| Section 3. Communicative aspect of modern speech culture. Speech technique. | 3.1 | Topic 3.1. Scope, mode and purpose of communication as style-forming factors. The mastery of stylistic resources of language as a necessary condition of eloquence. | JIK, C3 |
| | 3.2 | Topic 3.2. Stylistic diversity of Russian language: classification of styles, general characteristics of each | JIK, C3 |

| | | | |
|---|-----|---|---------|
| | | functional style. Types of introductions and conclusions. Structural schemes (formulas) of public speaking. | |
| | 3.3 | Topic 3.3. Written communication in the educational and scientific sphere. Structural and linguistic features of the plan, abstract and annotation. Speech stereotypes, information processing and rules of composing. | JIK, C3 |
| | 3.4 | .Topic 3.4 Written communication in the business sphere. Document as the main genre of written business speech. Structural and linguistic peculiarities and requirements to the design of personnel and personal documentation: CV, statement, explanatory note, power of attorney, receipt. Speech etiquette in the document | JIK, C3 |
| Section 4. Modern technologies and their impact on interpersonal communication, mass consciousness and the culture of modern speech communication | 4.1 | Topic 4.1. Speech culture and communicative technologies of our time. | JIK, C3 |
| | 4.2 | Topic 4.2. Etiquette forms of business communication in different spheres professional economic activity in the modern linguistic space. | JIK, C3 |
| | 4.3 | Topic 4.3. Speech culture of the Internet environment. Language peculiarities of virtual communication. | JIK, C3 |

* - is filled only in the **full-time** form of training: LC - lectures; LR - laboratory work; SC - seminar classes

6. CLASSROOM EQUIPMENT AND TECHNOLOGY SUPPORT REQUIREMENTS

Table 6.1. Logistics of discipline

| Name of special placements and placements for independent work | Equipment for special placements and placements for independent work | List of licensed software. Details of the confirming document | | |
|--|--|--|---|----------|
| Seminary | Auditorium for seminar-type classes, group and individual consultations, current control and intermediate certification, equipped with a set of specialized furniture and technical means of multimedia presentations. | | | |
| | | № | Name | |
| | | 1 | MS Windows 10 64bit | |
| | | 2 | Microsoft Office 2016 | |
| | | 3 | 7-Zip | |
| | | 4 | FastStone Image Viewer | 1 |
| | | 5 | Free Commander | |
| | | 6 | Multimedia Projector Casio XJ-S400N | 1 |
| | | 7 | K-Lite Codec Pack | 1 |
| For independent work of students | Auditorium for independent work of students (can be used for seminars and consultations), equipped with a set of specialized | MW DSEM - 1105 | | |
| | | № | Name of equipment | Quantity |
| | | 1 | Intel iSystem Unit 3 3400 MHz/8 GB/500 GB/DVD/audio | 21 |
| | | 2 | Monitor Philips 234E5Q | 21 |
| | furniture and computers with access to the EIOS. | 3 | Multimedia Projector Casio XJ-V100W | 1 |
| | | 4 | Motorized screen Targa 220*220 | 1 |
| | | № | Name | |
| | | 1 | MS Windows 10 64bit | |
| | | 2 | Microsoft Office 2016 | |
| | | 3 | 1C Enterprise 8.3 | |
| | | 4 | Eviews7 | |
| | | 5 | BEST-OFFICE System | |
| | | 6 | Expert Systems | |
| | | 7 | 7-Zip | |

| | | | |
|--|--|----|------------------------|
| | | 8 | FastStone Image Viewer |
| | | 9 | FreeCommander |
| | | 10 | Adobe Reader |
| | | 11 | K-Lite Codec Pack |
| | | 12 | Galaktika Corporation |

7. RESOURCES RECOMMENDED FOR COURSE STUDY

8. Main reading(sources)

1. Golubeva, A. V. Russian language and culture of speech: textbook and workshop for secondary vocational education/A. V. Golubeva. - Moscow: Yurayt Publishing House, 2025. - 315 p. - (Vocational education). — ISBN 978-5-534-19955-0. - Text: electronic//Educational platform Yurayt [site]. - URL: <https://urait.ru/bcode/581101> (access date: 23.04.2025).

2. Russian language and speech culture. Workshop. Dictionary: educational and practical guide for secondary vocational education/under the general editorship of V. D. Chernyak. - 2nd ed., Revised and add. - Moscow: Yurayt Publishing House, 2025. - 525 p. - (Vocational education). — ISBN 978-5-534-03886-6. - Text: electronic//Educational platform Yurayt [site]. - URL: <https://urait.ru/bcode/560838> (access date: 23.04.2025).

3. Russian language and speech culture. Workshop. Dictionary: educational and practical guide for universities/under the general editorship of V. D. Chernyak. - 2nd ed., Revised and add. - Moscow: Yurayt Publishing House, 2025. - 525 p. - (Higher education). — ISBN 978-5-534-02667-2. - Text: electronic//Educational platform Yurayt [site]. - URL: <https://urait.ru/bcode/559940> (access date: 23.04.2025).

4. Russian language and culture of speech: textbook and workshop for universities/edited by V. D. Chernyak. - 3rd ed., Revised and add. - Moscow: Yurayt Publishing House, 2025. - 363 p. - (Higher education). — ISBN 978-5-534-02663-4. - Text: electronic//Educational platform Yurayt [site]. - URL: <https://urait.ru/bcode/559939> (access date: 23.04.2025).

5. Russian language and speech culture. Seventeen practical exercises: a textbook for secondary vocational education/edited by E.V. Ganapolskaya, T. Yu. Voloshinova. - 2nd ed., Rev. and add. - Moscow: Yurayt Publishing House, 2025. - 304 p. - (Vocational education). — ISBN 978-5-534-12286-2. - Text: electronic//Educational platform Yurayt [site]. - URL: <https://urait.ru/bcode/565272> (access date: 23.04.2025).

6. Russian language and speech culture. Seventeen practical exercises: a textbook for universities/edited by E.V. Ganapolskaya, T. Yu. Voloshinova. - 2nd ed., Rev. and add. - Moscow: Yurayt Publishing House, 2025. - 304 p. - (Higher education). — ISBN 978-5-534-10423-3. - Text: electronic//Educational platform Yurayt [site]. - URL: <https://urait.ru/bcode/562854> (access date: 23.04.2025).

7. Arbatskaya, O. A. Russian language and culture of speech. Practical course: textbook for universities/O. A. Arbatskaya. - 2nd ed. - Moscow: Yurayt Publishing House, 2025. - 117 p. - (Higher education). — ISBN 978-5-534-19136-3. - Text: electronic//Educational platform Yurayt [site]. - URL: <https://urait.ru/bcode/555996> (access date: 23.04.2025).

Additional (optional) reading (sources)

1. Russian language and culture of speech: textbook and workshop for universities/V. D. Chernyak, A. I. Dunev, V. A. Efremov, E. V. Sergeeva; edited by V. D. Chernyak. - 4th ed., Revised and add. - Moscow: Yurayt Publishing House, 2025. - 389 p. - (Higher education). — ISBN 978-5-534-04154-5. - Text: electronic//Educational platform Yurayt [site]. - URL: <https://urait.ru/bcode/559657> (access date: 23.04.2025).

2. Kozyrev, V. A. Russian language and culture of speech. Modern language situation: textbook and workshop for universities/V. A. Kozyrev, V. D. Chernyak. - 2nd ed., Rev. and add. - Moscow: Yurayt Publishing House, 2025. - 167 p. - (Higher education). — ISBN 978-5-534-07089-7. - Text: electronic//Educational platform Yurayt [site]. - URL: <https://urait.ru/bcode/561838> (access date: 23.04.2025).

3. Samsonov, N. B. Russian language and culture of speech: textbook and workshop for universities/N. B. Samsonov. - 2nd ed., Rev. and add. - Moscow: Yurayt Publishing House, 2025. - 228 p. - (Higher education). — ISBN 978-5-534-17398-7. - Text: electronic//Educational platform Yurayt [site]. - URL: <https://urait.ru/bcode/562020> (access date: 23.04.2025).

Resources of the information and telecommunication network "Internet":

1. RUDN University EBS and third-party EBS, to which university students have access on the basis of concluded contracts:

- ELECTRONIC LIBRARY SYSTEM RUDN University – EBS RUDN University
<http://lib.rudn.ru/MegaPro/Web>

- EBS University Library Online <http://www.biblioclub.ru>

- EBS Jurait <http://www.biblio-online.ru>

- EBS Student Consultant www.studentlibrary.ru

- EBS "Lan" <http://e.lanbook.com/>

- EBS Troitsky Bridge

2. Databases and search engines:

- electronic fund of legal and normative-technical documentation [of the http://docs.cntd.ru/](http://docs.cntd.ru/)

- Yandex search engine [https:// www.yandex.ru/](https://www.yandex.ru/)

- Google <https://www.google.ru/> search engine

- Abstract database SCOPUS [http:// www.elsevierscience.ru/products/scopus/](http://www.elsevierscience.ru/products/scopus/)

Educational and methodical materials for independent work of students when mastering the discipline / module:*

1. Workbook on the discipline " Russian Language and Speech Culture "

* - all educational and methodological materials for independent work of students are placed in accordance with the current procedure on the page of **the discipline in TUIS!**

8. ASSESSMENT TOOLKIT AND GRADING SYSTEM* FOR EVALUATION OF STUDENTS' COMPETENCES LEVEL UPON COURSE COMPLETION

Evaluation materials and a grading system* for assessing the level of formation of competencies (part of competencies) based on the results of mastering the discipline "Accounting" are presented in the Appendix to this Course Syllabus of the discipline

DEVELOPERS:

Prof

**Novikova Marina
Lvovna**

position, educational department

Signature

name and surname.

HEAD OF THE BASIC EDUCATIONAL DEPARTMENT:

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