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ФИО: Ястребов Олег Александрович
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**FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION OF
HIGHER EDUCATION PEOPLES' FRIENDSHIP UNIVERSITY OF RUSSIA
NAMED AFTER PATRICE LUMUMBA
RUDN UNIVERSITY
Faculty of Economics**

COURSE SYLLABUS

Foreign language in business communication

**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 " Foreign language in business communication" is the formation and improvement of foreign professional communicative competence aimed at communication in the conditions of interpersonal and intercultural professional communication with native speakers.

2. LEARNING OUTCOMES

Studying the discipline "Foreign language in business communication" 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-4 / YK-4	Able to communicate in interpersonal and intercultural interaction in Russian as a foreign and foreign language(s) based on the possession of interrelated and interdependent types of reproductive and productive foreign language speech activities, such as listening, speaking, reading, writing and translating in everyday life, socio-cultural, educational-professional, official-business and scientific spheres	<p>GC-4 / YK-4.1 Know how to choose the style of business communication, depending on the language of communication, the purpose and conditions of the partnership</p> <p>GC-4 / YK-4.2 Able to find the necessary information to solve standard communicative tasks in Russian and foreign languages</p> <p>GC-4 / YK-4.3 Know how to use dialogue for cooperation in academic communication of communication, taking into account the personality of the interlocutors, their communicative-speech strategy and tactics, the degree of formality of the situation</p>

3. COURSE IN HIGHER EDUCATION PROGRAMME STRUCTURE

The discipline " Foreign language in business communication" 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 practices that contribute to the achievement of the planned results of mastering the discipline "Foreign language (advanced)". *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*
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GC-4 / УК-4	Able to communicate in interpersonal and intercultural interaction in Russian as a foreign and foreign language(s) based on the possession of interrelated and interdependent types of reproductive and productive foreign language speech activities, such as listening, speaking, reading, writing and translating in everyday life, socio-cultural, educational-professional, official-business and scientific spheres	International Economic Relations Foreign language Russian language as foreign Second foreign language (practical course)	Russian language as foreign (advanced) Foreign language in business communication Professional communications in economics (foreign language) Professional communications in economics (foreign language) Introductory internship Final state examination procedures Degree thesis procedures
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* - заполняется в соответствии с матрицей компетенций и СУП ОП ВО

4. COURSE WORKLOAD AND LEARNING ACTIVITIES

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

Type of educational work		TOTAL, academic hours	Semester			
					2	
Contact academic hours		34			34	
Including:						
Lectures						
Lab work						
Seminars (workshops/tutorials)		34			34	
Self-study (ies), academic hours		29			29	
Evaluation and assessment academic hours		9			9	
Overall laboriousness of the discipline	academic hours	72			72	
	credits	2			2	

5. COURSE MODULES AND CONTENTS

English language

Course Modules and Contents	Modules and Topics (Units/Themes)	Course Modules and Contents
Section 1. Abstracting of specialized texts on the topic "Corporate life"	Topic 1.1. analysis and abstracting of the article on the topic "Start-up"	C3
	Topic 1.2. analysis and abstracting of the article on the topic "Investment and funding"	C3
	Topic 1.3. analysis and abstracting of the article on the topic "Corporate ethics"	C3
	Topic 1.4. analysis and abstracting of the article on the topic "Managing employees"	C3
Section 2. Abstracting of specialized texts on the topic "Trade"	Topic 2.1. analysis and abstracting of the article on "Climate change and International trade"	C3
	Topic 2.2. analysis and abstracting of the article on the topic "Globalization impacts on trade and employment"	C3
	Topic 2.3. analysis and abstracting of the article on the topic "Insider trading situation in 2017"	C3
	Topic 2.4. analysis and abstracting of the article on the topic "Cultural differences in Business and Trade"	C3
Section 3. Abstracting of specialized texts on the topic "Marketing"	Topic 3.1. analysis and abstracting of the article on the topic "Content Marketing"	C3
	Topic 3.2. analysis and abstracting of the article on the topic "Advertising and promotion"	C3
	Topic 3.3. analysis and abstracting of the article on the topic "Customer satisfaction"	C3
	Topic 3.4. analysis and abstracting of the article on the topic "Public and media relations"	C3

Наименование раздела дисциплины	Содержание раздела (темы)	Вид учебной работы*
Раздел 1. ¡Vamos a comenzar!	Gramática: Artículo	C3
	Audición: ¿Como se dice?	C3
	Comunicación: ¡Vamos a comenzar!	C3
	Escritura: Estado civil	C3
Раздел 2. Primeros encuentros	Gramática: Genero.Adjetivos	C3
	Lectura: Primeras horas de la jornada	C3
	Audición: Los numeros	C3
	Comunicación: Primeros encuentros	C3
	Escritura: Discriminación laboral	C3
	Промежуточная аттестация	
Раздел 3. En la oficina	Gramática: Verbos reflexivos	C3
	Audición: El dia laboral	C3
	Comunicación: En la oficina	C3
	Escritura: Mi dia	C3
	Lectura: Mi oficina	C3
Раздел 4. El dia a dia	Gramática: Adjetivos. Interrogativos	C3
	Lectura: Las tarifas	C3
	Audición: Dinero	C3
	Comunicación: Transporte	C3
	Escritura: Inditex	C3
	Аттестация	

Spanish language

Наименование раздела дисциплины	Содержание раздела (темы)	Вид учебной работы*
Раздел 1. Faites connaissance	Тема 1.1. Grammaire: Les adjectifs démonstratifs, le future proche	C3
	Тема 1.2. Compréhension orale: Faire connaissance	C3
	Тема 1.3. Expression orale: Parler de soi, de ses activités	C3
Раздел 2. Communiquez en ligne	Тема 2.1. Grammaire: Les verbes en –IR, les verbes <i>pouvoir</i> et <i>devoir</i>	C3
	Тема 2.2. Compréhension écrite: Faire des propositions	C3
	Тема 2.3. Compréhension orale: La communication téléphonique et informatique	C3
Раздел 3. Partez en déplacement	Тема 3.1. Grammaire: Les pronoms interrogatifs, les expressions impersonnelles	C3

Наименование раздела дисциплины	Содержание раздела (темы)	Вид учебной работы*
	Тема 3.2. Compréhension écrite: Les transports en commun	C3
	Тема 3.3. Expression orale: Des actions de déplacement	C3
Раздел 4. Organisez votre journée!	Тема 4.1. Grammaire: Les adjectifs démonstratifs,	C3
	Тема 4.2. Compréhension orale: Des activités professionnelles	C3
	Тема 4.3. Compréhension orale: Des partenaires professionnels	C3

Italian

Наименование раздела дисциплины	Содержание раздела (темы)	Вид учебной работы*
Раздел 1. Imprese e società	Тема 1.1. 1. L'azienda	C3
	Тема 1.2. Le forme giuridiche delle società	C3
	Тема 1.3. Caratteristiche delle società. Struttura organizzativa dell'azienda.	C3
Раздел 2. Contratti e fatture	Тема 2.1. Il contratto	C3
	Тема 2.2. Il contratto di compravendita	C3
	Тема 2.3. Clausole contrattuali. Fattura e iva	C3
Раздел 3. Banche e investimenti	Тема 3.1. Banche in Italia. Operazioni creditizie	C3
	Тема 3.2. Forme di pagamento	C3
	Тема 3.3. Investimenti finanziari	C3
Раздел 4. Business plan e marketing	Тема 4.1. Il business plan	C3
	Тема 4.2. Le strategie di marketing	C3
Раздел 5. eCommerce e globalizzazione	Тема 5.1. L'eCommerce	C3
	Тема 5.2. Il sito di commercio elettronico	C3
	Тема 5.3. La globalizzazione	C3

German

Наименование раздела дисциплины	Содержание раздела (темы)	Вид учебной работы*
Раздел 1. Beruf und Job.	Тема 1.1. Чтение: Berufe. Грамматика: Präteritum.	C3
	Тема 1.2. Говорение, слушание: Praktikumbörse.	C3
	Тема 1.3. Грамматика: Wortbildung (Nomen).	C3
Раздел 2. In einer fremden Stadt	Тема 2.1. Чтение: Im Hotel. Грамматика: Pronomen man. Satzklammern.	C3

Наименование раздела дисциплины	Содержание раздела (темы)	Вид учебной работы*
	Тема 2.2. Говорение: Anweisungen und Ratschläge geben.	C3
	Тема 2.3. Грамматика: Imperativ.	C3
Раздел 3. Gesundheit	Тема 3.1. Чтение: Körperteile. Грамматика: Imperativ	C3
	Тема 3.2. Говорение: Über das Befinden sprechen.	C3
Раздел 4. Das Aussehen	Тема 3.1. Письмо, говорение: Das Aussehen beschreiben.	C3
	Тема 3.2. Грамматика: Unbestimmter Artikel	C3
Раздел 5. ...In der Stadt unterwegs	Тема 5.1. Говорение: Den Weg beschreiben. Грамматика: Präpositionen mit Dativ.	C3
	Тема 5.2. Письмо: Fahrpläne. Чтение: Am Bahnhof. Грамматика: Präpositionen mit Dativ und Akkusativ.	C3
Раздел 6. Der Kunde ist König	Тема 6.1. Слушание: Zeitangaben. Грамматика: Höflichkeitsform Konjunktiv II.	C3
	Тема 6.2. Говорение: Serviceleistungen bitten. Грамматика: Temporale Präpositionen.	
Раздел 7. Neue Kleider	Тема 7.1. Говорение: Kleidungsstücke benennen. Грамматика: Demonstrativpronomen.	C3
	Тема 7.2. Чтение: Im Kaufhaus. Грамматика: Verben mit Dativ.	C3
Раздел 8. Feste	Тема 8.1. Чтение: Feste und Feiern. Грамматика: Ordinalzahlen.	C3
	Тема 8.2. Письмо: Einladungen. Грамматика: Konjunktion denn.	C3

6. CLASSROOM EQUIPMENT AND TECHNOLOGY SUPPORT REQUIREMENTS

№	Name of special * placements and placements for independent work	Equipment of special placements and placements for independent work	List of licensed software. Details of the confirming document
1.	Moscow, Miklouho-Maclay, 6, Classroom for lectures and seminars, current control and interim assessment of students Classroom 105 Classroom for group and individual consultations- the location of the Department of	Multimedia projector Casio XJ-M250 – 1 PC screen 1 PC. ASUS F6A notebook C2D-T5450 13" 2048MB/250Gb/Vista Home Basic+box, Office Prof Plus 2007 Rus Sch. K3447-1/IV dated 17.12.08	1. MS Windows 10 64 bit, license 86626883 2. Microsoft Windows 8.1 license 8512275 3. Microsoft Office 2016 license 86626883

	International Economic Relations Classroom 114		4. Microsoft Excel 2010 license 5190227 5. Mentor 6. Garant System 7. Consultant plus
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1. RESOURCES RECOMMENDED FOR COURSE STUDY

Main literature:

Английский язык

The Guardian <https://www.theguardian.com/international>

The Economist <https://www.economist.com/>

Financial Times <https://www.ft.com/>

Evans Virginia. Allison John. The Business 2.0 [Текст] : B2+Upper Intermediate Student's Book / J. Allison, J. Townend, P. Emmerson. - Книга на английском языке ; CD-rom. - Oxford : Macmillan, 2013.

Allison John. The Business 2.0 [Текст] : B1+Intermediate Student's Book / J. Allison, P. Emmerson. - Книга на английском языке ; CD-rom. - Oxford : Macmillan, 2013.

Evans, J. Dooley. - Книга на английском языке. - Edinburgh : Pearson Education Limited, 2012.

Немецкий язык

Shritte 2. International [Текст] : Kursbuch+arbeitsbuch / D. Niebisch [и др.]. - Книга на немецком языке. - Munchen : Hueber Verlag, 2006.

Минина Н. М. Unternehmen und Betrieb/Предприятие и производство. – НВИ – Тезаурус, 2019.

Итальянский язык

Laura Incalcaterra McLoughlin, Luisa Pla-Lang, Giovanna Schiavo-Rotheneder. Italiano per economisti - edizione aggiornata – Alma Edizioni, 2018.

Monica Piantoni, Rosella Bozzone Costa, Luisa Fumagalli. Volentieri! Corso di lingua e cultura italiana. B1-B2. – Loescher Editore, 2021.

Maria Chiara Ferro, Natalia Guseva. Affare fatto!: La mediazione russoitaliano in ambito commerciale. – Hoepli, 2020.

Испанский язык

Ларионова М.В., Царева Н.И., Гонсалес – Фернандес А. Учебник испанского языка с элементами делового общения. – Высшая школа, 2019.

AL dia (curso inicial de español para los negocios). – SYEZ, 2019

Blanca Aguirre, Consuelo Hernandez. Curso de español comercial. – Sociedad General Española de Librería, S.A., 2019

Marisa de Prado. Entorno laboral nivel A1/B1. – Edelsa. Madrid, 2019.

Французский язык

1. В.Н. Луковцева, Н.В. Полякова, Е.В. Паничева, Т.М. Качалина Французский язык для экономистов. Общая экономика ,Le francais economique. Economie Générale, Российский университет дружбы народов, 2019.

2. Dubois A.-L., Tauzin B. Objectif Express1. Le monde professionnel en français. Hachette, 2019.

3. Cherifi S., Girardeau B., Mistichelli M. Travailler en français en entreprise 2. Les éditions Didier, 2019.

Additional literature:

Английский язык

- Bowen T. Build Your Business Grammar. – Thomson ELT, 2018.
Mascull. Business Vocabulary in use. – Cambridge University Press, 2019.
Rosenberg M. In Business. – Cambridge University Press, 2015.

Немецкий язык

- Buscha A., Linthout G. Geschäftskommunikation – Verhandlungssprache. – Hueber, 2018
Höffgen A. Deutsch lernen für den Beruf. – Hueber, 2019
Kaufmann S., Rohrmann L. Orientierung im Beruf. – Langenscheidt, 2018

Итальянский язык

- Daniela Pepe, Giovanni Garelli. Al lavoro! Corso di italiano per stranieri in contesto lavorativo. Livello A2: Volume A2 - Loescher Editore, 2017.
Равиддин Шамилов: Введение в коммерческий перевод. Итальянский язык. Учебное пособие. – Флинта, 2021 г.

Испанский язык

- Горохова М.Г. Царева Н.Н. Учебник испанского языка. – Высшая школа 2009, 2013, 2018.
Козлов А.А. Correspondencia commercial ruso-español. – Менеджер, 2012, 2018.
Калустова О.М. Бизнес-курс испанского языка. – ЗАО «Славянский дом книги», 2013, 2017.

Французский язык

- A. Georges S. Maigret se fâche. – Просвещение, 2019.
B. Maurois A. Nouvelles. – М., 2020.
C. Moliere. Le malade imaginaire. – Gallimard, 2019.
D. Georges S. Malempin. – Gallimard, 2019.

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:*

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 "Basics of international trade" are presented in the Appendix to this Course Syllabus of the discipline.

DEVELOPERS:

Developer:

Head of the Higher Education Program(me)

Doctor of Economics, Professor of International economic relations _____ I.V. Andronova

