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**Federal State Autonomous Educational Institution for Higher Education  
PEOPLES' FRIENDSHIP UNIVERSITY OF RUSSIA  
(RUDN University)  
Faculty of Economics**

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## **COURSE SYLLABUS**

### **Professional communications in economics (foreign language)**

**Recommended by the Didactic Council for the Education Field of  
38.03.01 Economics**

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

**The development of the discipline is carried out within the framework of the  
implementation of the main professional educational program of higher education:**

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International Economic Relations

(name (profile/specialization))

## 1. COURSE GOALS

The aim of mastering the course "Professional Communication in Economics (foreign language)" is to develop and enhance foreign professional communicative skills aimed at communicating in the context of interpersonal and cross-cultural professional interactions with native speakers.

## 2. LEARNING OUTCOMES

Studying the discipline "Professional Communications in Economics (Foreign Language)" is aimed at forming 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 using Russian as a foreign language, based on knowledge of interrelated and interdependent types of reproductive and productive speech activities, such as listening, speaking, reading, writing, and translation 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 "Professional communications in economics (foreign language)" 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 "Professional communications in economics (foreign language)".

*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*
C-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	International Economic Relations  Foreign language  Russian language as foreign  Variable component  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

#### 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			
					5	6
Contact academic hours		51			34	17
Including:						
Lectures						
Lab work						
Seminars (workshops/tutorials)		51			34	17
Self-study (ies), academic hours		57			20	20
Evaluation and assessment academic hours		36			18	18
Overall laboriousness of the discipline	academic hours	<b>144</b>			<b>72</b>	<b>72</b>
	credits	<b>4</b>			<b>2</b>	<b>2</b>

## 5. COURSE MODULES AND CONTENTS

### *English language*

Course Modules and Contents	Modules and Topics (Units/Themes)	Course Modules and Contents
Topic 1. International trade	Topic 1.1. Grammar: expressions of time with prepositions in, on, at; dependent prepositions	C3
	Topic 1.2. Vocabulary: topics "making and processing payments", "credit and insurance", "business transactions"	C3
	Topic 1.3. Reading: "Pinball wizard learns from mistakes"	C3
	Topic 1.4. Speaking: negotiating; discussion of payment methods for exporters	C3
	Topic 1.5. Letter: a letter asking for a salary (polite constructions)	C3
	Topic 1.6. Case study: "Jeddah Royal Beach Resort". Reading, listening and discussion on the topic "Luxury resort in Jeddah"	C3
Topic 2. Building a career	Topic 2.1. Grammar: an overview of the present, past and future tense	C3
	Topic 2.2. Vocabulary: the topic "education and career"; phrases on the topic "Education and sponsorship"; verbs for resumes	C3
	Topic 2.3. Reading: "What price a degree?"	C3
	Topic 2.4. Speaking: interview	C3
	Topic 2.5. Letter: Cover letter	C3
	Topic 2.6. Case study: discussion, reading and listening on the topic "Romanesque Business School"	C3

Course Modules and Contents	Modules and Topics (Units/Themes)	Course Modules and Contents
Topic 3. Information	Topic 3.1. Grammar: comparative and superlative degrees of comparison of adjectives; polite requests and answers	C3
	Topic 3.2. Vocabulary: topic "information systems"; comparisons	C3
	Topic 3.3. Reading: "The IT fallacy"	C3
	Topic 3.4. Speaking: telephone conversation	C3
	Topic 3.5. Letter: Memos	C3
	Topic 3.6. Case study: discussion, reading and listening on the topic "Nigerian Bank"	C3
Topic 4. Quality	Topic 4.1. Grammar: passive voice and have something done construction	C3
	Topic 4.2. Vocabulary: adjectives and phrases on the topic of "quality"; word formation	C3
	Topic 4.3. Reading: "Two kinds of quality"	C3
	Topic 4.4. Speaking: Product presentation	C3
	Topic 4.5. Letter: official and unofficial letter	C3
	Topic 4.6. Case study: discussion, reading and listening on the topic "Strawberry production in Poland"	C3
<b>6 semester</b>		
Topic 1. Feedback	Topic 1.1. Grammar: Modal verbs + have + past participle; 3 conditional sentence; used to, be/get used to	C3
	Topic 1.2. Vocabulary: the topic "character"; colloquial expressions; topic "project management"	C3
	Topic 1.3. Reading: "Smells like team spirit"	C3
	Topic 1.4. Speaking: a manager's conversation with a subordinate; mentoring	C3
	Topic 1.5. Letter: Report	C3
	Topic 1.6. Case study: discussion, reading and listening on the topic "British Oil Company in Africa"	C3

### Spanish Language

Course Modules and Contents	Modules and Topics (Units/Themes)	Course Modules and Contents
<b>5 semester</b>		C3
Topic 1. Conceptos de la comunicación profesional y empresarial	Topic 1.1. Elementos de la comunicación. Criterios para la comunicación exitosa	C3
	Topic 1.2 Etiqueta del habla	C3
	Topic 1.3 Imagen empresarial y las principales formas de su expresión	C3
	Topic 2.1. La disputa como una especie de comunicación empresarial	C3

Course Modules and Contents	Modules and Topics (Units/Themes)	Course Modules and Contents
Topic 2. Formas del habla y comunicación empresarial	Topic 2.2 Reglas de conducta y discurso en conflicto	C3
	Topic 2.3. Resolución de conflictos por correo electrónico	C3
	Topic 2.4 Formación y Redacción de CV	C3
	Intermediate certification	
Topic 3. Entrevista de trabajo	Topic 3.1 Planificación de la presentación// Tipos de preguntas	C3
	Topic 3.2. Modelos de respuestas para superar objeciones	C3
	Topic 3.3. Objetivo de la presentación	C3
Topic 4. Convesación telefónica	Topic 4.1. Tipos de la convesación telefónica	C3
	Topic 4.2. Etiqueta de contacto telefónico// Formular preguntas	C3
	Topic 4.3. Cortesía de la convesación telefónica	C3
	Intermediate certification	
<b>6 semester</b>		C3
Topic 1 . Correspondencia comercial	Тема 1.1. Tipos de cartas	C3
	Тема 1.2. Carta de solicitud/ oferta/ pedidos/ envío	C3
	Тема 1.3. Anuncio. Buscando un empleo	C3
Раздел 2. Reglas de correspondencia comercial	Тема 2.1. Tiempo de respuesta a la carta	C3
	Тема 2.2. Cancelación de pedidos y envíos	C3
	Аттестация	

### French language

Course Modules and Contents	Modules and Topics (Units/Themes)	Course Modules and Contents
<b>5 semester</b>		C3
Topic 1. The concept of professional and business communication	Topic 1.1. Grammar: elements of communication, criteria for successful communication	C3
	Topic 1.2. Speech etiquette speaking	C3
	Topic 1.3. business image and the main forms of its expression reading	C3
Topic 2. Forms of professional speech	Topic 2.1. dispute as a kind of speech intercultural business communication	C3

communication		
Course Modules and Contents	Modules and Topics (Units/Themes)	Course Modules and Contents
Forms of professional speech communication	Topic 2.2. Rules of conduct and speech in conflict	C3
	Topic 2.3. Conflict resolution by e-mail	C3
Topic 3. Job interview	Topic 3.1. writing a resume and CV	C3
	Topic 3.2. Interviewers' questions and answers	C3
	Topic 3.3. Verbal and non-verbal communication during an interview	C3
Topic 4. Presentations	Topic 4.1. Planning a presentation	C3
	Topic 4.2. Types of questions, models of answering questions and overcoming objections	
	Topic 4.3. Completion of the presentation	
<b>6 semester</b>		C3
Topic 1. Culture of telephone conversation	Topic 1.1. types of telephone conversations, linguistic characteristics	C3
	Topic 1.2. Speech etiquette of telephone contact	C3
	Topic 1.3. the ability to formulate a question, a polite end to a telephone conversation	C3
Topic 2. Business correspondence	Topic 2.1. deadlines for responding to various types of letters, registration	C3
	Topic 2.2. Business letter (request, offer, orders and cancellation of orders, packaging and shipping, shipment)	
	Topic 2.3. Bank correspondence and payments in international trade, complaints	

### Italian language

Course Modules and Contents	Modules and Topics (Units/Themes)	Course Modules and Contents
<b>5 semester</b>		C3
Topic 1. Entriamo in azienda	Topic 1.1. La presentazione formale e informale.	C3
	Topic 1.2. La lettera formale. La lettera di accompagnamento.	C3
	Topic 1.3. Il colloquio.	C3
Topic 2. Pubblicità.	Topic 2.1. La pubblicità. Discutere e stabilire le esigenze.	C3
	Topic 2.2. Richiesta di informazioni.	C3
	Topic 2.3. Telefonare all'azienda.	C3
Topic 3. Il viaggio d'affari	Topic 3.1. Programmare e organizzare un viaggio.	C3
	Topic 3.2. Cercare e chiedere informazioni.	C3
	Topic 3.3. La richiesta via mail.	C3

	Topic 4.1. Accogliere un ospite.	C3
Course Modules and Contents	Modules and Topics (Units/Themes)	Course Modules and Contents
Topic 4. Visita a una ditta.	Topic 4.2. Discussione formale e informale. Arrivare a un accordo.	C3
	Topic 4.3. La lettera di ordine.	C3
<b>6 semester</b>		C3
Topic 1. Questioni di soldi.	Topic 1.1. Metodi di pagamento.	C3
	Topic 1.2. Settori di attività.	C3
Topic 2. Merci in viaggio	Topic 2.1. Trasporti e imballaggi	C3
	Topic 2.2. Organizzare la spedizione	C3

### German language

Course Modules and Contents	Modules and Topics (Units/Themes)	Course Modules and Contents
<b>5 semester</b>	.....	C3
Topic 1. Gesundheit	Topic 1.1. Reading: Körperteile. Grammar: Imperativ	C3
	Topic 1.2. Writing, speaking: Das Aussehen beschreiben.	C3
	Topic 1.3. Grammar: Unbestimmter Artikel	C3
Topic 2. ...In der Stadt unterwegs	Topic 2.1. Speaking: Den Weg beschreiben. Grammar: Präpositionen mit Dativ.	C3
	Topic 2.2. Writing: Fahrpläne. Reading: Am Bahnhof.	C3
	Topic 2.3. Grammar: Präpositionen mit Dativ und Akkusativ.	C3
Topic 3. Der Kunde ist König	Topic 3.1. Listening: Zeitangaben. Grammar: Höflichkeitsform Konjunktiv II.	C3
	Topic 3.2. Speaking: Serviceleistungen bitten. Grammar: Temporale Präpositionen.	C3
Topic 4. Neue Kleider	Topic 4.1. Speaking: Kleidungsstücke benennen. Grammar: Demonstrativ pronomen.	C3
	Topic 4.2. Reading: Im Kaufhaus. Grammar: Verben mit Dativ.	C3
<b>6 semester</b>		
Topic 1. Feste	Topic 1.1. Reading: Feste und Feiern. Grammar: Ordinalzahlen.	C3
	Topic 1.2. Writing: Einladungen. Grammar: Konjunktion denn.	C3

## 6. CLASSROOM EQUIPMENT AND TECHNOLOGY SUPPORT REQUIREMENTS

<b>№</b>	<b>Name of special * placements and placements for independent work</b>	<b>Equipment of special placements and placements for independent work</b>	<b>List of licensed software. Details of the confirming document</b>
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 International Economic Relations Classroom 114	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 4. Microsoft Excel 2010 license 5190227 5. Mentor 6. Garant System 7. Consultant plus

\* - the audience for independent work of students is MANDATORY!

## 7. RECOMMENDED SOURCES FOR COURSE STUDIES

### *Main literature:*

#### **English language**

Evans Virginia. Allison John. The Business 2.0 [Text] : B2+Upper Intermediate Student's Book / J. Allison, J. Townend, P. Emmerson. - The book is in English language; CD-rom. - Oxford : Macmillan, 2018.

#### **German language**

Shritte 2. International [Текст] : Kursbuch+arbeitsbuch / D. Niebisch [и др.]. - The book is in German language. - Munchen : Hueber Verlag, 2019.

#### **Italian language**

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.

#### **Spanish language**

A textbook with a disc: **Nuevo Espanol en marcha 2 (A2) Libro del alumno+ CD**

Authors: Francisca Castro, Pilar Diaz, Ignacio Rodero, Carmen Sardinero ISBN: 9788497783781

A workbook with a disk: **Nuevo Espanol en marcha 2 (A2) Cuaderno de ejercicios + CD**

Francisca Castro, Pilar Diaz, Ignacio Rodero, Carmen Sardinero ISBN: 9788497783798

#### **French language**

V.N. Lukovtseva, N.V. Polyakova, E.V. Panicheva, T.M. Kachalina French for economists. General economics, Le français économique. Economie Générale, Peoples' Friendship University of Russia, 2019. Dubois A.-L., Tauzin B. Objectif Express1. Le monde professionnel en français. Hachette, 2019. Cherifi S., Girardeau B., Mistichelli M. Travailler en français en entreprise 2. Les éditions Didier, 2019.

*Additional literature:*

**English language**

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.

**German language**

Swerlowa O. **Grammatik & Konversation**. – Langenscheidt, 2019.  
Hering A., Matussek M. Em Übungsgrammatik. – Hueber, 2017.  
Hirschfeld U., Kessler Ch., Langhoff B., Reinke K. Phonetik intensiv. – Langenscheidt, 2018.

**Italian language**

Daniela Pepe, Giovanni Garelli. Al lavoro! Corso di italiano per stranieri in contesto lavorativo. Livello A2: Volume A2 - Loescher Editore, 2017.  
Raviddin Shamilov: An introduction to commercial translation. The Italian language. A study guide. – Flint, 2021

**Spanish language**

Rodriguez – Danilevskaya E.I., Stepunina I.L., Patrushev A.I. Textbook of the Spanish language. – Chero, 2019  
Dyshleva Irina Anatolyevna. Spanish language course for beginners [Text] / I.A. Dyshleva. - 2nd ed., ispr. and add. - St. Petersburg : Unix, 2014, 2015, 2017, 2020. - 390 S. : ill. - (We study foreign languages). - ISBN 978-5-91413-010-4 : 350.00. (216)

**French language**

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

**Chinese language**

Boltovskaya M. A., Repnina E. K. "Practical course of the Chinese language." – M., 2020.

**Korean language**

The Korean language: a grammar reference book/O. A. Trofimenko. —Moscow: Zhivoy yazyk, 2015. -224 p.  
Russian Russian-Korean and Korean-Russian Dictionary of Economic vocabulary by Lee Irtin/comp. Li Irtin. —M.: Publishing House of the Moscow State University MCC, 2005. -608 p.  
Russian Russian-Korean Short Economic dictionary: more than 500 syllables and phrases/I. I. Podprugina; Ministry of Education of the Russian Federation. Federation, Irkut State Technical University Univ. — M.: Ant, 2004. -95 p.

*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](http://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.

### **AGREED**

Head of the Higher Education Program(me)

Doctor of Economics, Professor of International economic relations \_\_\_\_\_I.V. Andronova