

Ministry of Science and Higher Education of the Russian Federation  
 Federal State Budgetary Educational Institution of Higher Education  
**Perm National Research Polytechnic University**

**APPROVED BY**

Pro-rector for Academic Affairs

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**ACADEMIC COURSE WORKING PROGRAM**

**Academic course:** Foreign language (business)  
 (Name)

**Form of education:** Full-time studies  
 (Full-time /full-time – correspondence/correspondence)

**Level of higher education:** Bachelor's program  
 (Bachelor's program/specialist program/  
 Master's program)

**Workload in hours (in credits):** 216 (6)  
 (Hours (CU))

**Training program (degree):** 21.03.01 Oil and Gas Engineering  
 (Code and denomination of degree)

**Direction:** Oil and Gas Engineering  
 (Title of curriculum)

## 1. GENERAL PROVISIONS

### 1.1. GOALS AND OBJECTIVES OF THE COURSE

Development of foreign language and communicative competence, enabling business communication in a professionally oriented field with native speakers of the target language, as well as for further self-education.

### 1.2. PRESCRIBED OBJECTS OF THE COURSE

The vocabulary of a general professional and business foreign language within the scope of the curriculum topics; basic norms for the use of the vocabulary and word-building patterns, basic phonetic phenomena, grammatical forms and constructions, providing oral and written business communication in a foreign language; speech, including ethical formulas of oral and written business communication typical for a foreign language culture; the main information resources (types of dictionaries, e.g. electronic and information search systems); the main features of the culture and traditions of the countries whose language is being studied.

### 1.3. STARTING CONDITIONS

Unstipulated

## 2. PLANNED RESULTS OF THE COURSE TRAINING

Competence	Indicator's Index	Planned Results of the Course Training (to know, to be able, to master)	Indicator of Attaining Competence which the planned results of training are correlated with	Means of Assessment
1	2	3	4	5
GC-4	IA-1.GC-4	<b>To know</b> lexical-grammatical means of the target language, which are necessary to conduct oral and written business communication within the limits of the established topic list; basic rules for the preparation of business documents in the target language; basic features of the business functional style of the target language.	<b>Knows</b> the general lexical minimum of the Russian language and target language, the basic thesaurus of academic subjects (history and philosophy) in Russian; knows the literary norm and peculiarities of the business functional style, the requirements for oral and written forms of business communication in Russian and the target language.	Test

1	2	3	4	5
GC-4	IA.-2.GC-4	<b>To be able to</b> analyse, compare, summarize and evaluate information (facts, events, phenomena, opinions) in the target language; to logically, argumentatively and clearly express their thoughts orally and in written form in the foreign language studied in situations of business communication.	<b>Be able to</b> analyse, compare, summarize and evaluate information (facts, events, phenomena, opinions) in Russian and in the target language; logically, argumentatively and clearly express their thoughts orally and in written form in Russian and in the foreign language studied in situations of interpersonal, professional and business communication.	Credit
GC-4	IA-3.GC-4	<b>To master the skills</b> of oral and written spoken business communication in the target language; the skills of business language etiquette, which is characteristic of foreign culture; basic business terminology in the target language.	<b>Has mastered the skills</b> of oral and written business communication in Russian and the target language; public speech skills; skills to prepare and give oral and written reports; business speech etiquette skills; basic business terminology in Russian and target language.	Grading credit

### 3. FULL TIME AND FORMS OF ACADEMIC WORK

Form of academic work	Hours in all	Distribution in hours according to semesters	
		Number of semester	
		3	4
1. Holding classes (including results monitoring) in the form:	72	36	36
1.1. Contact classwork, including:			
– lectures (L)			
– laboratory work (LW)			
– practice, seminars and/or other seminar-type work (PW)	64	32	32
– control of self-work (CSW)	8	4	4
– test paper			
1.2. Students' self-work (SSW)	144	72	72
2. Interim/midterm assessment			
Exam			
Grading test	9		9
Test	9	9	
Course Project (CP)			
Course Work (CW)			
<b>Workload in hours</b>	<b>216</b>	<b>108</b>	<b>108</b>



## 4. COURSE CONTENTS

Course units with brief contents	Full time of classroom activity in hours according to the forms			Full time of extracurricular work in hours according to the forms
	L	LW	PW	SSW
<b>3-rd semester</b>				
Specialist's business card	0	0	16	36
Personal, business and professional qualities of the specialist. Professional duties. Principles of business ethics. Business speaking etiquette in target language countries. Product: essay.				
Enterprise/company business card	0	0	16	36
Types of enterprises/companies. Presentation of structure (organigram) and enterprises/companies activity sectors. PRNPU business relations. Product: enterprise/company presentation.				
Total with regard to 3-rd semester	0	0	32	72
<b>4-th semester</b>				
Business contacts	0	0	16	36
Job search. Preparation of a CV, participation in a job interview. Presentation of the project, products, services. Participation in the exhibition. Product: product presentation.				
Professionally-oriented information	0	0	16	36
Priority research areas of the PRNPU. Fundamentals of business correspondence, electronic correspondence. Professionally-oriented reading, fundamentals of annotation, reviewing, fragmented translation. Product: annotation and fragmented translation of a professionally-oriented text.				
Total with regard to 4-th semester	0	0	32	72
Total with regard to the course	0	0	64	144

### Topics of exemplary practical work

№	Topic of practical (seminars) work
1	Personal, business and professional qualities of the specialist.
2	Professional duties.
3	Principles of business ethics. Business speaking etiquette in target language countries.
4	Types of enterprises/companies.
5	Presentation of structure (organigram) and enterprises/companies activity sectors.
6	PRNPU business relations.
7	Job search. Preparation of a CV, participation in a job interview.
8	Presentation of the project, products, services. Participation in the exhibition.
9	Priority research areas of the PRNPU.
10	Fundamentals of business correspondence, electronic correspondence.
11	Professionally-oriented reading.
12	Fundamentals of foreign text annotation
13	Fundamentals of foreign text reviewing.
14	Fundamentals of foreign text fragmented translation.

## 5. ORGANIZATIONAL AND PEDAGOGICAL CONDITIONS

### 5.1. EDUCATIONAL TECHNOLOGIES USED FOR COMPETENCES FORMATION

Practical classes are held by realization of the method based on active training: problem areas are determined, groups are formed. The following aims are pursued in the process of practical education: use of definite disciplines knowledge and creative methods in solving problems and decision-making; students' skill-building of teamwork, interpersonal communication and development of leadership skills; consolidation of the basic theoretical knowledge.

Group discussions, role-playing games, training sessions, and analysis of situations and simulation models are used in academic studies.

### 5.2. STUDENTS' MANUAL FOR THE COURSE STUDY

Learning the course, it is advisable for students to implement the following recommendations:

1. Learning of the discipline should be done systematically.
2. After learning one of the course units with the help of the text-book or lecture notes it is recommended to reproduce the basic terms, definitions, notions of the unit from memory.
3. Special attention should be paid to the reports on practical studies and individual complex tasks for self-work.
4. The topics list for individual study is given by the teacher at the lectures. The teacher also provides students with literary sources (first of all, new ones in the periodical scientific literature) for a more detailed understanding of the issues presented at the lectures

## 6. LIST OF TEACHING MATERIALS AND INFORMATION SUPPLY FOR STUDENTS' SELF WORK IN THE DISCIPLINE

### 6.1. PAPER-BASED COURSEWARE

№	Bibliographic entry (author, title, mode of publication, place, publishing house, year of publication, number of pages)	Number of copies in the library
1	2	3
<b>1. Basic literature</b>		
1	Petrova G. M. Russkij yazyk v tekhnicheskome vuze: uchebnoe posobie dlya inostrannyh uchashchihsya / G. M. Petrova. M.: Rus. yaz. Kursy, 2011. 140 p.	15
2	Bazvanova T. N. Biznes-korrespondenciya : posobie po obucheniyu delovomu pis'mu dlya izuchayushchih russkij yazyk kak inostrannyj / T. N. Bazvanova, T. K. Orlova. – Moskva: Rus. yaz. Kursy, 2013.	3



1	2	3
<b>2. Additional literature</b>		
<b>2.1. Educational and scientific literature</b>		
1	Kozlova O. D. Perm' i permyaki : uchebno-metodicheskoe posobie po razvitiyu rechi dlya studentov, izuchayushchih russkij yazyk kak inostrannyj / O. D. Kozlova, O. V. Soboleva. Perm: PSTU, 2011.	15
2	Korchagina E. L. Russkij yazyk: pervye rezul'taty. Testovyy praktikum po russkomu yazyku povsednevnogo obshcheniya. Elementarnyj i bazovyy urovnj / E. L. Korchagina, N. V. Smykunova. M.: Rus. yaz. Kursy, 2014. 253 p.	30
3	Opisanie, povestvovanie, rassuzhdenie. St-Petersburg: Zlatoust, 2013. (Moi pervye stroki po-russki : posobie po razvitiyu navykov i umenij pis'mennoj rechi: Vol.1, 2	25
<b>2.2. Periodical literature</b>		
	Not used	
<b>2.3. Standardized and Technical literature</b>		
	Not used	
<b>3. Students' manual in mastering discipline</b>		
	Not used	
<b>4. Teaching and learning materials for students' self-work</b>		
	Not used	

## 6.2. ELECTRONIC COURSEWARE

Kind of literature	Name of training tool	Reference to information resource	Accessibility of EBN (Internet/ local net; authorized/ free access)
Additional literature	Kazakova O.A. Professii i lyudi. Posobie po russkomu yazyku kak inostrannomu: uchebnoe posobie / T.B. Frik, O.A. Kazakova. Tomsk: TPU, 2014.	<a href="http://elib.pstu.ru/Record/RUBC79320">http://elib.pstu.ru/Record/RUBC79320</a>	local net
Additional literature	Gorlova E.A. Ritorika delovogo obshcheniya (v ramkah kursa «Russkij yazyk i kul'tura rechi») : uchebno-metodicheskoe posobie / O.V. ZHuravlyova, E.A. Gorlova. Samara: SamSAU, EBS ACB, 2016.	<a href="http://elib.pstu.ru/Record/RUBC80848">http://elib.pstu.ru/Record/RUBC80848</a>	local net
Additional literature	Mar'eva M. V. Russkij yazyk v delovoj dokumentacii / Mar'eva M. V. – Murmansk: MSTU, 2015.	<a href="http://elib.pstu.ru/Record/lan RU-LAN-BOOK-142720">http://elib.pstu.ru/Record/lan RU-LAN-BOOK-142720</a>	local net

## 6.3. LICENSE AND FREE DISTRIBUTED SOFTWARE USED IN THE COURSE EDUCATIONAL PROCESS

Type of Software	Software branding
Operating systems	MS Windows XP (Azure Dev Tools for Teaching till 27.02.2022)
Operating systems	Microsoft Office Professional 2007. licence 42661567
Office applications	Microsoft Office Professional 2007. licence 42661567
General purpose application software	Dr. Web Enterprise Security Suite, 3000 licence, PNRPU RCI 2017

#### 6.4. MODERN PROFESSIONAL DATA BASES AND INQUIRY SYSTEMS USED IN THE COURSE EDUCATIONAL PROCESS

<b>Branding</b>	<b>Reference to information resource</b>
Scopus Database	<a href="https://www.scopus.com/">https://www.scopus.com/</a>
Scientific Library of Perm National Polytechnic Research University	<a href="http://lib.pstu.ru/">http://lib.pstu.ru/</a>
Lan' Electronic library system	<a href="https://eJanbook.com/">https://eJanbook.com/</a>
IPR books Electronic library system	<a href="http://www.iprbookshop.ru/">http://www.iprbookshop.ru/</a>
Information resources of Consultant+ web	<a href="http://www.consultant.ru/">http://www.consultant.ru/</a>

#### 7. LOGISTICS OF THE COURSE EDUCATIONAL PROCESS

<b>Type of classes</b>	<b>Name of the necessary basic equipment</b>	<b>Number of units</b>
Practicals	Laptop computer	1
Practicals	Multimedia projector or TV	1

#### 8. FUND OF THE COURSE EVALUATING TOOLS

Described in a separate document

Ministry of Science and Higher Education of the Russian Federation  
Federal State Budgetary Educational Institution of Higher Education  
**Perm National Research Polytechnic University**

## **FUND OF ESTIMATING TOOLS**

**For students' midterm assessment in the discipline  
Foreign language (business)  
Supplement to the Academic Course Working Program**

**Training program:** 21.03.01 Oil and gas engineering

**Direction (specialization) of  
educational program:** Oil and Gas Engineering

**Graduate qualification** Bachelor's degree

**Graduate academic department:** Oil and Gas Technology

**Form of study:** Full-time

**Year (-s):** 2

**Semester (-s):** 3, 4

**Workload:**

in credits: 6 CU

in hours: 216 h

**The form of midterm assessment:**

Test: 3 semester

Grading test: 4 semester



**Fund of estimating tools** for midterm assessment of students learning the discipline “Foreign Language” is the part (supplement) to the academic course working program. The fund of estimating tools for midterm assessment of students learning the discipline has been developed in accordance with the general part of the fund of estimating tools for midterm assessment of the basic educational program which determines the system of the midterm assessment results and criteria of putting marks. The fund of estimating tools for midterm assessment of students learning the subject determines the forms and procedures of monitoring results and midterm assessment of students.

### 1. LIST OF CONTROLLED RESULTS OF LEARNING THE DISCIPLINE, OBJECTS OF ASSESSMENT AND FORMS OF CONTROL

According to the Academic Course Working Program (ACWP), mastering course content is planned during two semesters (the 3<sup>rd</sup>-4<sup>th</sup> semesters of the curriculum) and is divided into two educational modules. Classroom practicals, as well as students’ self-work are provided for every module. In the frames of mastering course content, such components of competences as *to know, to be able, to master* pointed out in the ACWP are formed. These competencies act as the controlled results of learning the discipline “Business Foreign Language” (Table 1.1).

Monitoring of the acquired knowledge, abilities and skills level is made in the frames of continuous assessment, progress check and formative assessment in the process of studying theoretical material, reports on practical tasks, grading credit, and examination. Types of control are given in Table 1.1.

Table 1.1 – List of controlled results of learning the discipline

Controlled results of learning the discipline (KAS)	Type of control					
	Continuous assessment		Progress check		Final control	
	D	PT	T	CW	Grading credit	Exam
1	2	3	4	5	6	7
<b>Acquired knowledge</b>						
K.1 To know lexical-grammatical means of the target language, which are necessary to conduct oral and written business communication within the scope of the curriculum topics; basic rules for the preparation of business documents in the target language; basic features of the business functional style of the target language.	D		T		T	T
<b>Acquired abilities</b>						
A.1 <i>In reading</i> : to understand the content of foreign-language texts of a business and		P		PT	CT	K3

1	2	3	4	5	6	7
professionally-oriented nature; to extract, analyse and systematize professional information from foreign-language; <i>in writing</i> : fill out forms and templates used in business communications situations; create and edit target language professional texts; provide reviewing, annotation and translation of professional texts; <i>in speaking</i> to make oral (monological and dialogue) speeches; to make and give presentations in a target language within the scope of the curriculum topics; <i>in listening</i> : to understand oral speech in the target language within the scope of the curriculum topics; <i>in translation</i> : to translate business and professional texts from a foreign language into Russian; compile glossaries of key terms.						
<b>Mastered skills</b>						
S.1 To master skills in searching for, perceiving, analyzing, compiling and systematizing information in a foreign language; skills in preparing and presenting an oral speech (with presentation) in a target language studied within the limits of the established business communication theme; to master skills of annotations, reviewing and fragmented translation of professionally oriented texts from a foreign language into Russian.				T/CW	CT	CT

*D* – topic discussion; *T* – test, *PT* – practical task; *T/CW* – progress check (control work); *CT* – complex task of grading test.

A final assessment of the learned discipline results is the midterm assessment which is made in the form of examination taking into consideration the results of continuous assessment and progress check.

## **2. TYPES OF CONTROL, STANDARD CONTROL TASKS AND SCALES OF LEARNING RESULTS ASSESSMENT**

Continuous assessment of the academic performance is aimed at maximum effectiveness of the educational process, at monitoring students' specified competencies formation process, at increase of learning motivation and provides the assessment of mastering the discipline. In accordance with the regulations concerning the continuous assessment of the academic performance and midterm assessment of students taught by the educational programs of Higher education – programs of the Bachelor's Course, Specialists' and Master's Course the next types of students' academic performance continuous assessment and its periodicity is stipulated in PNRPU:



- acceptance test, check of the student’s original preparedness and their correspondence with the demands for the given discipline learning;
- continuous assessment of mastering the material (the level of mastering the component “to know” defined by the competence) at every group lesson and monitoring lessons attendance;
- interim and progress check of students’ mastering the components “to know” and “to be able” of the defined competences by computer-based or template testing, control discussions, control works (individual home tasks).

Discipline progress check is conducted the next week after learning the discipline module, while the interim control is made at every monitoring during the discipline module study;

- interim assessment, one-time summarizing the current students’ performance at least once a semester in all disciplines for every training program (specialty), course, group;
- retained knowledge control.

## 2.1. CONTINUOUS ASSESSMENT

Continuous assessment is made in the form of discussion on every topic. According to the four-point system the results of assessment are put into the teachers’ note-book and are considered in the form of an integral mark in the process of the midterm assessment.

### ***2.1.1 Standard discussion questions:***

- *What are the rules for addressing in a business letter?*
- *What characterizes the text of the essay?*
- *What is the structure of the resume?*

### ***2.1.2 Standard practical tasks:***

- *Complete a business letter using translation of the words in parentheses.*
- *Read the text of the company presentation and answer the question.*

## 2.2. PROGRESS CHECK

For the complex assessment of the acquired knowledge, abilities and skills (Table 1.1) progress check is carried out in the form of control work (after learning every discipline module).

### ***2.2.1. Standard tasks of the CW.***

- *Describe the organogram of the company.*
- *Translate the annotation.*
- *Make fragmented translation of a text.*

Standard scale and criteria of estimating control work results are given in the general part of FET of educational program.



## 2.3. MIDTERM ASSESSMENT (FINAL CONTROL)

Admission for midterm assessment is made according to the results of the continuous assessment and progress check. Preconditions for admittance are successful presentation of all practical tasks and a positive integral mark with respect to the results of continuous assessment and progress check.

According to ACWP, midterm assessment is made in the form of a credit and a grading credit. The credit and the grading credit are conducted in oral and written form using cards. Every card includes a test task aimed at the control of the acquired knowledge, one control work and one complex task aimed at the control of mastered abilities, and acquired skills of all declared competences.

The card is formed in such a way that the included questions and practical tasks could estimate the level of maturity of **all** declared competences. A form of examination card is given in the general part of FET of the educational program.

### ***2.3.1 Standard control work task for a credit:***

*Compose the text of the cover letter when sending the resume.*

*Make up the table based on the data presented in the text.*

*Arrange the structural parts of the business letter in the appropriate order.*

### ***2.3.2. Standard complex task for a grading credit:***

*Make a presentation plan for the company.*

*Compose the text of the e-mail request to a foreign company.*

*Annotate the text.*

A complete list of questions and practical tasks in the form of an approved set of examination cards is kept at the graduate academic department.

### ***2.3.2. Scales of exam assessment of educational achievements***

Evaluation of discipline achievements in the form of maturity level of the components *to know, to be able, to master* of the declared competences is made according to the four-point assessment scale by means of a sample control during the examination.

Standard scale and assessment criteria for learning results in the examination for components *to know, to be able and to master* are given in the general part of FET of the educational program.

## **3. ASSESSMENT CRITERIA FOR COMPONENTS AND COMPETENCES MATURITY LEVEL**

### **3.1. ASSESSMENT OF COMPETENCES COMPONENTS MATURITY LEVEL**

While estimating the level of competences maturity by selective control in the process of testing it is considered that *the mark obtained for the components of*

*the examined competence is combined with the corresponding component of all competences formed in the frames of the given academic course.*

Standard scale and assessment criteria for components and competences level of maturity are given in the general part of FET of the educational program.

### 3.2. ASSESSMENT OF MATURITY LEVEL OF ALL COMPETENCES

General assessment of maturity level of all competences is made by aggregation of marks obtained by the student for each component of the formed competences taking into account the results of continuous assessment and progress check in the form of an integral mark according to the four-point scale. All control results are put into the assessment sheet by the teacher according to the results of midterm attestation.

The form of the assessment sheet and requirements for its completion are given in the general part of FET of the educational program.

While making the final assessment of the midterm attestation in the form of an exam standard criteria given in the general part of FET of the educational program are used.

#### *Appendix 1.*

#### *Standard complex tasks for testing acquired skills and abilities*

##### *Task № \_\_.*

Learning outcomes to check: a1; s1

Task. Write an answer to your business partner.

#### **Complex task evaluation criteria**

*The mark "five" is given, if the student fully and accurately conveys the contents of the source text in a foreign language, observing all lexical, grammatical, spelling, punctuation and stylistic rules.*

*The mark "four" is given if the student has fairly fully and accurately transferred the content of the original text in a foreign language, mainly observing lexical, grammatical, spelling, punctuation and stylistic rules.*

*The mark "three" is given if the student has fragmentally and not quite accurately transferred the content of the original text in a foreign language, has made several linguistic and speech mistakes.*

*The mark "two" is given if the student has not been able to transmit the content of the original text in a foreign language, and has made many linguistic and speech mistakes.*