

## Course Description

**Discipline/Course:** Professional Business Correspondence

**Training programme for university staff “English for University Senior Managers. Module 2”**

**Department of Methods of Teaching Foreign Languages**

**Instructor:** Dina F. Mymrina, PhD

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### Learning Outcomes:

1. To know requirements for different types of business correspondence and be ready to apply them in business writing at B1<sup>1</sup> level of language proficiency in compliance with *The Common European Framework of Reference for Languages*.
2. To develop business writing skills at B1 level of language proficiency in compliance with *The Common European Framework of Reference for Languages*.

### Course Objectives and Content:

The objective of the course “Professional Business Correspondence” is to develop a foreign language writing competence, allowing course attendees to conduct business activity in English at B1 level of language proficiency in compliance with *The Common European Framework of Reference for Languages*.

### Course Outline:

Section 1. Cultural conventions of business correspondence.

Section 2. Electronic business correspondence. Netiquette. Features of written business correspondence.

Section 3. Professional portrait in written form. Communicative functions: description of responsibilities and duties.

Section 4. Business and academic CV.

**Course Delivery:** 52 hours

**Prerequisites:** disciplines of English for University Senior Managers. Module 1

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<sup>1</sup> A Common European Framework of Reference for Languages Learning, Teaching, Assessment

**Co-requisites:** disciplines of English for University Senior Managers. Module 2

**Final Assessment:** pass/fail test

**Course Developer:** Dina F. Mymrina, PhD