

## Course Description

**Discipline/Course:** Writing and professional communication style  
**Training programme for university staff** “German. Module 2”

**Department of Methods of Teaching Foreign Languages**

**Instructor:** Olga M. Ovchinnikova, PhD

**Contact details:** +7 3822 561 701, e-mail: [ovtchom@tpu.ru](mailto:ovtchom@tpu.ru)

**Learning Outcomes:**

№ п/п	Результат
WD1	To use techniques for generating and editing written texts.
WD2	To use lexical and grammatical skills for written communication.

**Course Objectives and Content:**

The goal of the course "Writing and professional communication style" is to develop skills of written foreign language communication for university staff at A2 (CEFR) level of the language proficiency according to “The Common European Framework of Reference for Language”.

**Course Outline:**

Section 1. Writing skills: Russian and German punctuation styles, acronyms and abbreviations.

Section 2. Functional communication styles (scientific, colloquial, formal, business, belles-lettres).

Section 3. Formal written communication.

**Course Duration:** one semester, 18 weeks, 18 hours

**Prerequisites:** Level of German Language Proficiency A2 (CEFR); other prerequisites: N/A

**Co-requisites:** Disciplines of the training program German. Module 2

**Final Assessment:** pass/fail test

**Course Developer:** Olga M. Ovchinnikova, PhD