## Содержание дисциплины «Иностранный язык» для студентов 2 курса ИК Тематический план 2 курса

Осенний семестр	Кол-во часов	Весенний семестр	Кол-во часов
Темы/подтемы		Темы/подтемы	
1. Work and Jobs	24	4. Corporate culture	20
<ul> <li>Jobs (types of jobs, skilled and unskilled qualifications, requirements, pay and benefits, workplaces)</li> <li>Applying for a job (job search, recruitment process, filling in the application form, writing a CV, interview techniques)</li> <li>Employment (professional qualities, skills, responsibilities, changing jobs, labour law and industrial actions)</li> <li>Career advancement (career planning, career ladders, professional development)</li> </ul>	6 6	<ul> <li>Corporate ethical standards (rules and regulations, dress code, work environment, relationships between the colleagues, time management, work balance, stress at work)</li> <li>Wrongdoing at workplace (bullying, abuse of power, harassment, bribe, embezzlement, bureaucracy, white-collar crime, industrial espionage)</li> <li>Ethical dilemmas (discrimination, leadership problems, workplace safety, compromising the reputation, unfair dismissal, dealing with employee's complaints, disciplinary actions)</li> </ul>	6
Assessment №1	2	Assessment №4	2
2. Company structure	20	5. Business communication	10
• Types of businesses (entrepreneurship, family business, joint-stock company, partnership, corporation, legal structure of businesses, business opportunities,	8	Meetings (types of meetings, organizing of a meeting, setting an agenda, conducting a meeting, discussion techniques, etiquette skills	4
<ul> <li>establishing a new business)</li> <li>Parts of a company, workforce and their functions</li> <li>Company history</li> <li>Management styles</li> </ul>	4 3 3 2	• Telephoning (telephone manner, phoning scenario, voicemail, answer phones, giving and taking messages, dealing with telephone problems)  Assessment №5	2
Assessment №2			
<ul> <li>3. Corporate Identity</li> <li>Corporate design ((logos, uniforms, corporate colours)</li> <li>Company philosophy (quality control, continuous improvement, benchmarking)</li> <li>Reputation (favourable image of a company, recovering a</li> </ul>	20 6 4	<ul> <li>6. Business across cultures</li> <li>• Business and cultural diversity         (Cultural differences,         international business styles,         cross-cultural understanding,         entertainment and hospitality)</li> </ul>	4
reputation)  • Brands and branding, trademarks  Assessment №3	6 2	7. Exam Preparation	32