Course title | Business Russian [Eastern Europe]
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Course code | Valo2146
Branch of science | Linguistics
Credits | 3
ECTS | 4.50
The total audience hours | 48
Number of lectures | 16
Seminars and practical work hours | 32
Course developer(s) | Dr. philol., doc. Galina Pitkeviča
Dr. philol., doc. Elvira Isajeva
Course summary

Applied Russian style of text and applied linguistic peculiarities. Sentence structure and text formation characteristics, punctuation, spelling, etc. language rules, typical errors, labeling requirements of applied style. Applied Russian text forming requirements.

Results

At the end of the course students have to consider an article and interpretation of applied language learning, the ability to recognize and use the language applied to speech rules of procedure and etiquette.

Course plan

Lectures - 28 h:
1. Business language literary language system. Social context, where using a businesslike language.
2. Business-style building history.
6. Total business style of speech of linguistic signs.
7. Applied language lexical system specifics.
10. Applied Language word-formation characteristics.
16. Legislative language. Its structure and genres.

Seminars - 28 h:
Theme 1. Applied Language stationery substyles speech characteristics.
Theme 2 Applied languages and business management substyles.
Theme 3 The basic working documents: typology, examples of linguistic processing.
Theme 4 Text organization types. Stencil. Questionnaire. Table. Typical block concept.
Theme 5. Material presentation of text and logical design rules in business language.
Theme 7. Orthography and punctuation complex cases the document language.
Theme 8. Written and oral business speech norms violation. Codified forms of speech.
dictionary. Successful business communication conditions.
Consultations. The consultation, etc.
Theme 12. Business communication national characteristics.

Independent work:
Applied diplomatic language and the legislative text analysis, laboratory work
Applied document form filling. Documentary drafting, laboratory work
Applied speech different styles observations, laboratory work
Applied communicative situations and speech genres of applied modeling.
Speech training laboratory work typical error prevention and editing business documents in a
language, laboratory work

Polemic craftsmanship report public speaking design law report businesslike culture in
international business report business communication ethics and conflict of Applied Psychology
paper and its disposal routes.
Speech behavior strategy conflict report elocution basics, paper

Requirements for credits
1 Prepare reports; provide 1 home examination on practical questions, write one test audience
(70% of the total assessment); pass the examination (30%).

Basic Training
1. Введенская Л.А., Павлова Л.Г. Деловая риторика. – Москва - Ростов-на-Дону: «МарТ»,
2008.
3. Колтунова М.В. Язык и деловое общение: нормы, риторика, этикет. – Москва: Логос,
2005.
4. Максимов В.И. Стилистика и литературное редактирование.- Москва: ГАРДАРИКИ,
2007.
5. Максимов В.И. Стилистика и литературное редактирование. Практикум по курсу.-
6. Культура устной и письменной речи делового человека. Справочник-практикум.-
Further reading


Periodicals and other sources of information

http://www.gumer.info/bibliotek_Buks/Linguist/krasiv/intro.php
http://www.hf.uio.no/ilos/english/research/projects/run/docs/Booklet_(RUS2129)_Smirnova.pdf

Remarks

Course content

Theme 1. Business language literary language system. Social context, where using a businesslike language.
Theme 2. Business-style building history.
Theme 6. Total business style of speech of linguistic signs.
Theme 7. Applied language lexical system specifics.
Theme 10. Business style morphological characteristics.
Theme 11. Applied Language word-formation characteristics.
Theme 12. Text as applied basic unit of written language. Documentation. The main types of documents. Applied as a document style language.
Theme 14. Diplomatic language. Its structure and basic genres.
Theme 16. Legislative language. Its structure and genres.
Theme 17. Applied Language legislative substyles speech characteristics. Legislative document.
Theme 18. Stationery language. Its structure and basic genres.
Seminars - 28 h:
Theme 1. Applied Language stationery substila speech characteristics.
Theme 2. Applied languages and business management substili.
Theme 3. The basic working documents: typology, examples of linguistic processing.
Theme 4. Text organization types. Stencil. Questionnaire. Table. Typical block concept.
Theme 5. Material presentation of text and logical design rules in business language.
Theme 7. Orthography and punctuation complex cases the document language.
Theme 8. Written and oral business speech norms violation. Codified forms of speech.
Theme 12. Business communication national characteristics.