**ECTS COURSE SYLLABI**

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| **Course Code** | **Course Title** | **ECTS Credits** |
| - | Foreign language in the field of professional communications (English) | 6 |
| **Department** | **Semester** | **Prerequisites** |
| - | 1,2 |  - |
| **Type of Course** | **Field**  | **Language of Instruction** |
| Basic | Communication | English, Russian |
| **Level of Course** | **Year of Study** | **Lecturer(s)** |
| - | 1 | - |
| **Mode of Delivery** | **Work Placement** | **Co-requisites** |
| Face-to-face, e-learning | - | - |

**Objectives of the Course:**

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| The main objectives of the course are to:* To examine issues related to improvement of dialogue and monologue speech skills used in various business communication situations that emerge in the field of tourism and tour operations management;
* To acquire professional literature reading skills in order to obtain professional information;
* To acquire key skills in translating texts from a foreign language and into a foreign language;
* To acquire skills in making summaries, preparing abstracts and other text compression skills;
* To acquire writing skills needed for preparing publications, abstracts and corresponding in the field of tourism;
* To acquire skills needed to understand spoken speech in a foreign language in the tourism sector.
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**Learning Outcomes:**

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| After completion of the course students are expected to be able to: 1. Communicate orally in the form of a dialogue or monologue produced in various business communication situations that emerge in the field of tourism and tour operations management;
2. Read professional literature in order to obtain professional information;
3. Translate texts from a foreign language and into a foreign language;
4. Make summaries, prepare abstracts and use other text compression skills;
5. Prepare publications, abstracts and correspond in a foreign language in the field of tourism;
6. Understand spoken speech in a foreign language in the professional field.
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**Course Contents:**

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| Part 1: Speech behavior standards used when communicating with visitors (foreign tourists). Key Russian and international terms used in tour operations management. Assessment point 1: Case study (for the Learning Outcomes 1, 2, 6)Part 2: Speech etiquette and business communications in foreign tourists’ tour organizer’s operations Assessment point 2: role game (for the Learning Outcomes 1, 6)Part 3: E-mails. Business letters. Assessment point 3: Case study (for the Learning Outcomes 5)Part 4: The art of making a business presentation. Tour product presentation made for a partner travel agency. Assessment point 4: presentation (for the Learning Outcomes 1, 3, 6)Part 5: Text compression techniques (making summaries and abstracts) Assessment point 5: Annotation and summarization of an article (for the Learning Outcome 4)Part 6: Meetings and negotiations. Business documents and contracts. Assessment point 6: Case study (for learning outcome 1, 3, 5, 6) |

**Learning Activities and Teaching Methods:**

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| Lectures, In-Class Exercises and Presentations, case studies, discussion, role games |

**Assessment Methods:**

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| Assessment point 1: Case study (for the Learning Outcomes 1, 2, 6)Assessment point 2: role game (for the Learning Outcomes 1, 6)Assessment point 3: Case study (for the Learning Outcomes 5)Assessment point 4: presentation (for the Learning Outcomes 1, 3, 6)Assessment point 5: Abstracts and summaries of an article (for the Learning Outcome 4)Assessment point 6: Case study (for learning outcome 1, 3, 5, 6) |

**Recommended Textbooks/Reading:**

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| --- | --- | --- | --- |
| **Authors** | **Title** | **Publisher** | **Year** |
| E.B. Popov  | Professionalny inostranny yazik: angliysky yazik (Foreign Language in a Professional Field: English Language)  | NIC Infra-М | 2016 |
| Z.V. Mankovskaya  | Angliysky yazik dlya sovremennykh menedzherov. A manual. (English Language for Modern Managers)  | NIC Infra-М | 2016 |
| A.P. Minyar-Belorucheva, M. E. Pokrovskaya  | Angliysky yazik dlya raboty v turizme. Working in Tourism. A manual for students majoring in Tourism (English Language for Tourism. Working in Tourism)  | NIC Infra-М | 2016 |
| Z.V. Mankovskaya | Angliysky yazik dlya delovogo obshcheniya: rolevye igry po menedzhmentu (English Language for Business Communication: Role Plays in Management.) A manual.  | NIC Infra-М | 2018 |

**Mapping of Course Learning Outcomes to the Master’s Degree Learning Outcomes**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course title** | **Degree Learning Outcomes** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| Foreign language in the field of professional communications |  | \* |  |  |  | **\*** |  |  |  |

**Master’s Degree Learning Outcomes:**

1. To critically understand the knowledge in the subjects studied and explain the key academic concepts inherent in the subjects studied;
2. To develop a critical awareness of current issues in the tourism industry which is informed by research and practice in the field;
3. To apply key academic concepts to the management and leadership of tourism organizations;
4. To analyze a range of complex tourist destination management situations in order to develop management strategies for the future development of these destinations;
5. To develop creativity in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to develop and interpret knowledge in the tourism industry;
6. To acquire and analyze data and information, to evaluate their relevance and validity, and to synthesize information in the context of a new situation;
7. To present a reasoned and well-structured argument based on an analysis and interpretation of data that challenges underlying assumptions;
8. To apply high order personal skills and competences in management and leadership situations and contexts.

**Mapping of Course Learning Outcomes to the Master’s Degree competences**

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| **Course title** | **Degree Competences** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| Foreign language in the field of professional communications |  |  | \* |  |  | **\*** | \* | **\*** |  |

**Degree Competences:**

1. Self-awareness, appraisal and reflective skills;
2. Effective communication and presentation skills;
3. Selling and negotiation skills;
4. Time management skills;
5. Group leadership skills:
6. Cross-cultural communication skills;
7. Research skills;
8. Critical thinking skills.

**Mapping of Course Assessment Methods**

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| --- | --- | --- | --- | --- | --- | --- |
| **Course title** | **Time controlled assessment** | **Report** | **Essay** | **Oral presentation** | **Case Study Analysis** | **Other** |
| Foreign language in the field of professional communications |  |  |  | \* | \* | role game |

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