***Basics of business and public communications in a professional environment***

***(B 1.2.1.4.)***

**Degree:** Bachelor

**Academic year:** 2018/2019

**Semester:**  Spring

**General workload:** 3 ECTS credits, 108 hours

**Course goals and objectives**

To comprehensively examine the foundations of business and public communications, to know the basic psychological, speech and language patterns of efficient communication in a professional environment in the business, economic and financial sector.

**Key didactic units**

The concept and function of communication. Business communications. Communicative aspect of communications. Interactive aspect of communications. Conflicts and stress in business communication. Perceptual aspect of communications. Mechanisms of influence in the process of communication. The Russian/foreign language and culture of speech at the present stage. Communicative aspects of speech. Speech etiquette in professional communications. Functional styles of Russian/ modern foreign language. Language of a professional field. Oral and written formats of business speech. The interview. Fundamentals of rhetoric. Preparation of a public presentation. Linguistic laws of efficient business communications. National features in business communication.

**Place of the course within the curriculum**

General discipline for the concentration that reflects the university specialization.

**Upon completing the course, the students should:**

*Know:*

* Theoretical basis of organizing communications;
* Structure of standard communicative problems;
* Functional and stylistic specifics of the business and official style of speech;
* Speech etiquette system in interpersonal and international communications, efficient personal and business communications patterns in a Russian language and multiple language environment;

*Be able to:*

* Examine and apply knowledge of the psychology of communication, correct linguistic form of messages used in standard communicative situations;
* Examine social and psychological phenomena of personal and professional communication;
* Demonstrate correct speech behavior, take into account efficient strategies and tactics of conducting business negotiations;
* Examine and create oral and written texts taking into account communication patterns and the goal of communication;

*To have:*

* Knowledge of techniques and methods of efficient interaction, informed psychological influence in the business communication process;
* Skills related to culture of speech and professional operation in written and oral form;
* Knowledge of the rules of speech behavior and communication, conversation, and discussion.

**Course structure:** seminars, practicals, trainings, tests.

**Summative assessment:** pass/fail examination.