

39.03.02 Social work, the Organization profile and management in the sphere of social work	
Foreign language in the professional sphere	
Course/semester	Bachelor degree, 1/1
Main objective	To master oral and written foreign language in professional activity, to be capable to carry out communication in a foreign language in professional activity.
Contents	LETTERS (formal/informal): Letter of request, Letter of complaint, Letter of inquiry, Response, Cover letters, CV, E-mails. TELEPHONE CALLS: Greetings, Making excuses, Exchanging and checking information, Leaving and taking messages, Making and confirming arrangements, Technical support hotline. MEETINGS AND NEGOTIATIONS: Meeting and welcoming visitors, Getting acquainted, Opening meetings/negotiations, Proposals/agreements/conclusions. PROFESSIONAL ETIQUETTE: The basics, Interacting with people, Dress code. Table manners. Dining etiquette, International customs.
Preliminary requirements	For successful assimilation of discipline the student needs to know in full the minimum provided by the program of a bachelor degree for a foreign language on 1-2 course.
Structure of the course	Lectures – 0 hours, practice – 72 hours, independent work – 65 hours. Total 144 hours (79 hours contact)
Estimation, control – test	Mark and rating system: - 0–24 it is unsatisfactory without possibility of repeating an examination; - 25–49 it is unsatisfactory with possibility of repeating an examination; - 50–72 it is satisfactory; - 73–86 it is good; - 87–100 it is excellent. 80% – current work, 20% – pass
Features of the organization of educational process and training materials	In implementation of the program of discipline use of interactive forms and methods of training (active participation in role-playing and business games, the analysis of concrete problem situations, group discussions, trainings) is supposed: method of group discussions, group dynamics exercises, method of projects, method (studying) of a concrete situation, case-study.