

*Master's Program*  
*English for Professional Communication II*  
*V trimester 2020*

Instructor: \_\_\_\_\_

Contact hours: \_\_\_\_\_

<b>January, 13</b> <b>4 hours</b> <b>workshop</b>	<p><b>*Presentation of the course</b></p> <p>Study Guide for Postgraduates in Economics Е.В.Кравченко, Е.П.Клейменова, Л.В.Кулик</p> <p>Professional Discourse in Economics Advanced Elena Kleimenova, Lubov Kulik, Tatiana Artemenko</p> <p><b>*The Art of Writing Abstracts</b></p> <ul style="list-style-type: none"><li>- analysis of samples</li><li>- cliches and phrases for abstracts and oral presentations</li></ul> <p><b>*Concept Glossary (50)</b></p> <ul style="list-style-type: none"><li>- basic requirements</li><li>- sructure</li></ul> <p><b>*Executive Summary (draft)</b></p>
<b>January, 20</b> <b>4 hours</b> <b>tutorial</b>	<p><b>Produce by this date:</b></p> <ul style="list-style-type: none"><li>- Executive Summary (draft)</li><li>- References on the research subject (draft)</li><li>- Reading and analyzing the selected literature (50 p.)</li><li>- Analysis of 2 original abstracts from selected papers.</li></ul> <p>Translation (wr.)</p> <ul style="list-style-type: none"><li>- Abstracts on the selected papers (draft)</li></ul>

<p>January, 27 4 hours workshop</p>	<p><b>*The Art of Presentations</b></p> <ul style="list-style-type: none"> <li>-strategy of presentations</li> <li>-language of presentations</li> <li>-slides</li> </ul> <p><b>Effective Presentations</b></p> <p>Jeremy Comfort. Oxford University Press</p> <p><b>Successful Presentations</b></p> <p>John Hughes, Andrew Mallett. Oxford University Press</p> <p>Эффективное использование слайдов при проведении научной презентации</p> <p>Занина Е.Л.</p> <p><b>*Analysis and critical assessment of abstracts from selected papers</b></p>
<p>February, 3 4 hours tutorial</p>	<p><b>Produce by this date:</b></p> <ul style="list-style-type: none"> <li>- References on the research subject</li> <li>- Reading and analyzing the selected literature (50 p.).</li> </ul> <p>Oral presentation</p> <ul style="list-style-type: none"> <li>- Analysis of original abstracts from selected papers</li> </ul> <p>Translation (wr.)</p> <ul style="list-style-type: none"> <li>- Abstracts on the selected papers (draft)</li> </ul>

<p>February, 10</p> <p>4 hours workshop</p>	<p>Produce by this date:</p> <ul style="list-style-type: none"> <li>- Reading and analyzing the selected literature (50 p.).</li> <li>Oral presentation</li> <li>- Concept Glossary (4 basic concepts + supports)</li> <li>-Executive Summary (final)</li> <li>-Presentation of the Report (thesis + development)</li> </ul>
<p>February, 17</p> <p>4 hours tutorial</p> <p>Team 1</p>	<p>Produce by this date:</p> <ul style="list-style-type: none"> <li>-Presentation of the Report (rehearsal)</li> <li>-Visual aids (draft)</li> <li>-Presentations skills</li> </ul>
<p>March, 2</p> <p>4 hours workshop</p> <p>Team 2</p>	<p>Produce by this date:</p> <ul style="list-style-type: none"> <li>-Presentation of the Report (rehearsal)</li> <li>-Visual aids (draft)</li> <li>-Presentations skills</li> </ul>
<p>March, 16</p> <p>4 hours tutorial</p>	<p><i>Presentation of the Report</i></p> <ul style="list-style-type: none"> <li>-Visual aids (final)</li> <li>- Language input</li> <li>-Signposting language</li> </ul>
<p>March, 23</p>	<p><i>Pass</i></p>