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MINISTRY OF EDUCATION AND SCIENCE OF RUSSIA

Federal State Budgetary Educational Institution  
of higher education

«I.N. Ulianov Chuvash State University»  
(FSBEI of HE «I.N. Ulianov Chuvash State University»)

Medical Faculty

Department of Russian Language and Literature

«APPROVE»

Vice-rector for Academic Affairs

  
I.E. Poverinov

« 13 » 04 2022

Working programs of the discipline (module)  
«Русский язык и деловые коммуникации / The Russian Language and  
Business Communications»

Direction of training / specialty 31.05.03 Стоматология / Dentistry  
Graduate's qualification Врач-стоматолог / Dental Practitioner

Direction (profile) / specialization «Dentistry»

Form of training – очная / intramural

Course – 1

Term – 1

Total academic hours/credit points – 72/2

The year of beginning the training – 2022

The fundamental document for compiling the working program of the discipline (module)  
Федеральный государственный образовательный стандарт высшего образования -  
специалитет по специальности 31.05.03 Стоматология (приказ Минобрнауки России от  
12.08.2020 г. № 984)

Approved by:

Docent, Candidate of Philological Sciences A.Yu. Nikitina

The working program was approved at the meeting of the Department of Russian  
Language and Literature,

17.01.2022, protocol № 5

Head of the department G.E. Kornilov

Approved by

Dean of the Medical Faculty V.N. Diomidova

Acting Head of the Educational and Methodological Department E.A. Shirmanova

## **1. The purpose and objectives of training in the discipline (module)**

The purpose of the discipline - the study of the discipline "Russian language and business communications" pursues the goals of forming a general speech culture of students, improving the knowledge of the norms of oral and written literary language, developing skills and abilities of effective speech behavior in various situations of communication and business communications. The significance of this discipline for the subsequent professional activity of a university graduate is determined by the role of the Russian language in society, in the production and cultural activities of a person.

The objectives of the discipline - mastering the basic concepts of the discipline (literary language, culture of speech, functional styles and types of speech, communication and business communications);

- a qualitative increase in the level of speech culture, the assimilation of the norms of the Russian literary language;

- the formation of communicative competence, which means the ability to organize one's speech activity by language means that are adequate to the situation of communication;

- study of the rules for the functioning of language means of fixation: documenting official (management, business, official) information (application, autobiography, resume, power of attorney, explanatory note, etc.);

- Acquisition of skills in public speaking, arguing and business communication.

## **2. The place of practical training in the structure of the educational program of higher education**

The discipline «Русский язык и деловые коммуникации / The Russian Language and Business Communications» относится к обязательной части учебного плана refers to the mandatory part in the curriculum of the educational program of higher education (hereinafter referred to as the EP of HE) in the field of training / specialty 31.05.03 Стоматология, direction (profile) / specialization of the program «Dentistry».

Previous academic disciplines (modules) and (or) practices that form the knowledge, skills and abilities necessary for training in the discipline (module):

Иностранный язык / A Foreign Language

Knowledge, skills and abilities formed as a result of training in a discipline (module) are necessary when teaching in the following disciplines (modules) and (or) practices:

Учебная практика (ознакомительная практика) / Educational practical training (introductory practical training)

Учебная практика (практика по получению первичных профессиональных умений и навыков на должностях среднего медицинского персонала) / Educational practice (practice in obtaining primary professional skills and abilities in the positions of middle grade medical staff)

Профилактическая стоматология / Preventive Dentistry

Основы проектной деятельности / Basics of Project Activity

Производственная практика (клиническая практика по стоматологии общей практики) / On-the-job training (clinical practice in general dentistry)

Производственная практика (практика по получению профессиональных умений и опыта профессиональной деятельности (по профилактической стоматологии)) / On- the-job training (practical training in obtaining professional skills and professional experience (in surgical dentistry))

Производственная практика (практика по получению профессиональных умений и опыта профессиональной деятельности (по хирургической стоматологии)) / On-the- job training (practical training in obtaining professional skills and professional experience (in surgical dentistry))

Производственная практика (практика по получению профессиональных умений и опыта профессиональной деятельности (по ортопедической стоматологии)) / On-the- job training (practical training in obtaining professional skills and professional experience (in orthopedic dentistry))

Производственная практика (практика по получению профессиональных умений и опыта профессиональной деятельности (по терапевтической стоматологии)) / On-the- job training (practical training in obtaining professional skills and professional experience (in therapeutic dentistry))

Подготовка к сдаче и сдача государственного экзамена / Preparation for passing and passing the state exam

Производственная практика (научно-исследовательская работа) / On-the-job training (research work)

### 3. Planned learning outcomes in the discipline (module), correlated with the planned learning outcomes

Planned learning outcomes in the discipline (module), correlated with the planned learning outcomes

Code and name of the competence	Code and name of the competence achievement	Descriptors for the indicator of competence achievement (learning)
УК-4 Способен применять современные коммуникативные технологии, в том числе на иностранном(ых) языке (ах), для академического и профессионального взаимодействия / He/she is able to to apply modern communication technologies, including in a foreign language(s), for academic and professional interaction	УК-4.1 Обладает знанием основ деловой коммуникации, специфики вербального и невербального взаимодействия, этики делового общения; на должном уровне владеет государственным языком Российской Федерации и необходимыми для коммуникации государственным(и) языком субъекта(ов) федерации и иностранным(и) языком (ами) / He/she has knowledge of the basics of business communication, the specifics of verbal and non-verbal interaction, the ethics of business communication; he/she at the proper level is proficient in the state language of the Russian Federation and in the state (s) language of the subject (s) of the federation and the foreign language(s) that are necessary for communication	modern means of information and communication technologies use the rules and methods of business communication, including in the academic and professional fields practical skills in the use of modern communication technologies

<p>УК-4 Способен применять современные коммуникативные технологии, в том числе на иностранном(ых) языке (ах), для академического и профессионального взаимодействия / He/she is able to to apply modern communication technologies, including in a foreign language(s), for academic and professional interaction</p>	<p>УК-4.2 Способен осуществлять деловую коммуникацию в устной форме на государственном языке Российской Федерации, государственном(ых) языке(ах) субъекта(ов) федерации и иностранном(ых) языке (ах) с учетом особенностей коммуникаторов и вида делового общения / He/she is able to carry out business communication orally in the state language of the Russian Federation, the state language (s) of the subject(s) of the Federation and in a foreign language (s), taking into account the characteristics of communicators and the type of business communication</p>	<p>language material (lexical units and grammatical structures), necessary and sufficient for communication in various spheres and areas of speech activity conduct a dialogue, observing the norms of speech etiquette, using various strategies; build monologue interactions, including using modern communication technologies for academic and professional interaction communication skills, including the use of modern communication technologies for academic and professional interaction</p>
<p>УК-4 Способен применять современные коммуникативные технологии, в том числе на иностранном(ых) языке (ах), для академического и профессионального взаимодействия / He/she is able to to apply modern communication technologies, including in a foreign language(s), for academic and professional interaction</p>	<p>УК-4.3 Способен осуществлять деловую коммуникацию в письменной форме с использованием официально-делового стиля на государственном языке Российской Федерации, государственном(ых) языке(ах) субъекта(ов) федерации и иностранном(ых) языке (ах), в том числе с учетом правил отечественного делопроизводства и международных норм оформления документов / He/she is able to carry out business communication in writing using the official business style in the state language of the Russian Federation, the state language (s) of</p>	<p>language material (lexical units and grammatical structures), necessary and sufficient for office work draw up business papers taking into account the rules of domestic office work and international standards for paperwork practical skills in the use of modern communication technologies, including in foreign languages, taking into account the rules of domestic office work and international standards for paperwork</p>

	the subject (s) of the Federation and in a foreign language (s), including taking into account the rules of domestic office work and international standards for execution of documents	
УК-5 Способен анализировать и учитывать разнообразие культур в процессе межкультурного взаимодействия / He/she is able to analyze and take into account the diversity of cultures in the process of intercultural interaction	УК-5.1 Осознает межкультурное разнообразие общества в его различных контекстах: социально- историческом, этическом, философском / He/she recognizes the intercultural diversity of society in its various contexts: socio- historical, ethical, philosophical	about the intercultural diversity of society in its various contexts: socio-historical, ethical, philosophical. distinguish between the socio-historical, ethical and philosophical contexts of the cultural diversity of society. the ability to build their behavior in society, taking into account its intercultural diversity.
УК-5 Способен анализировать и учитывать разнообразие культур в процессе межкультурного взаимодействия / He/she is able to analyze and take into account the diversity of cultures in the process of intercultural interaction	УК-5.2 Способен выбрать способ адекватного поведения в поликультурном сообществе и соблюдает общекультурные этические нормы, разрешает возможные противоречия и конфликты / He/she is able to choose a way of adequate behavior in a multicultural community and observes general cultural ethical standards, resolves possible contradictions and conflicts	rules of behavior in a multicultural community. comply with national and generally accepted international ethical standards. the ability to use situationally adequate measures to resolve possible contradictions and conflicts in a multicultural community.
УК-5 Способен анализировать и учитывать разнообразие культур в процессе межкультурного взаимодействия / He/she is able to analyze and take into account the diversity of cultures in the process of intercultural interaction	УК-5.3 Способен к продуктивному общению с учетом разнообразия социальных групп в социально-историческом, этическом и философском контекстах, в том числе для решения профессиональных задач / He/she is capable of productive communication, taking	approaches to productive interaction in various social groups. build cooperation among the participants of a complex community against the background of its socio-historical, ethical and philosophical structural diversity. methods of implementing social and professional tasks, taking into account the diversity of the composition of social groups.

	into account the diversity of social groups in socio-historical, ethical and philosophical contexts, including that for solving professional problems	
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#### 4. Structure, scope and content of the discipline (module)

Educational activities in the discipline (module) are carried out:

- in the form of students' face-to-face work with the teaching staff of the organization and (or) persons involved by the organization to implement the educational programs on other terms (hereinafter - contact work);

- in the form of students' independent work.

Face-to-face work can be classroom-based, extramural, as well as it can be conducted in an electronic information and educational environment (EIEE).

Learning sessions in the discipline (module) and interim assessment of students are conducted in the form of face-to-face work and in the form of students' independent work.

During learning sessions in the discipline (module) face-to-face work includes: lecture-type classes, seminar-type classes and (or) group consultations, and (or) individual work of students with the teaching staff of the organization and (or) persons involved by the organization to implement the educational programs on other terms (including individual consultations).

Legend:

Lec – lectures, Lab – laboratory work, Pr – practical classes, ICW – individual face-to-face work, IW – independent work.

#### 4.1. Content of the discipline (module)

Section name	The section's content	Formed competences	Competence achievement indicator
Speech normativity	Language and society.	YK-4	YK-4.1, YK-4.2, YK-4.3
	Language as a subject of linguistics. Literary language.		
Functional-semantic types of speech	Language and speech. Varieties of speech		
	Functional-semantic types of speech		
	Functional styles of the modern literary language		
Features of business communication	Norms of literacy of oral and written speech		
	The concepts of "communication" and "business communication". The main types and forms of business communication.		
Features of business	Business Etiquette. Speech		YK-4.1, YK-4.2,

communication	etiquette and its formulas.		УК-4.3
Individual contact work	Individual contact work	УК-4	УК-4.1, УК-4.2, УК-4.3

#### 4.2. Scope of the discipline and types of academic work

Forms of control and types of academic work		Labor intensity of the discipline (module)	
		1	total
1. Face-to-face work:		32,2	32,2
In-class learning in total, including:		32	32
Лекционные занятия (Лек)		16	16
Практические занятия (Пр)		16	16
Индивидуальная контактная работа (ИКР)		0,2	0,2
2. Independent work of the student:		39,8	39,8
3. Intermediate certification (exam) (зачет)		3a	3a
Total:	academic hours	72	72
	credit units	2	2

№ item	The section's (theme's) name	Face-to face work, including in the electronic information and educational environment, academic hours				IW, academic hours	Total, academic hours
		Lect.	Pr.	Lab.	ICW		
	Speech normativity						
1	Language and society.	2	2			4	8
2	Language as a subject of linguistics. Literary language.	2	2			4	8
	Functional-semantic types of speech						
3	Language and speech. Varieties of speech	2	2			4	8
4	Functional-semantic types of speech	2	2			4,8	8,8
5	Functional styles of the modern literary language	2	2			6	10
6	Norms of literacy of oral and written speech	2	2			7	11

	Features of business communication						
7	The concepts of "communication" and "business communication". The main types and forms of business communication.	2	2			4	8
8	Business Etiquette. Speech etiquette and its formulas.	2	2			6	10
	Individual contact work						
9	Individual contact work				0,2		0,2
Total academic hours		16	16		0,2	39,8	72

#### 4.3. Summary of the discipline (module), structured by sections (topics)

### Раздел 1. Speech normativity

#### Тема 1. Language and society.

Лекционное занятие. Language and society.

1. The question of the origin of the language.
2. Education of the Russian language. Russian language in the modern world.
3. Russian as a international language.

Практическое занятие. Language as a social phenomenon.

1. Social and territorial differentiation of the language (territorial dialects, vernacular, sociolects, semi-jargon).
2. Forms of existence of the national language.
3. The question of artificial languages, including programming languages.

#### Тема 2. Language as a subject of linguistics. Literary language.

Лекционное занятие. Language as a subject of linguistics.

1. Basic units of the language.
2. Literary language and its features.
3. The multifunctionality of the Russian literary language, its difference from the language of fiction.

Практическое занятие. Modern literary language.

1. Literary language is the highest form of the national language and the basis of the culture of speech.
2. Orthoepic and lexical norms of the literary language.
3. Speech success and communicative failure.

### Раздел 2. Functional-semantic types of speech

#### Тема 3. Language and speech. Varieties of speech

Лекционное занятие. Language and speech.

1. Language and verbal communication.
2. The concept of the culture of speech.
3. Normative, communicative and etiquette aspects of speech culture.

Практическое занятие. Speech etiquette, its national character. The relationship of speech etiquette with the situation of communication.

1. The main aspects of the culture of speech: normative, communicative, ethical.
2. Structure and coherence as a property of the text.
3. Means of communication in the text (lexical, lexico-grammatical, grammatical).

#### **Тема 4. Functional-semantic types of speech**

Лекционное занятие. Functional-semantic types of speech.

1. Features of description, narration and reasoning.
2. Connection in the text of various types of speech.
3. Linguistic and stylistic analysis of the text.

Практическое занятие. Linguistic and stylistic analysis of the text.

1. Analysis of the educational text in order to identify signs of speech types - narratives, descriptions, reasoning.
2. Working with text.

#### **Тема 5. Functional styles of the modern literary language**

Лекционное занятие. Official business journalistic, scientific, artistic, colloquial and everyday styles of speech.

1. Relevance of speech. The concept of functional style.
2. Typology of styles: spheres and functions (official business, scientific, journalistic, colloquial and everyday), genre varieties.
3. Language characteristics of speech styles.

Практическое занятие. Characteristics of the functional varieties of the literary language.

1. Features of the scientific style.
2. Genres of colloquial speech (friendly conversation, personal letter).
3. Analysis of texts of various stylistic affiliations.

#### **Тема 6. Norms of literacy of oral and written speech**

Лекционное занятие. Correctness as a central concept of speech culture.

1. Language norm - a criterion for the correctness of speech.
2. The nature of the norms of the literary language and their characteristics (stability and mobility, stability and variability).
3. Types of norms. Historical change in the norms of the literary language.

Практическое занятие. Word usage rules.

1. Lexical compatibility of the word and speech culture.
2. The main causes of lexical errors and sources of communication failures.
3. Lexical errors and their correction.

### **Раздел 3. Features of business communication**

#### **Тема 7. The concepts of "communication" and "business communication". The main types and forms of business communication.**

Лекционное занятие. Business communications.

1. The concept of communication and business communications.
2. Main types and forms of business communication.
3. Verbal and non-verbal communication.

Практическое занятие. Basic forms of business communication.

1. Oral forms of business communication (conversation, meeting, negotiations).
2. Telephone conversation in business communication.
3. Drawing up business papers, reviews, abstracts, reports "on assignment".

#### **Тема 8. Business Etiquette. Speech etiquette and its formulas.**

Лекционное занятие. Business Etiquette.

1. The concept of "business etiquette" in the modern world.
2. Rules of business etiquette.
3. The concept of speech etiquette.

Практическое занятие. Speech etiquette and its formulas.

1. Formulas of speech etiquette in various areas of communication.
2. Public speaking.

3. Rules of speech etiquette in the professional field.

## **5. Educational technologies**

To implement the competence-based approach in the study of the discipline (module), extensive use of active and interactive methods of conducting classes in the educational process is provided:

## **6. Forms of control and types of evaluation materials for the discipline (module)**

Intermediate attestation - evaluation of intermediate and final results of training in the discipline (module).

### **6.1. Sample list of questions for the credit test**

1. Formation of the Russian language. Brief information from the history of the Russian language.
2. The position of the Russian language in the modern world.
3. Linguistics is the science of language, its place in modern scientific knowledge.
4. Functions of the language. Forms of existence of the Russian language.
5. Literary language as the highest form of language existence. Signs of the literary language.
6. Characteristics of the concept of "culture of speech". Aspects of speech culture.
7. Normative aspect of the culture of speech. The concept of a language norm.
8. Lexical norms of the language.
9. Characteristics of morphological norms.
10. Orthoepic norms of the language.
11. Syntactic norms of the Russian language.
12. Functional-semantic types of speech.
13. Functional styles of literary language: interpenetration of styles.
14. Scientific style, the specifics of the use of elements of all language levels of scientific speech.
15. General characteristics of the official business style, the scope of its functioning.
16. Genre diversity and language features of official documents.
17. Features of the journalistic style of speech: genre differentiation and selection of language means in a journalistic style.
18. Conditions for the functioning of colloquial speech and the role of extralinguistic factors.
19. Communicative aspect of speech culture. Principles of verbal communication.
20. Basic units of verbal communication. Verbal and non-verbal means of communication.
21. Communicative qualities of speech.
22. The concept of communication and business communication.
23. Main types and forms of business communication.
24. Conditions and stages of business communication.
25. Basic rules of business communication.
26. Oral forms of business communication.
27. Written forms of business communication.
28. Business etiquette.
29. Speech etiquette in business communication.
30. Features of oral public speech. Oratory as a social phenomenon.
31. Speaker and audience: interaction, contact problems, audience management techniques.

### **6.2. Sample list of questions for the examination**

Not provided

**6.3. Suggested themes of term papers (projects)**

Not provided

**6.4. Suggested themes of term projects**

Not provided

**6.5. Suggested topics of calculation and graphic works**

Not provided

**7. Educational, methodological, informational and software support of the discipline (module)**

The electronic catalog and electronic information resources provided by the scientific library of the FSBEI of HE "I. N. Ulianov Chuvash State University" are available at the link <http://library.chuvsu.ru/>

**7.1. Regulatory documents, standards and rules**

1. The Constitution of the Russian Federation: [adopted by popular vote on December 12, 1993]: [as amended on December 30, 2008, February 05, 2014, July 21, 2014]. – URL: [http://www.consultant.ru/document/cons\\_doc\\_LAW\\_28399/](http://www.consultant.ru/document/cons_doc_LAW_28399/) (date of access: 29.06.2022). – Text: electronic.

2. About education in the Russian Federation: Feder. law of 29 Dec. 2012 No. 273-FZ. – URL: <http://mobileonline.garant.ru/#/document/70291362/> (date of access: 29.06.2022) – Text: electronic.

**7.2. Recommended basic educational and methodological literature**

№ item	Name
1	

**7.3. Recommended supplementary educational and methodological literature**

№ item	Name
1	

**7.4. List of resources of the "Internet" information and telecommunication network**

№ item	Name	Link to the resource
1		

**7.5. Software, professional databases, information and reference systems, electronic educational resources and electronic library systems**

Software, professional databases, information and reference systems provided by the Informatization Department of the FSBEI of HE "I.N. Ulianov Chuvash State University" are available for download at the link <http://ui.chuvsu.ru/>. The Unified Register of Russian programs for electronic computers and databases, including freely distributed ones, is available at the link [reestr.minsvyaz.ru/reestr/](http://reestr.minsvyaz.ru/reestr/).

**7.5.1. Licensed and freely distributed software**

Microsoft Windows operating System and/or Unix-like operating system and/or mobile operating system;

Office software packages:

Microsoft Office and/or LibreOffice  
and (or) OpenOffice and (or) analogues;

Browsers, including Yandex.Browser.

List of software:

#### **7.5.2. Lists of professional databases and (or) information reference systems and (or) electronic library systems and (or) electronic educational resources**

### **8. Material and technical support of the discipline**

Classrooms for lecture-type classes in the discipline are equipped with a teacher's automated workplace consisting of: a personal computer/laptop, multimedia equipment with a screen and (or) SMART interactive whiteboard/SMART TV.

The premises for students' independent work are equipped with computer equipment enabling to connect to the Internet and provide access to the electronic information and educational environment of the FSBEI of HE "I.N. Ulianov Chuvash State University".

№ item	Lesson type	Brief description and characteristics of the composition of installations, measuring and diagnostic equipment, computer equipment and experimental automation tools
1		

## **9. Means of adapting the discipline teaching to the needs of persons with physical conditions**

If necessary, persons with physical conditions can be offered one of the following options for perceiving information, taking into account their individual psychophysical characteristics:

- 1) using e-learning and distance learning technologies.
- 2) using special equipment (enginery) and software in accordance with the students' health restrictions in the Training Centers for Persons with Disabilities and Physical Conditions (hereinafter referred to as special needs) available at the university.

In the course of training, if necessary, the following conditions are provided for persons with visual, hearing and musculoskeletal disorders:

- for persons with visual impairments: educational and methodological materials in printed form in enlarged font; in the form of an electronic document; in the form of an audio file (conversion of educational materials into audio format); in printed form in Braille; individual consultations involving a tactile interpreter; individual assignments and consultations.

- for people with hearing impairments: educational and methodological materials in printed form; in the form of an electronic document; video materials with subtitles; individual consultations involving a sign language interpreter; individual assignments and consultations.

- for persons with disorders of the musculoskeletal system: educational and methodological materials in printed form; in the form of an electronic document; in the form of an audio file; individual assignments and consultations.

## **10. Guidelines for students to perform independent work**

The purpose of the student's independent work (IW) is to consolidate the theoretical knowledge gained and to acquire practical skills in using and performing research of algorithms and data structures when designing application software programs. IW includes independent study of educational issues, preparation for laboratory classes, performing calculation and graphic work, preparation for a test and an exam.

The list of questions and tasks for independent work to prepare for laboratory classes is given in the corresponding methodological instructive regulations in the description of each laboratory work.

The list of questions and tasks for independent work to carry out calculation and graphic work is given in the relevant methodological instructive regulations.

The discipline "Russian Language and Business Communications" allows students to instill in students the skills of competent speech in business communication and public speaking skills. Students should rely mainly on the knowledge and skills obtained both in lectures and in practical exercises. This provides the necessary basis for the development of competencies in related disciplines, allows students to master the techniques of oral presentations (at conferences, defending term papers and qualification papers), systematize, update knowledge of the Russian language, and form the skills of practical application of the acquired knowledge. However, this knowledge needs to be activated.

Forms of independent work of students, provided for by the discipline:

- preparation for practical exercises;
- independent study of educational issues;
- preparation for the test.

For self-preparation for practical classes, studying educational issues, preparing for the test, the following sources can be recommended:

- materials of lectures and practical classes;
- educational literature of the relevant profile.

At the beginning of the course, the teacher informs students about the forms, types and content of independent work, explains the requirements for the results of independent work, as well as the forms and methods of control and evaluation criteria.

### **11. Methodological instructive regulations for students studying the discipline (module)**

The study of the discipline is carried out with the help of literature recommended for study, guidelines for organizing the student's independent work, a set of control and measuring materials for the discipline. It is desirable for students to have basic materials from the list of recommended literature.

In the course of study, the student is obliged to actively use all forms of education: attend lectures and seminars, receive advice from the teacher and perform independent work.

The lectures lay the foundations for students to understand the essence of knowledge in the discipline of the Russian language. Following the logic of the presentation of the lecture, students should learn to understand the basic concepts in this discipline, independently identify and assimilate the main thing. It is important to keep in mind that the lecture does not copy a textbook or any manual, but highlights the most important and complex issues of the topic.

Students are advised to carefully listen and write down the lecture plan, follow the progress of the lecture. The teacher highlights the main theses of the lecture by various means: slowing down the pace of presentation, increasing intonation, more expressive diction, repeating individual phrases, instructing students to write down the definition or position, writing on the board, projecting on the screen using technical teaching aids, hanging posters, etc. .

The lecture summary should be an abbreviated record, according to which, as a result of an active thought process after the lecture, the student will be able to highlight the main knowledge gained at the lecture. New concepts, definitions and the most informative conclusions should be recorded in full to simplify their subsequent reproduction. The same applies to various schemes that are given by the teacher in the process of presenting the material. For speed of recording, it is recommended to use generally accepted understandable abbreviations.

#### **11.1. Methodological instructive regulations for preparing for seminar-type classes**

A practical lesson is one of the forms of educational work, which is focused on consolidating the studied theoretical material, its deeper assimilation and the formation of the ability to apply theoretical knowledge for practical, applied purposes. Particular attention in practical classes is given to the development of educational or professional skills. Such skills are formed in the process of performing specific tasks - exercises, etc. - under the guidance and control of the teacher. The leading goal of practical classes is the formation of skills and the acquisition of practical experience aimed at the formation of professional competencies (the ability to perform certain actions, operations necessary in professional activities) or general competencies (general competencies are necessary for successful activity both in professional and non-professional areas) .

The content of practical classes is the analysis of the received material, the implementation of exercises, the writing of various types of creative works, the acquisition of public speaking skills, work with official legal documents, and more.

Students must master the skills of meaningful reconstruction of the text when summarizing: the operations of compression (folding), replacing, moving and expanding.

Productive speech skills are also formed, which are necessary for writing term papers and qualification papers.

Learners must:

- own the reference and bibliographic apparatus of scientific work;
- be able to characterize the object and subject of their research, goals, objectives of the work, the studied material; research methods and techniques;
- be able to substantiate the relevance of the topic of their research, state the history of the issue, characterize the sources of the research;
- be able to describe the novelty, theoretical value and practical significance of the work;
- own various constructions, means of interphrase communication used in the transition to the next section (chapter) of the work.

In addition to educational texts (texts from textbooks and teaching aids), which are actively used as didactic material, scientific texts themselves are connected (article, scientific report, introductory speech on the defense of a qualifying work / master's (candidate's) dissertation, scientific discussion, etc.).

Much attention is paid (along with the scientific style) to such a functional-linguistic subsystem as oral scientific speech (SPR). At the same time, both the sphere of official communication (a conversation with a supervisor, communication at a scientific student conference, etc.) and the sphere of informal communication on professionally significant topics are relevant. As a result, a comprehensive accounting of all the basic communicative needs of students in the educational and scientific fields of their activity is carried out.

To prepare for a practical lesson, the student needs to study the theoretical material on this topic, remember the basic definitions and rules. To consolidate the material covered, it is necessary to do homework in accordance with the assignment received in the previous practical lesson. In case of difficulties in its implementation, it is recommended to seek help from the teacher at the time allotted for consultations.

Stages of preparation for a practical lesson:

- study of the theoretical material received at the lecture, partly at the practical lesson and in the process of independent work;
- doing homework;
- self-examination on control questions of the topic.

## **11.2. Methodological instructive regulations for preparing for an examination**

Not provided.

## **11.3. Methodological instructive regulations for preparing for a test**

Preparation of students for passing the test includes:

- viewing the program of the training course;
- determination of the sources necessary for the preparation (textbooks, additional literature, etc.) and their study;
- use of lecture notes, practical training materials;
- Counseling with a teacher.

Preparation for the test begins with the first lesson in the discipline, in which students receive a general attitude from the teacher and a list of basic requirements for current and final reporting. At the same time, it is important to systematically master the material from the very beginning, guided, first of all, by the list of questions for the test (exam), to outline the sources that are important for solving educational problems. During the semester, there is a replenishment, systematization and adjustment of student developments, the development of new and consolidation of already studied material.

## **11.4. Methodological instructive regulations for performing computational and graphical**

Not provided.

**11.5. Methodological instructive regulations for performing a control work**

Not provided.

**11.6. Methodological instructive regulations for performing a course work (project)**

Not provided.

### List of additions and changes

The name and details (if any) of the document attached to the Working Program of the discipline (module) containing the text of updates	Department's decision		Full name of department head:
	Date	Protocol №	