

National Research Mordovia State University (MRSU)	
Faculty of Foreign Languages	
S Y L L A B U S	
Course Name	«International Business Text Typology»
Degree Programme	Master of Philology (Track “English for International Business”)
Year of Study	1 year
Semester	Spring
ECTS (36 hrs per ECTS)	2 (74 hrs)
Instructor(s)	Prof. Sergey Yanin , Associate Professor, Department of English Philology, Faculty of Foreign Languages
Language of Instruction	Russian / English
Course Requirements	Native Russian / At least B2 English
Course Overview	The course is intended for graduate students concerned with in-depth learning of content, purpose and linguistic aspects of international business documentation in current use, preferably, in the US.
Learning Outcomes	<p>Course Tasks and goals</p> <ol style="list-style-type: none"> 1. Define the main types of international business documentation; 2. Learn the content, actors, structure and purpose of each document; 3. Adjust and update the acquired knowledge. 4. Simulate the situations of written communication with the representatives of other cultures
Course unit contents	<ul style="list-style-type: none"> • End-user statement: <ul style="list-style-type: none"> - Statement of work; - Statement of reasons; - Statement of account - Statement of burden • Power of Attorney (POA): <ul style="list-style-type: none"> - General POA; - Durable POA; - Special POA; • Letters: <ul style="list-style-type: none"> - Notices, - Guarantee, - Notes, - Writs (orders, motions, petitions) • Agreements: <ul style="list-style-type: none"> - Releases, - Contracts; • Rules and regulations: <ul style="list-style-type: none"> - Corporate policies documentation.
Course Structure	<ul style="list-style-type: none"> • Total number of contact hours <ul style="list-style-type: none"> - Seminars: 18 hrs (9 seminars)

	<ul style="list-style-type: none"> - Individual consultations: 3 hr • Self-study: 51 hrs
Teaching methods	Interactive workshops, discovery learning, cooperative learning, practical learning, flipped classroom, project .
Grading System (including segment percentage)	Grading is based on the activities covered with each activity. The total of all tasks is 70% Final course project / Oral examination. The total of the final is 30%
Textbooks and Mandatory Reading	<ol style="list-style-type: none"> 1. The Complete Book of Business & Legal Forms. Sourcebooks, Inc. 1996. -288 p. 2. English grammar and technical writing. Peter Master. 2004. - 286 p. 3. How to write for the world of work. Pearsall, Thomas E. 2005. p. 52 – 54. 4. Beresford, C. Business Communication. Practical Written English for the Modern Business World. – BBC English by Radio & Television, 2003. 5. Comfort, J., Revell, R., Stott, Ch. Business Reports in English. Cambridge Professional English. – Cambridge University Press, 2006. 6. Littlejohn, A. Company to Company. A New Approach to Business Correspondence in English. – Cambridge University Press, 2004. 7. Mulholland, J. The Language of Negotiation. – London, New York, 2001.

