

2021

((02.01

- 2

3

:

3,
3

108

2021

1

2022

	<p>4</p> <p>;</p> <p>4</p> <p>-</p>
--	-------------------------------------

-(

.

.

.

.(

1.	16		8	8
1.1.	8		4	4
1.2.	8		4	4
2.	10		4	6
2.1.	10		4	6
3.	14		8	6
3.1.	10		6	4
3.2.	4		2	2
4.	14		6	8
4.1.	4		2	2
4.2.	4		2	2
4.3.	6		2	4
5.	6		2	4
5.1.	6		2	4
6.	12		4	8
6.1.	6		2	4
6.2.	6		2	4
7.	12		6	6
7.1.	4		2	2
7.2.	4		2	2
7	4		2	2
8.	10		4	6
8.1.	4		2	2
8.2.	6		2	4
3(14		6	8

(
9.1.	6		2	4
9.2.	8		4	4
	108	0	48	60

()

1. .

4 4 4 (

4 4 2 (

4 (3 ((

4 -((

4 4 . - -

4 (5 (-

4. .

: ((4 ,
4 (

5. ()
9
4 4 ()

6. .
-11
: ((,
4 4 .
() .

7. .
,-14
: ((Elevator speech
4

8. ()
15-16
: ()
4

3(()
1-18
:
4

1.

.

, (

.

-(

(

4.

.

5.

(

6.

.

7.

.

8.

(

3(

(

."

6.

0((

•

•

•

•

•

•

•

•

•

•

•

•

•

•

•

•

	-
	- -
	- - -
	-5)
	- - - - - -
	- - - - - -
	- - -
	- - -
	- - - - -

	-
	-
	-
	-
	-
	-

19
15

1.

-

	5

	5
	5
	5
-	5
	5

19
15

1.

•

•

•

-

•

2.

3.

4.

5.

6.

7.

1.

2.

-

-

-

-

- 13-
- 10-

- 7-
-

- c

-

6.2(

1
5

(

3
1

- 1)
- 2)

7.

1((

1.

2-

ISBN 978-5-534-

04198-9.

URL:

<https://urait.ru/bcode/472734>

2.

B1-

2-

ISBN 978-5-534-08147-3.

URL: <https://urait.ru/bcode/469217>

1((

1. A.Ashley. Oxford Handbook of Commercial Correspondence. -Oxford University Press.-2003.-
2. A.Ashley.-Oxford Correspondence Workbook. Oxford University Press.-2003.- 111
3. A.Wallwork.- -2010.-
160
4. Adam J.H. Longman Dictionary Business English, 1993. - 492 .
5. D.Cotton, D. Falvey, S. Kent.- Market Leader. Intermediate Business English Coursebook. Pearson Longman.-2010.-176
6. D.Cotton, D. Falvey, S. Kent.- Market Leader. Intermediate Business English Workbook. Pearson Longman.-2010.-95
7. Ian MacKenzie. English for Business Studies. Cambridge University Press. 208 p. + 2 audiocassettes. Mackenzie Ian English for Business Studies. A Course for Business Studies and Economics Students / Mackenzie Ian, 1997
8. Ken Taylor Cross-Cultural Communication. The Vital Link, Professional Communication in English. The Vital Link, 2002
9. Marilyn Ford-Bartfay - Cross-Cultural Communication. The Vital Link, Professional Communication in English. The Vital Link, 2002
- 10.

CD.

11.

12.

-

-

- 170

13.

-

e-mail

. 478

14.

15.

Business English

16.

Business Communication:

-256

1(

-

1. www.native-english.ru/exercises
2. <http://www.study.ru/index.html>
3. <http://learningenglish.voanews.com/>
4. <http://www.bbc.co.uk/learningenglish>
5. <https://www.rt.com/>

2(

-