Федеральное государственное образовательное бюджетное учреждение
высшего образования
«ФИНАНСОВЫЙ УНИВЕРСИТЕТ ПРИ ПРАВИТЕЛЬСТВЕ
РОССИЙСКОЙ ФЕДЕРАЦИИ»
(Финуниверситет)
Департамент английского языка и профессиональной коммуникации

Методические рекомендации для изучения иностранного языка на электронно-образовательной платформе Rosetta Stone Catalyst

Направления подготовки: для всех направлений

Одобрено Советом Департамента английского языка
и профессиональной коммуникации
(протокол № 6 от 27 января 2021 г.)

Москва
2021

УДК 81(075.8)=111
ББК 81.2 Англ.
А18

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Авдеева Е.Л. Методические рекомендации для изучения иностранного языка на электронной образовательной платформе Rosetta Stone Catalyst. - М.: Финуниверситет, Департамент английского языка и профессиональной коммуникации, 2021. - 70 с.

Предлагаемые Методические рекомендации предназначены для организации самостоятельной работы студентов 1 и 2 курсов.

Методические рекомендации включают перечень образовательных траекторий, которые разработаны с учетом уровня владения языком по шкале CEFR (A1-C1). В рекомендациях представлен поурочный перечень тем для каждого уровня с учетом основных целей и задач изучения иностранного языка. Методические рекомендации содержат памятки и инструкции с иллюстрациями для работы с электронной образовательной платформой Rosetta Stone Catalyst. Образовательные траектории с перечнем уроков составлены с учетом всех направлений подготовки.

Методические рекомендации могут использоваться в образовательном процессе, как преподавателями, так и студентами. Целью обучения на образовательной платформе Rosetta Stone Catalyst является расширение активного словарного запаса студентов, повторение основных разделов английской грамматики, совершенствование навыков чтения, говорения и аудирования.

Методические рекомендации составлены в соответствии с учебным планом и программой дисциплин «Иностранный язык» и «Иностранный язык в профессиональной сфере».

Содержание

ВВЕДЕНИЕ

Дисциплины «Иностранный язык» и «Иностранный язык в профессиональной сфере» входит в состав цикла гуманитарных и социальных дисциплин. Целью изучения является закрепление и совершенствование лексико-грамматических основ делового общения и профессионального использования иностранного языка. Внедрение в процесс обучения иностранному языку электронных средств, привело к развитию технологии электронного и мобильного обучения, которые предполагают возможность участия в образовательном процессе в любом месте и в любое удобное время. К мобильным технологиям относят совокупность мобильных аппаратных средств (смартфоны, планшеты), а также программное обеспечение, позволяющее использовать эти средства в учебном процессе для получения, хранения и воспроизведения аудио, видео, текстовых данных в условиях оперативного взаимодействия с глобальными и локальными ресурсами. Технологии мобильного обучения широко используются в дистанционном образовании. Электронная образовательная платформа Rosetta Stone Catalyst является эффективной технологией, основной акцент которой делается на самостоятельность и автономность обучаемых в достижении ими поставленных целей и задач в изучении иностранного языка.

К преимуществам использования электронной образовательной платформы относятся:

- повышение мотивации студентов;
- эффективный контроль со стороны преподавателя;
- самоконтроль со стороны студента;
- формирование у студентов навыков организовывать свою учебную деятельность, ориентируясь на поставленные цели;
- постоянный доступ к учебным материалам;
- уровневый подход к обучению;
- обратная связь студентов с преподавателем;
- возможность мониторинга процесса самостоятельной работы студентов преподавателем;
- осуществление индивидуального подхода к обучению
- построение образовательных траекторий

Использование электронной образовательной платформы в процессе обучения иностранному языку подразумевает, что меняется роль студентов: они должны перейти от роли обучаемых к роли активных пользователей. Роль преподавателя в этой ситуации

заключается в том, чтобы поддерживать у студентов определенную степень автономии – свободу принятия решений: когда, что и как они будут осваивать.

ЦЕЛИ И ЗАДАЧИ ОБУЧЕНИЯ

Подготовка специалистов в неязыковых вузах предполагает обучение коммуникативным умениям, которые позволили бы осуществлять профессиональные контакты на иностранном языке в различных сферах и ситуациях. Изучение иностранного языка с помощью электронной образовательной платформы выступает средством повышения профессиональной компетентности и личностно-профессионального развития студентов. Основными задачами работы с электронной образовательной платформой являются:

- Развитие и закрепление навыков чтения и понимания текстов по финансовой тематике, общим экономическим проблемам;

- Закрепление навыков и умений делового общения на базе специальной и профессиональной терминологии и правил речевого этикета;

- Расширение активного словаря студентов, а также знаний грамматических форм, характерных для профессионального общения;

- Развитие профессиональной и страноведческой эрудиции и опыта самостоятельного использования иностранного языка с целью углубления и расширения знаний в рамках своей профессии.

По окончании обучения студент должен владеть лексическим (1200-1400 лексических единиц) и грамматическим минимумом, необходимым для чтения и перевода (со словарем) иностранных текстов профессиональной направленности. Основной целью работы с платформой является владение иностранным языком на уровне **B2.**

В процессе работы с платформой достигаются следующие цели:

практическая цель – подготовка будущих бакалавров к практическому использованию иностранного языка в профессиональной и личностной деятельности;

образовательная цель – расширение знаний студентов о стране изучаемого языка в области политики, национальной культуры и экономики, расширение кругозора студента, совершенствование культуры его мышления, общения и речи;

воспитательная цель – формирование стремления к использованию знания иностранного языка в своей профессиональной деятельности, воспитание у студентов уважительного отношения к духовным и материальным ценностям других стран и народов. Наряду с практической целью изучения языка, работа с платформой реализует образовательные и воспитательные цели, способствуя расширению кругозора студентов, повышению их общей культуры, а также культуры повседневного и делового общения, воспитанию толерантности и уважения к ценностям других стран и народов.

Основной целью курса обучения иностранному языку является овладение студентами **коммуникативной компетенцией**, которая в дальнейшем позволит

пользоваться иностранным языком в различных областях профессиональной деятельности, в научной и практической работе, в общении с зарубежными партнерами и постоянного самообразования.

Реализация основной цели обучения иностранному языку в ВУЗе предполагает овладение следующим комплексом знаний, умений и навыков:

- иноязычные речевые умения устного и письменного общения, такие как чтение оригинальной литературы разных функциональных стилей и жанров, умение принимать участие в беседе повседневного и профессионального характера, выражение различных коммуникативных намерений, владение основными видами монологического высказывания, соблюдение правил речевого этикета и понимание на слух, владение основными видами делового письма;

- знание языковых средств и формирование языковых навыков в области фонетики, лексики и грамматики;

- умение пользоваться словарно-справочной литературой на иностранном языке и электронными словарями;

- знание национальной культуры, а также культуры общения и особенностей делового общения в странах изучаемого языка;

- умение осуществлять самостоятельный творческий поиск информации на иностранных языках для профессиональных целей.

Бакалавр также должен владеть следующими коммуникативными компетенциями:

лингвистическая компетенция: обладать систематическим знанием грамматических правил, словарных единиц и фонологии, которые преобразуют лексические единицы в осмысленное высказывание;

социолингвистическая компетенция – выбирать и использовать адекватные языковые формы и средства в зависимости от цели и ситуации общения;

дискурсивная компетенция – строить целостные, связные и логичные высказывания разных функциональных стилей в устной и письменной речи;

социокультурная компетенция – знать культурные особенности носителей языка, их традиции, нормы поведения и этикета.

компенсаторная компетенция - привлекать в условиях недостаточного владения изучаемым языком имеющиеся знания, умения и навыки пользования иностранным языком.

В результате изучения дисциплины студент должен ***знать:***

- иностранный язык в объеме, необходимом для получения профессиональной информации из зарубежных источников и элементарного общения на деловом уровне;

- иностранный язык для осуществления межличностного общения в профессиональной деятельности;
- общую, деловую и профессиональную лексику иностранного языка в объеме, необходимом для общения, чтения и перевода (со словарем) иноязычных текстов в рамках делового общения;
- основные грамматические явления и структуры, используемые в устном и письменном общении;
- межкультурные различия, культурные традиции и реалии, культурное наследие своей страны и страны изучаемого языка;
- основные нормы социального поведения и речевой этикет, принятый в стране изучаемого языка.

уметь:

- использовать иностранный язык в межличностном общении и профессиональной деятельности;
- адекватно выражать свои мысли при беседе и понимать речь собеседника на иностранном языке;
- заполнять анкеты, составлять резюме, составлять деловые письма на иностранном языке;
- сообщать информацию на основе прочитанного текста в формате подготовленного монологического высказывания;
- соблюдать речевой этикет в ситуациях повседневного и делового общения (устанавливать и поддерживать контакты, завершать беседу, запрашивать и сообщать информацию).

владеть:

- основами публичной речи, деловой переписки, перевода текстов по специальности;
- навыками, достаточными для делового профессионального общения, последующего изучения зарубежного опыта в профилирующей и смежной области профессиональной деятельности для совместной производственной работы;
- умениями грамотно и эффективно пользоваться иноязычными источниками информации (справочной литературой, ресурсами Интернета);
- навыками выражения своего мнения в процессе делового общения на иностранном языке;

- навыками извлечения необходимой информации из текстов объявлений, анкет, деловых писем на иностранном языке;
- навыками самостоятельной работы.

В ходе изучения дисциплины ставятся следующие задачи:

- совершенствование полученных навыков и умений во всех видах речевой деятельности;

- формирование навыков и умений самостоятельной работы и применения их на практике.

Письмо

Письмо как продуктивное умение включает следующие частные умения:

- написать текст в соответствии с поставленной задачей;
- соответствовать заданию с точки зрения структуры и объема текста.

Виды речевых произведений: деловое письмо, резюме, анкета.

Содержание обучения письменной речи состоит в развитии коммуникативных умений. К коммуникативным умениям относятся следующие умения:

- заполнять бланки (указывать имя, фамилию, пол, возраст, гражданство, адрес);
- писать стандартные письма;
- вести деловую переписку;
- писать заявления;
- заполнять формуляры различного вида;
- излагать сведения о себе в форме, принятой в стране/странах изучаемого языка (автобиография/резюме), уметь понимать речь по телефону.

Говорение и аудирование

Студенты должны владеть следующими умениями:

- уметь вести диалог по телефону;
- понимать звучащие аутентичные тексты и выполнять задания, связанные с проверкой понимания на слух;
- использовать формы речевого этикета.

Содержание обучения монологической речи состоит в овладении разными видами монолога, включая высказывания по поводу прочитанного. Для этого предусматривается развитие следующих умений:

- делать сообщения, содержащие наиболее важную информацию по теме/проблеме;

- рассказать о себе, своей профессиональной деятельности;

- уметь понять на слух речь на иностранном языке по телефону;

- уметь поддержать диалог по телефону;

- кратко передать основное содержание, основную мысль прочитанного или услышанного текста.

Чтение

В результате обучения у студентов должно сформироваться умение читать со словарем и без словаря тексты по специальности, объявления, анкеты. При обучении поисковому чтению с выборочным извлечением информации развивается умение быстро находить нужную информацию, опуская несущественные детали.

Основные умения при данном виде чтения:

- определять тему, выделять основную мысль;

- выбирать из текста основные факты, опуская второстепенные;

- прогнозировать содержание текста по заголовку, началу текста;

- догадываться о значении ключевых слов и обходить незнакомые слова, которые не препятствуют пониманию основного содержания.

Введение в Rosetta Stone® Catalyst®

Rosetta Stone®Catalyst – это обновленная версия электронной образовательной платформы Rosetta Stone.

Платформа Rosetta Stone® Catalyst®содержит:

- ✓ новые учебные возможности,
- ✓ обновленные учебные материалы
- ✓ новые технологические решения

Foundation®

Rosetta Stone® Catalyst® объединила в себе две совершенно разные платформы для изучения иностранных языков. Первая из них – Foundation® позволяет изучать 24 языка с нулевого уровня (A0) до среднего уровня (A2):

Рисунок 1

Обучение базируется на глубоком погружении в языковую среду и ассоциативном изучении слов, выражений и грамматических правил. Обе платформы способны распознавать речь и содержат достаточное количество языковых заданий.

Fluency Builder®

Вторая платформа – Fluency Builder позволяет изучать 7 языков со среднего уровня (B1) до уровня эксперта (C1):

Рисунок 2

Информационное письмо

После регистрации аккаунта в системе, на почту приходит следующее письмо:

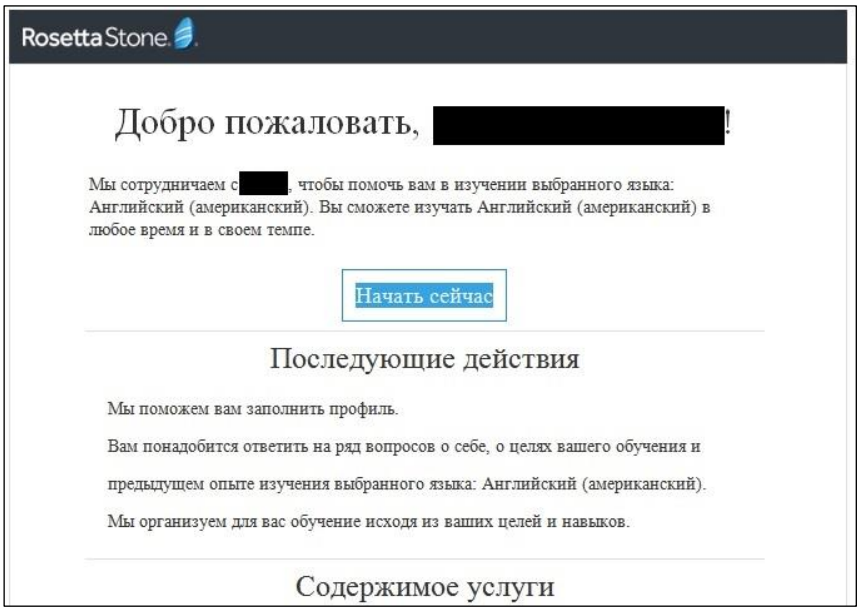


Рисунок 3

Следующие действия необходимо проделать на компьютере или ноутбуке с поддерживаемым браузером.

Для продолжения регистрации либо кликните по голубой кнопке «Начать сейчас», либо кликните по ней правой кнопкой мышки, скопируйте гиперссылку, вставьте ее в поддерживаемом браузере на компьютере или ноутбуке и нажмите Enter.

Первый вход в систему обучения

После перехода по приведенной выше ссылке откроется окно окончания регистрации:

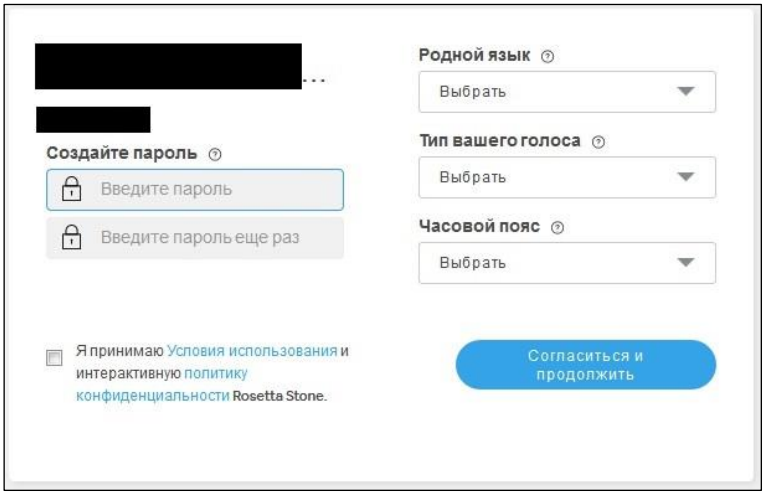
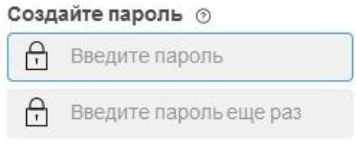
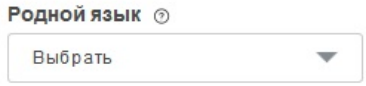
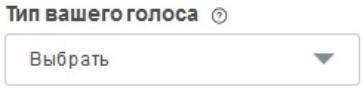
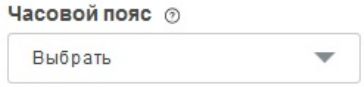
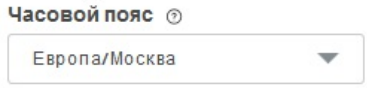
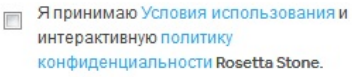
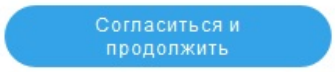


Рисунок 4

Для окончания регистрации сделайте следующие действия:

1.	Два раза введите пароль, по которому будете в дальнейшем заходить в систему	
2.	Выберите из выпадающего списка Ваш родной язык	
3.	Выберите из выпадающего списка тип Вашего голоса. Если в дальнейшем Вам понадобиться его изменить, то это можно будет сделать во время обучения	
4.	Введите Ваш часовой пояс	
	Для Москвы это будет выглядеть следующим образом:	
5.	Примите условия использования и политику конфиденциальности, поставив галочку	
6.	Согласитесь начать обучение, нажав на эту кнопку	

После правильного заполнения, форма будет выглядеть примерно так:

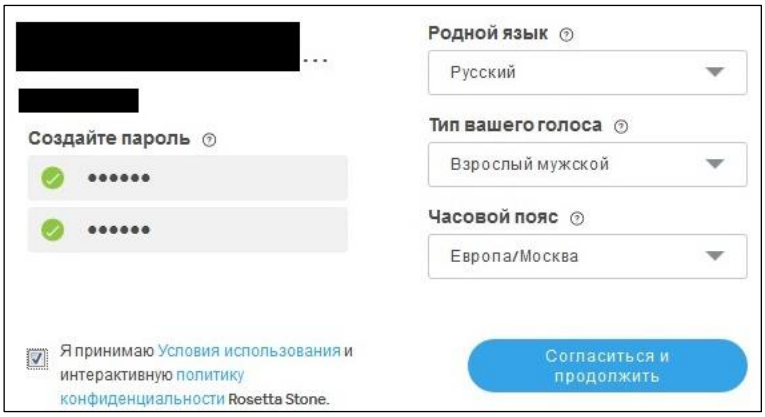


Рисунок 5

Вводное тестирование

После заполнения формы первичной регистрации и подтверждения согласия продолжить обучение, необходимо зайти в систему по адресу: https://login.rosettastone.com/. Откроется форма:

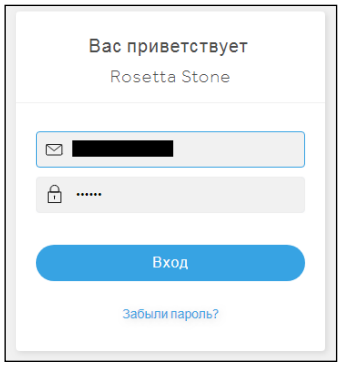


Рисунок 6

Введите адрес электронной почты и пароль, которые Вы ввели на предыдущем экране и нажмите на кнопку «Вход». После этого откроется вводный тест:

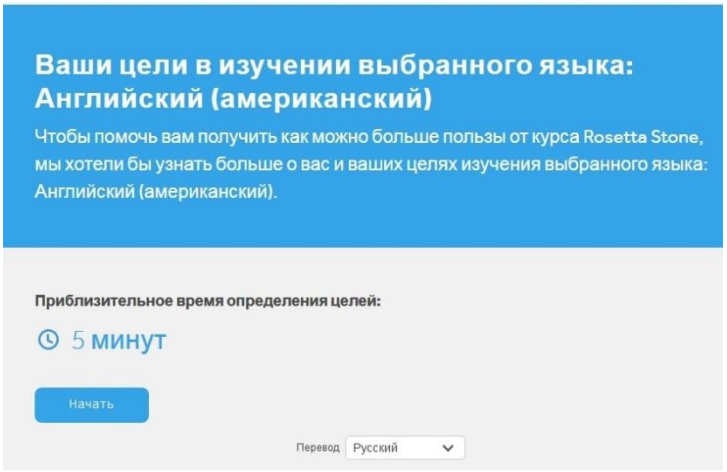


Рисунок 7

Нажмите кнопку «Начать» и максимально продуманно ответьте на все последующие вопросы. В результате Вы сможете четко расставить свои приоритеты в изучении языка и составить комфортное расписание самостоятельных занятий.

Тестирование на уровень знания языка

После прохождения Вводного теста, будет предложено пройти тест на определение уровня знания языка:

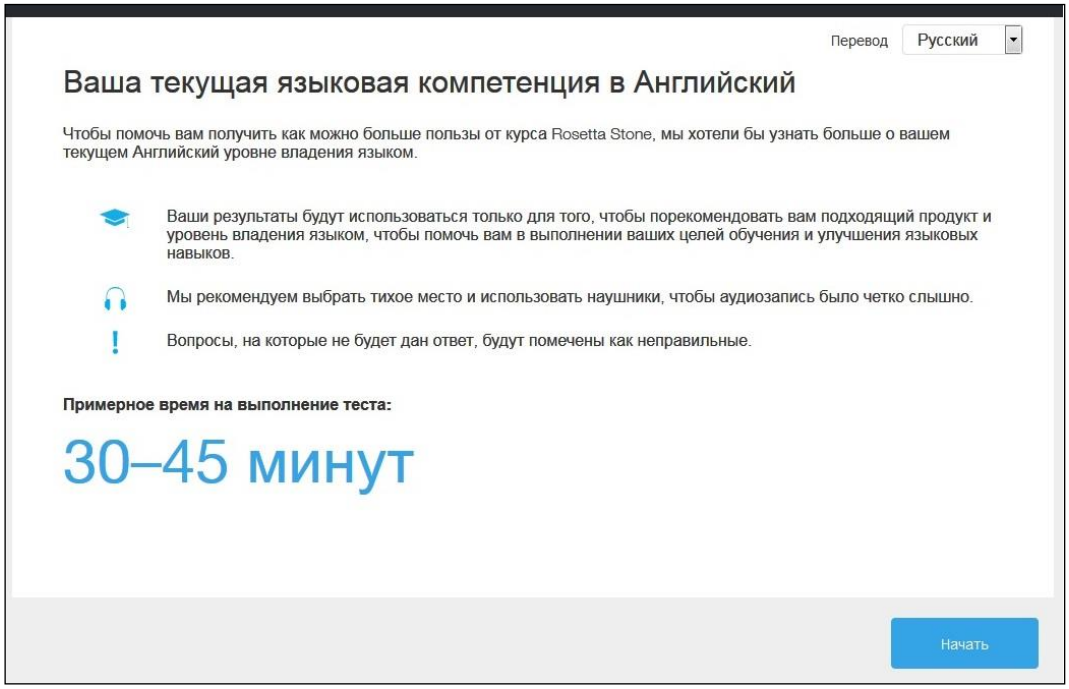


Рисунок 8

Нажмите кнопку «Начать» и пройдите тестирование, отвечая на задаваемые вопросы и подтверждая свои ответы нажатием на кнопку «Отправить»:

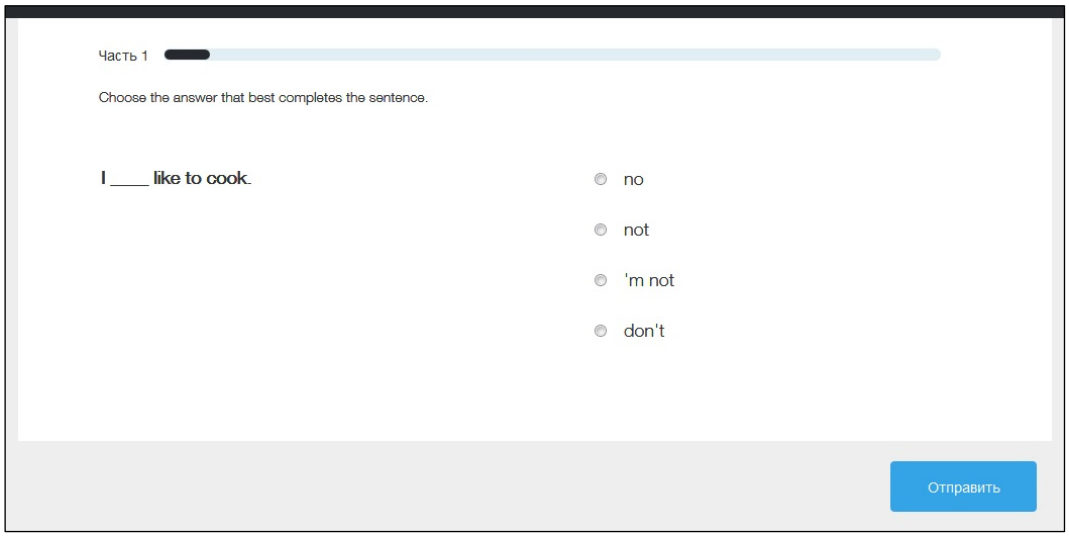


Рисунок 9

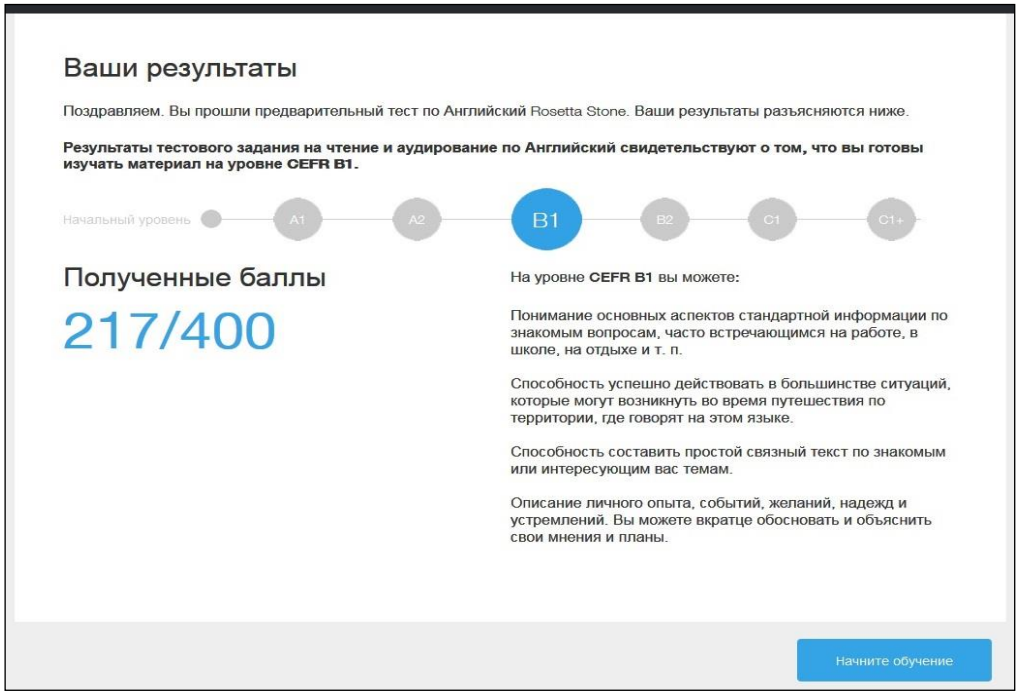


Рисунок 9

После прохождения теста, система выдаст подробный отчет об уровне знания языка.

После этого обучающийся будет автоматически приписан либо к Foundation®, либо к Fluency Builder®. После нажатия кнопки «Начните обучение» можно приступать к изучению иностранного языка.

Образовательные траектории Rosetta Stone Catalyst

Ниже представлен набор уроков и тем для обязательного изучения по направлениям подготовки и профилям с учетом уровня владения языка по ездународной шкале оценивания (A1, A2, B1,B2, C1). В течение семестра студент изучает указанные темы и в конце семестра выполняет Тест достижений, который становится доступным через 30 дней с момента первого входа в систему. Система автоматически фиксирует время за каждое завершенное студентом задание (в среднем выполнение одного задания занимает 30 минут). Обучение может проходить как на копьютере, так и в мобильном приложении. Суммарное время за все завершенные, как на компьютере, так и в мобильном приложении, задания отображается в статистике системы в разделе > Мои занятия > В этом месяце > За все время (рис. 11).

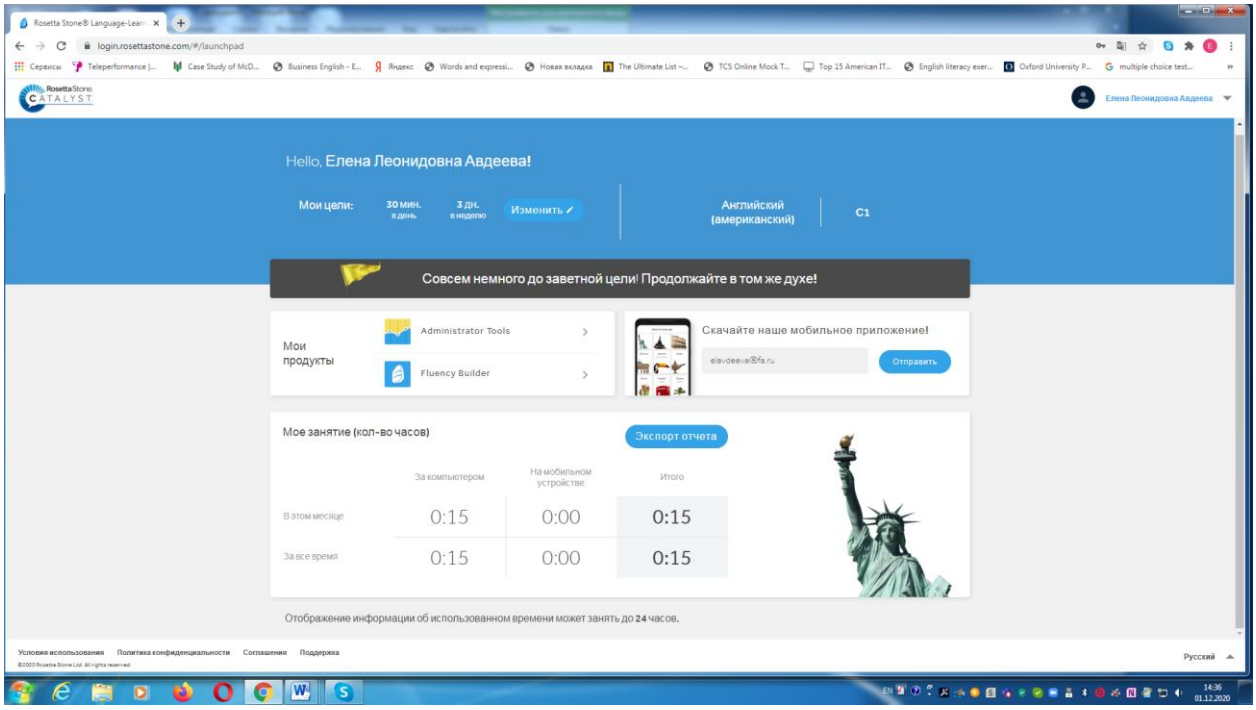


Рисунок 11

В системе возможен экспорт отчета о количестве часов за выполненные задания в формате таблицы. Траектории обучения выстроены из расчета 39-42 часа за один семестр. Памятка «Как переходить по темам» представлена в отдельном разделе данного пособия.

Преподавателю необходимо ознакомить студентов с Траекториями обучения с учетом курса, семестра, дисциплины и направления подготовки. В зависимости от того, как студент сдал входное тестирование, ему присваивается уровень знания языка: A1, A2, B1, B2 или C1. Ниже приведены траектории обучения для каждого уровня отдельно.

Темы для направления подготовки 38.03.01 Экономика

Результат вводного теста: A1 **Дисциплина: Иностранный язык 1 курс**	
Семестр 1	***Семестр 2***
Тема	***Тема***
Траектория –Standard **1.** Unit 1 – Unit 20, в каждом unit: *1.1.* Lesson 1: *1.1.1.* Core Lesson	**1.** Everyday Situations: *1.1.* All Skills (B1) ***1.2.*** Focused Skill: Speaking & Listening (B1)[2]

[2] *Для продолжения обучения нужно обратиться к администратору с просьбой о переводе на уровень B2*

Результат вводного теста: A1 **Дисциплина: Иностранный язык 1 курс**	
Семестр 1	***Семестр 2***
Тема	***Тема***
1. Lesson 2: *1.2.1.* Core Lesson *1.3.* Lesson 3: *1.3.1.* Core Lesson *1.4.* Lesson 4: *1.4.1.* Core Lesson *1.4.2.* Milestone[1]	**2.** Everyday Situations: *2.1.* All Skills (B2) *2.2.* Focused Skill: Grammar (B2) *2.3.* Focused Skill: Speaking & Listening (B2) **3.** General Business Communication: *3.1.* Write Effective E-mail and Business Letters (B2)

Семестр 3 Дисциплина: Иностранный язык в профессиональной сфере **2-й курс**		
Профиль Государственные и муниципальные финансы	***Профиль Учет, анализ и аудит***	***Профиль Финансовые рынки и банки***
Тема	***Тема***	***Тема***
1. General Business Communication: *1.1.* Write Effective E-mail and Business Letters (B2) *1.2.* Handling Negotiations and Sensitive Topics (B2) **2.** Reports and Presentations: *2.1.* Understand and Give Presentations (B2) **3.** Business Meetings: *3.1.* Lead, Communicate, and Listen in Meetings (B1) *3.2.* Leading Meetings and Presentations (B1) **4.** Finance and Insurance: *4.1.* Banking & Finance *4.2.* Insurance & Financial Services Part 1 *4.3.* Insurance & Financial Services Part 2 *4.4.* Accounting & Finance	**1.** General Business Communication: *1.1.* Write Effective E-mail and Business Letters (B2) *1.2.* Handling Negotiations and Sensitive Topics (B2) **2.** Reports and Presentations: *2.1.* Understand and Give Presentations (B2) **3.** Business Meetings: *3.1.* Lead, Communicate, and Listen in Meetings (B1) *3.2.* Leading Meetings and Presentations (B1) **4.** Finance and Insurance: *4.1.* Banking & Finance *4.2.* Insurance & Financial Services Part 1 *4.3.* Insurance & Financial Services Part 2 *4.4.* Accounting & Finance	**1.** General Business Communication: *1.1.* Write Effective E-mail and Business Letters (B2) *1.2.* Handling Negotiations and Sensitive Topics (B2) **2.** Reports and Presentations: *2.1.* Understand and Give Presentations (B2) **3.** Business Meetings: *3.1.* Lead, Communicate, and Listen in Meetings (B1) *3.2.* Leading Meetings and Presentations (B1) **4.** Finance and Insurance: *4.1.* Banking & Finance *4.2.* Insurance & Financial Services Part 1 *4.3.* Insurance & Financial Services Part 2 *4.4.* Accounting & Finance

Результат вводного теста: A2 **Дисциплина: Иностранный язык, 1 курс**	
Семестр 1	***Семестр 2***
Тема	***Тема***
Траектория – Standard **1.** Unit 7 – Unit 20, в каждом unit: *1.1.* Lesson 1: *1.1.1.* Core Lesson *1.2.* Lesson 2: *1.2.1.* Core Lesson	**1.** Everyday Situations: *1.1.* Focused Skill: Speaking & Listening (B1) *1.2.* Focused Skill: Grammar (B1) **2.** General Business Communication: *2.1.* Talking with Clients, Customers, and Partners (B1)

[1] *Закончив Unit 20 нужно обратиться к администратору с просьбой о переводе на уровень B1*

Семестр 3 Дисциплина: Иностранный язык в профессиональной сфере 2-й курс		
Профиль Государственные и муниципальные финансы	***Профиль Учет, анализ и аудит***	***Профиль Финансовые рынки и банки***
Тема	***Тема***	***Тема***
1.3. Lesson 3: *1.3.1.* Core Lesson *1.4.* Lesson 4: *1.4.1.* Core Lesson *1.4.2.* Milestone[3] **2.** Everyday Situations: *2.1.* All Skills (B1)	*2.2.* Write Effective E-mail and Business Letters (B1) *2.3.* Typical Business and Employment Interactions (B1)	

Семестр 3 Дисциплина: Иностранный язык в профессиональной сфере, 2-й курс		
Профиль Государственные и муниципальные финансы	***Профиль Учет, анализ и аудит***	***Профиль Финансовые рынки и банки***
Тема	***Тема***	***Тема***
[4] **1.** Everyday Situations: *1.1.* All Skills (B2) **2.** Reports and Presentations: *2.1.* Understand and Give Presentations (B2) **3.** General Business Communication: *3.1.* Write Effective E-mail and Business Letters (B2) *3.2.* Improve Business Communication Skills (B2) *3.3.* Handling Negotiations and Sensitive Topics (B2) **4.** Finance and Insurance: *4.1.* Banking & Finance *4.2.* Insurance & Financial Services Part 1 *4.3.* Insurance & Financial Services Part 2 *4.4.* Accounting & Finance	[5] **1.** Everyday Situations: *1.1.* All Skills (B2) **2.** Reports and Presentations: *2.1.* Understand and Give Presentations (B2) **3.** General Business Communication: *3.1.* Write Effective E-mail and Business Letters (B2) *3.2.* Improve Business Communication Skills (B2) *3.3.* Handling Negotiations and Sensitive Topics (B2) **4.** Finance and Insurance: *4.1.* Banking & Finance *4.2.* Insurance & Financial Services Part 1 *4.3.* Insurance & Financial Services Part 2 *4.4.* Accounting & Finance	[6] **1.** Everyday Situations: *1.1.* All Skills (B2) **2.** Reports and Presentations: *2.1.* Understand and Give Presentations (B2) **3.** General Business Communication: *3.1.* Write Effective E-mail and Business Letters (B2) *3.2.* Improve Business Communication Skills (B2) *3.3.* Handling Negotiations and Sensitive Topics (B2) **4.** Finance and Insurance: *4.1.* Banking & Finance *4.2.* Insurance & Financial Services Part 1 *4.3.* Insurance & Financial Services Part 2 *4.4.* Accounting & Finance

[3] Закончив Unit 20 нужно обратиться к администратору с просьбой о переводе на уровень B1

[4] Для продолжения обучения нужно обратиться к администратору с просьбой о переводе на уровень B2

[5] Для продолжения обучения нужно обратиться к администратору с просьбой о переводе на уровень B2

[6] Для продолжения обучения нужно обратиться к администратору с просьбой о переводе на уровень B2

Результат вводного теста: B1	
Семестр 1	***Семестр 2***
Тема	***Тема***
1. Everyday Situations: *1.1.* All Skills (B1) *1.2.* Focused Skill: Grammar (B1): *1.3.* Focused Skill: Speaking & Listening (B1) **2.** Reports and Presentations: *2.1.* Understand and Give Presentations (B1)	[7] **1.** Everyday Situations: *1.1.* All Skills (B2) *1.2.* Focused Skill: Grammar (B2) *1.3.* Focused Skill: Vocabulary (B2) *1.4.* Focused Skill: Speaking & Listening (B2) **2.** Reports and Presentations: *2.1.* Understand and Give Presentations (B2) *2.2.* Write and Understand Reports (B2) **3.** Career and Employment: *3.1.* Manage Your Career (B2)

Семестр 3 Дисциплина: Иностранный язык в профессиональной сфере, 2 курс		
Профиль Государственные и муниципальные финансы	***Профиль Учет, анализ и аудит***	***Профиль Финансовые рынки и банки***
Тема	***Тема***	***Тема***
1. General Business Communication: *1.1.* Improve Business Communication Skills (B2) *1.2.* Handling Negotiations and Sensitive Topics (B2) *1.3.* Talking with Clients, Customers, and Partners (B2) **2.** Business Meetings: *2.1.* Lead, Communicate, and Listen in Meetings (B2) *2.2.* Leading Meetings and Presentations (B2) **3.** Finance and Insurance: *3.1.* Banking & Finance *3.2.* Insurance & Financial Services Part 1 *3.3.* Insurance & Financial Services Part 2 *3.4.* Accounting & Finance	**1.** General Business Communication: *1.1.* Improve Business Communication Skills (B2) *1.2.* Handling Negotiations and Sensitive Topics (B2) *1.3.* Talking with Clients, Customers, and Partners (B2) **2.** Business Meetings: *2.1.* Lead, Communicate, and Listen in Meetings (B2) *2.2.* Leading Meetings and Presentations (B2) **3.** Finance and Insurance: *3.1.* Banking & Finance *3.2.* Insurance & Financial Services Part 1 *3.3.* Insurance & Financial Services Part 2 *3.4.* Accounting & Finance	**1.** General Business Communication: *1.1.* Improve Business Communication Skills (B2) *1.2.* Handling Negotiations and Sensitive Topics (B2) *1.3.* Talking with Clients, Customers, and Partners (B2) **2.** Business Meetings: *2.1.* Lead, Communicate, and Listen in Meetings (B2) *2.2.* Leading Meetings and Presentations (B2) **3.** Finance and Insurance: *3.1.* Banking & Finance *3.2.* Insurance & Financial Services Part 1 *3.3.* Insurance & Financial Services Part 2 *3.4.* Accounting & Finance

Результат вводного теста: B2	
Дисциплина: Иностранный язык, 1 курс	
Семестр 1	***Семестр 2***
Тема	***Тема***
1. Everyday Situations: *1.1.* All Skills (B2) *1.2.* Focused Skill: Grammar (B2)	**1.** General Business Communication: *1.1.* Write Effective E-mail and Business Letters (B2) *1.2.* Improve Business Communication Skills (B2)

[7] *Для продолжения обучения нужно обратиться к администратору с просьбой о переводе на уровень B2*

Результат вводного теста: B2	
Дисциплина: Иностранный язык, 1 курс	
Семестр 1	***Семестр 2***
Тема	***Тема***
1.3. Focused Skill: Vocabulary (B2) *1.4.* Focused Skill: Speaking & Listening (B2) **2.** Reports and Presentations: *2.1.* Understand and Give Presentations (B2) *2.2.* Write and Understand Reports (B2) **3.** Career and Employment: *3.1.* Manage Your Career (B2)	*1.3.* Handling Negotiations and Sensitive Topics (B2) *1.4.* Talking with Clients, Customers, and Partners (B2) **2.** On the Phone: *2.1.* Succeed on Phone and Conference Calls (B2) **3.** Human Resources: *3.1.* Human Resources

Семестр 3, Дисциплина: Иностранный язык в профессиональной сфере, 2 курс		
Профиль Государственные и муниципальные финансы	***Профиль Учет, анализ и аудит***	***Профиль Финансовые рынки и банки***
Тема	***Тема***	***Тема***
1. People Management: *1.1.* Manage and Lead Teams (B2) **2.** Business Meetings: *2.1.* Leading Meetings and Presentations (B2) *2.2.* Lead, Communicate, and Listen in Meetings (B2) **3.** Customer Service: *3.1.* Develop Customer Service Skills (B2) **4.** Finance and Insurance: *4.1.* Banking & Finance *4.2.* Insurance & Financial Services Part 1 *4.3.* Insurance & Financial Services Part 2 *4.4.* Accounting & Finance **5.** Ethics: *5.1.* Business Ethics Part 1 *5.2.* Business Ethics Part 2 **6.** Sales and Marketing: *6.1.* Marketing & the Advertising Industry *6.2.* Sales, Marketing, & Advertising	**1.** People Management: *1.1.* Manage and Lead Teams (B2) **2.** Business Meetings: *2.1.* Leading Meetings and Presentations (B2) *2.2.* Lead, Communicate, and Listen in Meetings (B2) **3.** Customer Service: *3.1.* Develop Customer Service Skills (B2) **4.** Finance and Insurance: *4.1.* Banking & Finance *4.2.* Insurance & Financial Services Part 1 *4.3.* Insurance & Financial Services Part 2 *4.4.* Accounting & Finance **5.** Ethics: *5.1.* Business Ethics Part 1 *5.2.* Business Ethics Part 2 **6.** Sales and Marketing: *6.1.* Marketing & the Advertising Industry *6.2.* Sales, Marketing, & Advertising	**1.** People Management: *1.1.* Manage and Lead Teams (B2) **2.** Business Meetings: *2.1.* Leading Meetings and Presentations (B2) *2.2.* Lead, Communicate, and Listen in Meetings (B2) **3.** Customer Service: *3.1.* Develop Customer Service Skills (B2) **4.** Finance and Insurance: *4.1.* Banking & Finance *4.2.* Insurance & Financial Services Part 1 *4.3.* Insurance & Financial Services Part 2 *4.4.* Accounting & Finance **5.** Ethics: *5.1.* Business Ethics Part 1 *5.2.* Business Ethics Part 2 **6.** Sales and Marketing: *6.1.* Marketing & the Advertising Industry *6.2.* Sales, Marketing, & Advertising

Результат вводного теста: С1 **Дисциплина: Иностранный язык, 1 курс**	
Семестр 1	***Семестр 2***
Тема (время)	***Тема (время)***
1. General Business Communication: *1.1.* Write Effective E-mail and Business Letters (C1) *1.2.* Improve Business Communication Skills (C1) *1.3.* Handling Negitiations and Sencitive Topics (C1) *1.4.* Talking with Clients, Customers, and Partners (C1) **2.** Reports and Presentations: *2.1.* Understand and Give Presentations (C1) *2.2.* Write and Understand Reports (C1) **3.** Human Resources: *3.1.* Human Resources	**1.** Reading Skills: *1.1.* Read for Professional Purposes (C1) **2.** Business Meetings: *2.1.* Lead, Communicate, and Listen in Meetings (C1) **3.** Career and Employment: *3.1.* Manage Your Career (C1) **4.** Customer Service: *4.1.* Develop Customer Service Skills (C1)

Семестр 3, Дисциплина: Иностранный язык в профессиональной сфере, 2 курс		
Профиль Государственные и муниципальные финансы	***Профиль Учет, анализ и аудит***	***Профиль Финансовые рынки и банки***
Тема	***Тема***	***Тема***
1. Business Meetings: *1.1.* Typical Business and Employment Interactions (C1) *1.2.* Leading Meetings and Presentations (C1) **2.** On the Phone: *2.1.* Succeed on Phone and Conference Calls (C1) **3.** People Management: *3.1.* Manage and Lead Teams (C1) **4.** Sales and Marketing: *4.1.* Marketing & the Advertising Industry *4.2.* Sales, Marketing, & Advertising **5.** Finance and Insurance: *5.1.* Banking & Finance *5.2.* Insurance & Financial Services Part 1 *5.3.* Insurance & Financial Services Part 2 *5.4.* Accounting & Finance	**1.** Business Meetings: *1.1.* Typical Business and Employment Interactions (C1) *1.2.* Leading Meetings and Presentations (C1) **2.** On the Phone: *2.1.* Succeed on Phone and Conference Calls (C1) **3.** People Management: *3.1.* Manage and Lead Teams (C1) **4.** Sales and Marketing: *4.1.* Marketing & the Advertising Industry *4.2.* Sales, Marketing, & Advertising **5.** Finance and Insurance: *5.1.* Banking & Finance *5.2.* Insurance & Financial Services Part 1 *5.3.* Insurance & Financial Services Part 2 *5.4.* Accounting & Finance	**1.** Business Meetings: *1.1.* Typical Business and Employment Interactions (C1) *1.2.* Leading Meetings and Presentations (C1) **2.** On the Phone: *2.1.* Succeed on Phone and Conference Calls (C1) **3.** People Management: *3.1.* Manage and Lead Teams (C1) **4.** Sales and Marketing: *4.1.* Marketing & the Advertising Industry *4.2.* Sales, Marketing, & Advertising **5.** Finance and Insurance: *5.1.* Banking & Finance *5.2.* Insurance & Financial Services Part 1 *5.3.* Insurance & Financial Services Part 2 *5.4.* Accounting & Finance

Темы для направления подготовки 38.03.04 «Государственное и муниципальное управление»

Результат вводного теста: A1		
Дисциплина: Иностранный язык, 1 курс		***Дисциплина: Иностранный язык в профессиональной сфере, 2 курс***
Семестр 1	***Семестр 2***	***Семестр 3***
Тема	***Тема***	***Тема***
Траектория –Standard **1.** Unit 1 – Unit 20, в каждом unit: *1.1.* Lesson 1: *1.1.1.* Core Lesson *1.2.* Lesson 2: *1.2.1.* Core Lesson *1.3.* Lesson 3: *1.3.1.* Core Lesson *1.4.* Lesson 4: *1.4.1.* Core Lesson *1.4.2.* Milestone[8]	**1.** Everyday Situations: *1.1.* All Skills (B1) ***1.2.*** Focused Skill: Speaking & Listening (B1)[9] **2.** Everyday Situations: *2.1.* All Skills (B2) *2.2.* Focused Skill: Grammar (B2) *2.3.* Focused Skill: Speaking & Listening (B2) **3.** General Business Communication: *3.1.* Write Effective E-mail and Business Letters (B2)	**1.** General Business Communication: *1.1.* Improve Business Communication Skills (B2) *1.2.* Write Effective E-mail and Business Letters (B2) **2.** Reports and Presentations: *2.1.* Understand and Give Presentations (B2) **3.** Business Meetings: *3.1.* Lead, Communicate, and Listen in Meetings (B2) *3.2.* Leading Meetings and Presentations (B2) **4.** Government *4.1.* Government & the Public Sector *4.2.* State and Local Government **5.** Administrative Tasks *5.1.* Administrative & Secretarial

[8] *Закончив Unit 20 нужно обратиться к администратору с просьбой о переводе на уровень B1*

[9] *Для продолжения обучения нужно обратиться к администратору с просьбой о переводе на уровень B2*

Результат вводного теста: A2		
Дисциплина: Иностранный язык, 1 курс		***Дисциплина: Иностранный язык в профессиональной сфере, 2 курс***
Семестр 1	***Семестр 2***	***Семестр 3***
Тема	***Тема***	***Тема***
Траектория – Standard **1.** Unit 7 – Unit 20, в каждом unit: *1.1.* Lesson 1: *1.1.1.* Core Lesson *1.2.* Lesson 2: *1.2.1.* Core Lesson *1.3.* Lesson 3: *1.3.1.* Core Lesson *1.4.* Lesson 4: *1.4.1.* Core Lesson *1.4.2.* Milestone[10] **2.** Everyday Situations: *2.1.* All Skills (B1)	**1.** Everyday Situations: *1.1.* Focused Skill: Speaking & Listening (B1) *1.2.* Focused Skill: Grammar (B1) **2.** General Business Communication: *2.1.* Talking with Clients, Customers, and Partners (B1) *2.2.* Write Effective E-mail and Business Letters (B1) *2.3.* Typical Business and Employment Interactions (B1)[11]	**1.** Everyday Situations: *1.1.* All Skills (B2) **2.** Reports and Presentations: *2.1.* Understand and Give Presentations (B2) **3.** General Business Communication: *3.1.* Write Effective E-mail and Business Letters (B2) *3.2.* Improve Business Communication Skills (B2) *3.3.* Handling Negotiations and Sensitive Topics (B2) **4.** Government: *4.1.* Government & the Public Sector *4.2.* State and Local Government **5.** Administrative Tasks: *5.1.* Administrative & Secretarial

[10] *Закончив Unit 20 нужно обратиться к администратору с просьбой о переводе на уровень B1*

[11] *Для продолжения обучения нужно обратиться к администратору с просьбой о переводе на уровень B2*

Результат вводного теста: B1		
Дисциплина: Иностранный язык, 1 курс		***Дисциплина: Иностранный язык в профессиональной сфере, 2 курс***
Семестр 1	***Семестр 2***	***Семестр 3***
Тема	***Тема***	***Тема***
1. Everyday Situations: *1.1.* All Skills (B1) *1.2.* Focused Skill: Grammar (B1): *1.3.* Focused Skill: Speaking & Listening (B1) **2.** Reports and Presentations: *2.1.* Understand and Give Presentations (B1)[12]	**1.** Everyday Situations: *1.1.* All Skills (B2) *1.2.* Focused Skill: Grammar (B2) *1.3.* Focused Skill: Vocabulary (B2) *1.4.* Focused Skill: Speaking & Listening (B2) **2.** Reports and Presentations: *2.1.* Understand and Give Presentations (B2) *2.2.* Write and Understand Reports (B2) **3.** Career and Employment: *3.1.* Manage Your Career (B2)	**1.** General Business Communication: *1.1.* Write Effective E-mail and Business Letters (B2) *1.2.* Improve Business Communication Skills (B2) *1.3.* Handling Negotiations and Sensitive Topics (B2) *1.4.* Talking with Clients, Customers, and Partners (B2) **2.** Business Meetings: *2.1.* Lead, Communicate, and Listen in Meetings (B2) **3.** Government: *3.1.* Government & the Public Sector *3.2.* State and Local Government **4.** Administrative Tasks: *4.1.* Administrative & Secretarial

[12] *Для продолжения обучения нужно обратиться к администратору с просьбой о переводе на уровень B2*

Результат вводного теста: B2		
Дисциплина: Иностранный язык, 1 курс		***Дисциплина: Иностранный язык в профессиональной сфере, 2 курс***
Семестр 1	***Семестр 2***	***Семестр 3***
Тема	***Тема***	***Тема***
1. Everyday Situations: *1.1.* All Skills (B2) *1.2.* Focused Skill: Grammar (B2) *1.3.* Focused Skill: Vocabulary (B2) *1.4.* Focused Skill: Speaking & Listening (B2) **2.** Reports and Presentations: *2.1.* Understand and Give Presentations (B2) *2.2.* Write and Understand Reports (B2) **3.** Career and Employment: *3.1.* Manage Your Career (B2)	**1.** General Business Communication: *1.1.* Write Effective E-mail and Business Letters (B2) *1.2.* Improve Business Communication Skills (B2) *1.3.* Handling Negotiations and Sensitive Topics (B2) *1.4.* Talking with Clients, Customers, and Partners (B2) **2.** On the Phone: *2.1.* Succeed on Phone and Conference Calls (B2) **3.** Human Resources: *3.1.* Human Resources	**1.** People Management: *1.1.* Manage and Lead Teams (B2) **2.** Business Meetings: *2.1.* Leading Meetings and Presentations (B2) *2.2.* Lead, Communicate, and Listen in Meetings (B2) **3.** Customer Service: *3.1.* Develop Customer Service Skills (B2) **4.** Finance and Insurance: *4.1.* Banking & Finance *4.2.* Insurance & Financial Services Part 1 *4.3.* Insurance & Financial Services Part 2 *4.4.* Accouning & Finance **5.** Government: *5.1.* Government & the Public Sector *5.2.* State and Local Government **6.** Administrative Tasks: *6.1.* Administrative & Secretarial

Результат вводного теста: C1		
Дисциплина Иностранный язык, 1 курс		***Дисциплина Иностранный язык в профессиональной сфере, 2 курс***
Семестр 1	***Семестр 2***	***Семестр 3***
Тема	***Тема***	***Тема***
1. General Business Communication: *1.1.* Write Effective E-mail and Business Letters (C1) *1.2.* Improve Business Communication Skills (C1) *1.3.* Handling Negitiations and Sencitive Topics (C1) *1.4.* Talking with Clients, Customers, and Partners (C1) **2.** Reports and Presentations: *2.1.* Understand and Give Presentations (C1) *2.2.* Write and Understand Reports (C1) **3.** Human Resources: *3.1.* Human Resources	**1.** Reading Skills: *1.1.* Read for Professional Purposes (C1) **2.** Business Meetings: *2.1.* Lead, Communicate, and Listen in Meetings (C1) **3.** Career and Employment: *3.1.* Manage Your Career (C1) **4.** Customer Service: *4.1.* Develop Customer Service Skills (C1)	**1.** Business Meetings: *1.1.* Typical Business and Employment Interactions (C1) *1.2.* Leading Meetings and Presentations (C1) **2.** On the Phone: *2.1.* Succeed on Phone and Conference Calls (C1) **3.** People Management: *3.1.* Manage and Lead Teams (C1) **4.** Government: *4.1.* Government & the Public Sector *4.2.* State and Local Government **5.** Administrative Tasks: *5.1.* Administrative & Secretarial **6.** Finance and Insurance: *6.1.* Banking & Finance *6.2.* Insurance & Financial Services Part 1 *6.3.* Insurance & Financial Services Part 2 *6.4.* Accounting & Finance

Темы для направления подготовки 38.03.02 Менеджмент, профиль «Финансовый менеджмент»

Результат вводного теста: A1		
Дисциплина Иностранный язык, 1 курс		***Дисциплина Иностранный язык в профессиональной сфере, 2 курс***
Семестр 1	***Семестр 2***	***Семестр 3***
Тема	***Тема***	***Тема***
Траектория –Standard **1.** Unit 1 – Unit 20, в каждом unit: *1.1.* Lesson 1: *1.1.1.* Core Lesson *1.2.* Lesson 2: *1.2.1.* Core Lesson *1.3.* Lesson 3: *1.3.1.* Core Lesson *1.4.* Lesson 4: *1.4.1.* Core Lesson *1.4.2.* Milestone[13]	**1.** Everyday Situations: *1.1.* All Skills (B1) ***1.2.*** Focused Skill: Speaking & Listening (B1)[14] **2.** Everyday Situations: *2.1.* All Skills (B2) *2.2.* Focused Skill: Grammar (B2) *2.3.* Focused Skill: Speaking & Listening (B2) **3.** General Business Communication: *3.1.* Write Effective E-mail and Business Letters (B2)	**1.** General Business Communication: *1.1.* Write Effective E-mail and Business Letters (B2) *1.2.* Handling Negotiations and Sensitive Topics (B2) **2.** Reports and Presentations: *2.1.* Understand and Give Presentations (B2) **3.** Business Meetings: *3.1.* Lead, Communicate, and Listen in Meetings (B1) *3.2.* Leading Meetings and Presentations (B1) **4.** Finance and Insurance: *4.1.* Banking & Finance *4.2.* Insurance & Financial Services Part 1 *4.3.* Insurance & Financial Services Part 2 *4.4.* Accounting & Finance

[13] *Закончив Unit 20 нужно обратиться к администратору с просьбой о переводе на уровень B1*

[14] *Для продолжения обучения нужно обратиться к администратору с просьбой о переводе на уровень B2*

Результат вводного теста: A2		
Дисциплина Иностранный язык, 1 курс		***Дисциплина Иностранный язык в профессиональной сфере, 2 курс***
Семестр 1	***Семестр 2***	***Семестр 3***
Тема	***Тема***	***Тема***
Траектория – Standard **1.** Unit 7 – Unit 20, в каждом unit: *1.1.* Lesson 1: *1.1.1.* Core Lesson *1.2.* Lesson 2: *1.2.1.* Core Lesson *1.3.* Lesson 3: *1.3.1.* Core Lesson *1.4.* Lesson 4: *1.4.1.* Core Lesson *1.4.2.* Milestone[15] **2.** Everyday Situations: *2.1.* All Skills (B1)	**1.** Everyday Situations: *1.1.* Focused Skill: Speaking & Listening (B1) *1.2.* Focused Skill: Grammar (B1) **2.** General Business Communication: *2.1.* Talking with Clients, Customers, and Partners (B1) *2.2.* Write Effective E-mail and Business Letters (B1) *2.3.* Typical Business and Employment Interactions (B1)[16]	**1.** Everyday Situations: *1.1.* All Skills (B2) **2.** Reports and Presentations: *2.1.* Understand and Give Presentations (B2) **3.** General Business Communication: *3.1.* Write Effective E-mail and Business Letters (B2) *3.2.* Improve Business Communication Skills (B2) *3.3.* Handling Negotiations and Sensitive Topics (B2) **4.** Finance and Insurance: *4.1.* Banking & Finance *4.2.* Insurance & Financial Services Part 1 *4.3.* Insurance & Financial Services Part 2 *4.4.* Accounting & Finance

[15] *Закончив Unit 20 нужно обратиться к администратору с просьбой о переводе на уровень B1*

[16] *Для продолжения обучения нужно обратиться к администратору с просьбой о переводе на уровень B2*

Результат вводного теста: B1		
Дисциплина Иностранный язык, 1 курс		***Дисциплина Иностранный язык в профессиональной сфере, 2 курс***
Семестр 1	***Семестр 2***	***Семестр 3***
Тема	***Тема***	***Тема***
1. Everyday Situations: *1.1.* All Skills (B1) *1.2.* Focused Skill: Grammar (B1): *1.3.* Focused Skill: Speaking & Listening (B1) **2.** Reports and Presentations: *2.1.* Understand and Give Presentations (B1)[17]	**1.** Everyday Situations: *1.1.* All Skills (B2) *1.2.* Focused Skill: Grammar (B2) *1.3.* Focused Skill: Vocabulary (B2) *1.4.* Focused Skill: Speaking & Listening (B2) **2.** Reports and Presentations: *2.1.* Understand and Give Presentations (B2) *2.2.* Write and Understand Reports (B2) **3.** Career and Employment: *3.1.* Manage Your Career (B2)	**1.** General Business Communication: *1.1.* Improve Business Communication Skills (B2) *1.2.* Handling Negotiations and Sensitive Topics (B2) *1.3.* Talking with Clients, Customers, and Partners (B2) **2.** Business Meetings: *2.1.* Lead, Communicate, and Listen in Meetings (B2) *2.2.* Leading Meetings and Presentations (B2) **3.** Finance and Insurance: *3.1.* Banking & Finance *3.2.* Insurance & Financial Services Part 1 *3.3.* Insurance & Financial Services Part 2 *3.4.* Accounting & Finance

[17] *Для продолжения обучения нужно обратиться к администратору с просьбой о переводе на уровень B2*

Результат вводного теста: B2		
Дисциплина Иностранный язык, 1 курс		***Дисциплина Иностранный язык в профессиональной сфере, 2 курс***
Семестр 1	***Семестр 2***	***Семестр 3***
Тема	***Тема***	***Тема***
1. Everyday Situations: *1.1.* All Skills (B2) *1.2.* Focused Skill: Grammar (B2) *1.3.* Focused Skill: Vocabulary (B2) *1.4.* Focused Skill: Speaking & Listening (B2) **2.** Reports and Presentations: *2.1.* Understand and Give Presentations (B2) *2.2.* Write and Understand Reports (B2) **3.** Career and Employment: *3.1.* Manage Your Career (B2)	**1.** General Business Communication: *1.1.* Write Effective E-mail and Business Letters (B2) *1.2.* Improve Business Communication Skills (B2) *1.3.* Handling Negotiations and Sensitive Topics (B2) *1.4.* Talking with Clients, Customers, and Partners (B2) **2.** On the Phone: *2.1.* Succeed on Phone and Conference Calls (B2) **3.** Human Resources: *3.1.* Human Resources	**1.** People Management: *1.1.* Manage and Lead Teams (B2) **2.** Business Meetings: *2.1.* Leading Meetings and Presentations (B2) *2.2.* Lead, Communicate, and Listen in Meetings (B2) **3.** Customer Service: *3.1.* Develop Customer Service Skills (B2) **4.** Finance and Insurance: *4.1.* Banking & Finance *4.2.* Insurance & Financial Services Part 1 *4.3.* Insurance & Financial Services Part 2 *4.4.* Accouning & Finance **5.** Ethics: *5.1.* Business Ethics Part 1 *5.2.* Business Ethics Part 2 **6.** Sales and Marketing: *6.1.* Marketing & the Advertising Industry *6.2.* Sales, Marketing, & Advertising

Результат вводного теста: C1		
Дисциплина Иностранный язык, 1 курс		***Дисциплина Иностранный язык в профессиональной сфере, 2 курс***
Семестр 1	***Семестр 2***	***Семестр 3***
Тема	***Тема***	***Тема***
1. General Business Communication: *1.1.* Write Effective E-mail and Business Letters (C1) *1.2.* Improve Business Communication Skills (C1) *1.3.* Handling Negitiations and Sencitive Topics (C1) *1.4.* Talking with Clients, Customers, and Partners (C1) **2.** Reports and Presentations: *2.1.* Understand and Give Presentations (C1) *2.2.* Write and Understand Reports (C1) **3.** Human Resources: *3.1.* Human Resources	**1.** Reading Skills: *1.1.* Read for Professional Purposes (C1) **2.** Business Meetings: *2.1.* Lead, Communicate, and Listen in Meetings (C1) **3.** Career and Employment: *3.1.* Manage Your Career (C1) **4.** Customer Service: *4.1.* Develop Customer Service Skills (C1)	**1.** Business Meetings: *1.1.* Typical Business and Employment Interactions (C1) *1.2.* Leading Meetings and Presentations (C1) **2.** On the Phone: *2.1.* Succeed on Phone and Conference Calls (C1) **3.** People Management: *3.1.* Manage and Lead Teams (C1) **4.** Sales and Marketing: *4.1.* Marketing & the Advertising Industry *4.2.* Sales, Marketing, & Advertising **5.** Finance and Insurance: *5.1.* Banking & Finance *5.2.* Insurance & Financial Services Part 1 *5.3.* Insurance & Financial Services Part 2 *5.4.* Accounting & Finance

Обязательные для полного прохождения темы изучения иностранных языков по направлению 40.03.01 Юриспруденция

Результат вводного теста: A1	
Дисциплина Иностранный язык в сфере юриспруденции	
Семестр 1 Профиль Гражданское и предпринимательское право	***Семестр 1 Профиль Финансовое и налоговое право***
Тема	***Тема***
Траектория –Standard **1.** Unit 1 – Unit 20, в каждом unit: *1.1.* Lesson 1: *1.1.1.* Core Lesson *1.2.* Lesson 2: *1.2.1.* Core Lesson *1.3.* Lesson 3: *1.3.1.* Core Lesson *1.4.* Lesson 4: *1.4.1.* Core Lesson *1.4.2.* Milestone	**Траектория –Standard** **1.** Unit 1 – Unit 20, в каждом unit: *1.1.* Lesson 1: *1.1.1.* Core Lesson *1.2.* Lesson 2: *1.2.1.* Core Lesson *1.3.* Lesson 3: *1.3.1.* Core Lesson *1.4.* Lesson 4: *1.4.1.* Core Lesson *1.4.2.* Milestone

Результат вводного теста: A2	
Дисциплина Иностранный язык в сфере юриспруденции	
Семестр 1 Профиль Гражданское и предпринимательское право	***Семестр 1 Профиль Финансовое и налоговое право***
Тема	***Тема***
Траектория – Standard **1.** Unit 7 – Unit 20, в каждом unit: *1.1.* Lesson 1: *1.1.1.* Core Lesson *1.2.* Lesson 2: *1.2.1.* Core Lesson *1.3.* Lesson 3: *1.3.1.* Core Lesson *1.4.* Lesson 4: *1.4.1.* Core Lesson *1.4.2.* Milestone[18] **2.** Everyday Situations: *2.1.* All Skills (B1)	**Траектория – Standard** **1.** Unit 7 – Unit 20, в каждом unit: *1.1.* Lesson 1: *1.1.1.* Core Lesson *1.2.* Lesson 2: *1.2.1.* Core Lesson *1.3.* Lesson 3: *1.3.1.* Core Lesson *1.4.* Lesson 4: *1.4.1.* Core Lesson *1.4.2.* Milestone[19] **2.** Everyday Situations: *2.1.* All Skills (B1)

[18] *Закончив Unit 20 нужно обратиться к администратору с просьбой о переводе на уровень B1*

[19] *Закончив Unit 20 нужно обратиться к администратору с просьбой о переводе на уровень B1*

Результат вводного теста: B1	
Дисциплина Иностранный язык в сфере юриспруденции	
Семестр 1 Профиль Гражданское и предпринимательское право	***Семестр 1 Профиль Финансовое и налоговое право***
Тема	***Тема***
1. Everyday Situations: *1.1.* All Skills (B1) *1.2.* Focused Skill: Speaking & Listening (B1) **2.** Legal: *2.1.* Law & Justice *2.2.* Legal **3.** Law Enforcement and Military: *3.1.* Military & Defense Part 1 *3.2.* Security *3.3.* Military & Defense Part 2 *3.4.* Law Enforcement **4.** Government *4.1.* Government & the Public Sector *4.2.* State and Local Government	**1.** Everyday Situations: *1.1.* All Skills (B1) *1.2.* Focused Skill: Speaking & Listening (B1) **2.** Legal: *2.1.* Law & Justice *2.2.* Legal **3.** Law Enforcement and Military: *3.1.* Military & Defense Part 1 *3.2.* Security *3.3.* Military & Defense Part 2 *3.4.* Law Enforcement **4.** Government *4.1.* Government & the Public Sector *4.2.* State and Local Government

Результат вводного теста: B2	
Дисциплина Иностранный язык в сфере юриспруденции	
Семестр 1 Профиль Гражданское и предпринимательское право	***Семестр 1 Профиль Финансовое и налоговое право***
Тема (время)	***Тема (время)***
1. Everyday Situations: *1.1.* All Skills (B2) *1.2.* Focused Skill: Grammar (B2) *1.3.* Focused Skill: Speaking & Listening (B2) **2.** Career and Employment: *2.1.* Manage Your Career (B2) **3.** Legal: *3.1.* Law & Justice *3.2.* Legal **4.** Law Enforcement and Military: *4.1.* Military & Defense Part 1 *4.2.* Security *4.3.* Military & Defense Part 2 *4.4.* Law Enforcement **5.** Government *5.1.* Government & the Public Sector *5.2.* State and Local Government	**1.** Everyday Situations: *1.1.* All Skills (B2) *1.2.* Focused Skill: Grammar (B2) *1.3.* Focused Skill: Speaking & Listening (B2) **2.** Career and Employment: *2.1.* Manage Your Career (B2) **3.** Legal: *3.1.* Law & Justice *3.2.* Legal **4.** Law Enforcement and Military: *4.1.* Military & Defense Part 1 *4.2.* Security *4.3.* Military & Defense Part 2 *4.4.* Law Enforcement **5.** Government *5.1.* Government & the Public Sector *5.2.* State and Local Government

Результат вводного теста: С1	
Дисциплина Иностранный язык в сфере юриспруденции	
Семестр 1 Профиль Гражданское и предпринимательское право	***Семестр 1 Профиль Финансовое и налоговое право***
Тема	***Тема***
1. General Business Communication: *1.1.* Write Effective E-mail and Business Letters (C1) *1.2.* Improve Business Communication Skills (C1) *1.3.* Handling Negitiations and Sencitive Topics (C1) **2.** Career and Employment: *2.1.* Manage Your Career (C1) **3.** Legal: *3.1.* Law & Justice *3.2.* Legal **4.** Law Enforcement and Military: *4.1.* Military & Defense Part 1 *4.2.* Military & Defense Part 2 *4.3.* Law Enforcement **5.** Government *5.1.* Government & the Public Sector *5.2.* State and Local Government	**1.** General Business Communication: *1.1.* Write Effective E-mail and Business Letters (C1) *1.2.* Improve Business Communication Skills (C1) *1.3.* Handling Negitiations and Sencitive Topics (C1) **2.** Career and Employment: *2.1.* Manage Your Career (C1) **3.** Legal: *3.1.* Law & Justice *3.2.* Legal **4.** Law Enforcement and Military: *4.1.* Military & Defense Part 1 *4.2.* Military & Defense Part 2 *4.3.* Law Enforcement **5.** Government *5.1.* Government & the Public Sector *5.2.* State and Local Government

Содержание и последовательность уроков на платформе Rosetta Stone® Foundation® (CEFR Level A1-A2)

В данном разделе описываются последовательность и содержание уроков в курсе Американского английского в Foundation. Каждый набор уроков организован под целевой языковой уровень и тематику курса.

Level 1 (Unit 1-4)

Unit 1: Language Basics

Lesson	*Core Concepts*	*Grammar and Usage*
Basic Sentences	People and common activities Third-person pronouns and plurals Definite and indefinite articles Singular, plural and gendered nouns Subject-verb agreement	Forming plurals Greetings and farewells
Everyday Items	Common foods Animals Everyday items Direct objects Negation Direct mixed-gendered “they” Question word: “what” Yes/no questions	Present progressive Negation
Colors and Sizes	Adjectives Colors and sizes Professions First- and second-person pronouns Nouns	Personal pronouns Adjectives
Clothing and Quantities	Numbers 1-6 Many household object and clothing words Question words: “who” and “how many”	Direct objects Quantity comparisons
Milestone	Each unit concludes with a Milestone, an interactive capstone activity that lets the learner practice key skills learned and apply new language knowledge in real-life situations.	

Unit 2: Greeting and Introductions

Lesson	*Core Concepts*	*Grammar and Usage*
Family Relationships	Family relationships Possessive pronouns Numbers 7-12 People’s ages Question words	Compound subjects Family relationships
Around the House	Household words Rooms in the house Common appliances	Nouns Articles Prepositions

Lesson	*Core Concepts*	*Grammar and Usage*
	Prepositions Family relationships	Syllables
Making Acquaintances	Talk about self Identifying your country of origin Names of several cities and countries Words for city landmarks Greetings Question words	Personal pronouns Titles and addresses
Clothing	Colors Articles of clothing Adjectives to describe self Greetings Personal physical states	Descriptive Predicate adjectives
Milestone	Each unit concludes with a Milestone, an interactive capstone activity that lets the learner practice key skills learned and apply new language knowledge in real-life situations.	

Unit 3: Work and School

Lesson	*Core Concepts*	*Grammar and Usage*
Locations and Times of Day	Workplaces Times of day and time-of-day greetings Question words: “when” and “where” Time- and place-related prepositions Numbers 13-20	Inside and outside Numbers
Senses and Body Parts	Calendar time Days of the week Polite language Preposition: “with” Visiting a friend Parts of the body Sensory words	Demonstrative adjectives Days of week
Languages	Languages user speaks/does not speak Numbers 21-69 Names of languages	Simple present Punctuation
Daily Routine	Reflexive verbs Morning washing routine Bedroom and bathroom objects New adjectives	Subject and verb agreement Because
Milestone	Each unit concludes with a Milestone, an interactive capstone activity that lets the learner practice key skills learned and apply new language knowledge in real-life situations.	

Unit 4: Shopping

Lesson	*Core Concepts*	*Grammar and Usage*
Landmarks and Directions	Shopping	Compound sentences

Lesson	*Core Concepts*	*Grammar and Usage*
	Names of several stores Things commonly bought Verbs about places and objects	Need and want
Currency, Cost and Preferences	Express likes and dislikes Compare things Things to do around town Sports Cost of items Common currencies	Possessive pronouns Forming questions
Materials and Merchandise	Common shopping phrases Different forms of payment Describing objects one shops for Comparatives	The stative passive Comparison
Comparing and Contrasting	Quantity Comparison words Shopping	Category Aspect Sameness Difference
Milestone	Each unit concludes with a Milestone, an interactive capstone activity that lets the learner practice key skills learned and apply new language knowledge in real-life situations.	

Level 2 (Unit 5-8)

Unit 5: Travel

Lesson	*Core Concepts*	*Grammar and Usage*
Destinations	Types of buildings Types of stores Asking for directions Following directions	Prepositions Pronoun contractions
Directions and Location	Public transportation Directional language Vehicles Verbs used with modes of transportation Various kinds of transportation stations	The imperative Ordinal numbers
Time, Arrivals and Departures	Travel itineraries Specific time words Additional modes of transportation Numbers 70-99 Useful vocabulary for airports and train stations	Telling time Clock times
Weather Today and Tomorrow	Travel destinations Weather language Temperature Kinds of precipitation Talking about the weather in the future	Future tense Indefinite subject pronoun
Milestone	Each unit concludes with a Milestone, an interactive capstone activity that lets the learner practice key skills learned and apply new language knowledge in real-life situations.	

Unit 6: Past and Future

Lesson	*Core Concepts*	*Grammar and Usage*
Correspondence	Past tense Indirect objects Correspondence Future tense	Verb tenses Periods of time
Meaning and Understanding	Indirect objects Asking for clarification School subjects	Indirect object pronouns Asking for repetition
Careers	Imperfect tense Different levels of school and students Jobs and workplaces	The continuous past Punctuation
Formal and Informal Situations	Contrast between past tense and imperfect tense Polite ways to make requests	Present and past tenses Polite phrases
Milestone	Each unit concludes with a Milestone, an interactive capstone activity that lets the learner practice key skills learned and apply new language knowledge in real-life situations.	

Unit 7: Work and School

Lesson	*Core Concepts*	*Grammar and Usage*
Giving and Following Instructions	Social life Leisure-time activities Activity planning Formal imperative Months of the year	Direct/indirect objects Calendar terms
Planning	Planning an event Methods of communicating How to write and say dates Informal imperative Numbers 100 through 1,000	Prepositional phrases Numbers
Celebrations and Culture	Types of parties Possession Phone etiquette Demonstrative words: “this,” “that,” “these” and “those” Adverbs of place: “here” and ”there”	Demonstrative adjectives Courtesies
Invitations and Apologies	Party language Comparisons Accepting/declining an invitation	Expressing politeness Preferences
Milestone	Each unit concludes with a Milestone, an interactive capstone activity that lets the learner practice key skills learned and apply new language knowledge in real-life situations.	

Unit 8: Dining and Vacation

Lesson	*Core Concepts*	*Grammar and Usage*
Dining In and Dining Out	New form of the future	Adverb of degree

Lesson	*Core Concepts*	*Grammar and Usage*
	Food and restaurant language	Preposition use
Landmarks and the Arts	Landmarks Architectural features Musical instruments Art media	Negation Types of things
Emotions	Religious buildings Emotions Sight-seeing verbs Sequencing words	Expressing emotions Sequencing events
Vacation Activities	Common vacation activities Places to go on vacation Things to see on vacation Vacation-themed clothing Weather	Possession Modal verbs
Milestone	Each unit concludes with a Milestone, an interactive capstone activity that lets the learner practice key skills learned and apply new language knowledge in real-life situations.	

Level 3 (Unit 9-12)

Unit 9: Home and Health

Lesson	*Core Concepts*	*Grammar and Usage*
Spatial Relations	Backyard Related verbs and nouns Comparison words	Verb tenses Imperative form
Household Chores	Kitchen Bathroom Living room Chore-related verbs	Compound sentences Inquiries and requests
Sports and Exercise	Sports Exercise Time-related adverbs: “always,” “never” and “sometimes”	Punctuation Opposites
Injuries and Health	Body parts Minor injuries First aid	Expressing health needs Body language
Milestone	Each unit concludes with a Milestone, an interactive capstone activity that lets the learner practice key skills learned and apply new language knowledge in real-life situations.	

Unit 10: Life and World

Lesson	*Core Concepts*	*Grammar and Usage*
Needs and Possibilities	Subjunctive mood Pronouns and adverbs: “everyone,” “everything,” “probably” and “nothing”	Relative pronouns Compound words
Life Events	Geography Birth Marriage Death Present perfect Present perfect continuous	Present perfect continuous tense Social conventions

Lesson	*Core Concepts*	*Grammar and Usage*
Geography and Climate	Cardinal directions New countries Oceans Types of trees Climatic regions Possessive pronouns	Direct and indirect speech Conjunctions
Description and Possession	Animals New adjectives Possessive pronouns	Infinitive phrases Look
Milestone	Each unit concludes with a Milestone, an interactive capstone activity that lets the learner practice key skills learned and apply new language knowledge in real-life situations.	

Unit 11: Friends and Social Life

Lesson	*Core Concepts*	*Grammar and Usage*
Belief and Opinion	Present perfect Adjectives and nouns formed with verbs Contrast words: "correct," "appropriate" and "if… not" phrases	Conditional situations Gerunds
Taking Things Along	Shopping Containers "Only" and "never"	The subjunctive mood Syllables Stress
Measurement and Fractions	Food Shapes Fractions Units of measure	An interrogative adverb Shapes Close approximation
In the Kitchen	Tools Craft supplies Cooking and cooking terms	Household and food items Units of measuring accurately
Milestone	Each unit concludes with a Milestone, an interactive capstone activity that lets the learner practice key skills learned and apply new language knowledge in real-life situations.	

Unit 12: Places and Events

Lesson	*Core Concepts*	*Grammar and Usage*
Politics and Media	Politics Nationalities Heads of state News sources Political terms	Future tense Geographic names
Languages and Business	Passive voice Business vocabulary	Passive voice Quantifiers
Learning and Memory	Memory Learning Adjectival forms of the cardinal directions "Too much/too many," "since," "okay," "ever/never" and "again"	Adverbs Degree Quantity
Celebrating Holidays	Celebrations	Modal auxiliary verbs

Lesson	*Core Concepts*	*Grammar and Usage*
	Festivals Religious holidays	Frequency
Milestones	Each unit concludes with a Milestone, an interactive capstone activity that lets the learner practice key skills learned and apply new language knowledge in real-life situations.	

Level 4 (Unit 13-16)

Unit 13: Tourism and Recreation

Lesson	*Core Concepts*	*Grammar and Usage*
Cultural Tourism	Tourist destinations Guidebook information Negotiating admission	Review of interrogatives
Outdoor Recreation	Outdoor activities Giving and getting directions Quiet and loud	Activity nouns from gerunds Expressing degrees of interest
At an Art Museum	Art: media and verbs Gift shop items Favorites	Indicating alternative actions with "instead"
Fine Dining	Interactions at a formal restaurant Menu items Dining in and taking out	Prepositions: "with" and "without"
Milestone	Each unit concludes with a Milestone, an interactive capstone activity that lets the learner practice key skills learned and apply new language knowledge in real-life situations.	

Unit 14: Professions and Hobbies

Lesson	*Core Concepts*	*Grammar and Usage*
Jobs and Hobbies	Sports and competition Job and hobby Sensory verbs Discussing ideas	Adverbs: "together" and "alone"
Office Communication	Office location Appointments and dates Recurring events Designing and presenting Leaving a message	Passive voice
Exploration and Research	Geographical terms Exploration tools Dark and light	Phrasal verbs
Sending and Receiving	Leaving and returning Shipping terms Sending and receiving a package	Direct and indirect objects
Milestone	Each unit concludes with a Milestone, an interactive capstone activity that lets the learner practice key skills learned and apply new language knowledge in real-life situations.	

Unit 15: At Home and Around Town

Lesson	*Core Concepts*	*Grammar and Usage*
Moving House	Verbs for moving and arranging Features of the home	Expanded practice of common verb tenses Terms of appraisal: "mean" and "nice"
Household Repairs	Home utilities Repair and damage terms Expressing relative time: "since" and "until"	Imperfect and past progressive Intransitive verbs
Children and Play	Toys Negotiating use Emotional states: "surprised," "worried" and "embarrassed"	Recent past and future: "just" and "about to"
Cars and Driving	Auto- and street-related terms Driving directions	Formal and informal imperative Prepositions to clarify movement: "through" and "toward"
Milestone	Each unit concludes with a Milestone, an interactive capstone activity that lets the learner practice key skills learned and apply new language knowledge in real-life situations.	

Unit 16: Style and Personal Wellness

Lesson	*Core Concepts*	*Grammar and Usage*
Clothing Care	Laundry terms Clothing damage and repair Outerwear Making choices with clothing	Simultaneous actions Conjunctions: "either" and "neither"
Getting Ready	Jewelry and personal appearance terms Fabrics and precious metals Describing hair qualities Discussing product origins	Plural first-person imperative
Health and Healing	Describing symptoms Treatment terms States of health and healing Health-related conversation: "Get well soon" and "Bless you"	Continuing and completed states Present perfect progressive
Groceries and Cooking	Food preparation verbs Shopping and food terms	Past perfect Conjunction: "both"
Milestone	Each unit concludes with a Milestone, an interactive capstone activity that lets the learner practice key skills learned and apply new language knowledge in real-life situations.	

Level 5 (Unit 17-20)

Unit 17: Business and Industry

Lesson	*Core Concepts*	*Grammar and Usage*
Industry and Energy	Industries and industrial materials Verbs of production and manufacture	Adjectival clauses and the subjunctive
Retail	Store details Prices and availability	Dependent clauses and the subjunctive

Lesson	*Core Concepts*	*Grammar and Usage*
	Increase and decrease Clothing sizes	
Agriculture	Agricultural terms Solar time: "midnight," "noon," "sunrise" and "sunset"	Impersonal expressions
Services and Information	Customer service terms Making and canceling plans Borrowing, lending and recommending	Nominalization Nouns with common roots
Milestone	Each unit concludes with a Milestone, an interactive capstone activity that lets the learner practice key skills learned and apply new language knowledge in real-life situations.	

Unit 18: Arts and Academics

Lesson	*Core Concepts*	*Grammar and Usage*
Literature and Film	Discussing options Songs and stories Genres and their characteristics	Emotive adjectives
Law, Government and Citizenship	Government and citizenship Culture and tradition Legality and illegality	The conditional
Science and Discovery	Branches of science Mathematical terms Experimentation: "to find out" and "an answer"	Conditional perfect
Learning and Development	Expressing possibility Managing tasks Discussing success	Describing transformation: "to become"
Milestone	Each unit concludes with a Milestone, an interactive capstone activity that lets the learner practice key skills learned and apply new language knowledge in real-life situations.	

Unit 19: Emergency Situations

Lesson	*Core Concepts*	*Grammar and Usage*
Getting Help	Emergency situations Reporting emergencies	Counterfactual situations: Pluperfect subjunctive with conditional Related adjectives and adverbs
The Emergency Room	Emergency room terms Treatment and sensations: "to treat" and "to feel"	Relative importance: "serious" and "minor"
Dealing with Disasters	Weather phenomena Emergency services Community responses: "to volunteer" and "to donate" Describing frequency: "normal" and "unusual"	Imperfect subjunctive
Solving Travel Problems	In-country resources: "embassy," "translator" and "customs" Theft and ownership	Direct and indirect discourse

Lesson	*Core Concepts*	*Grammar and Usage*
	Recounting experiences: direct and indirect discourse Expressing empathy	
Milestone	Each unit concludes with a Milestone, an interactive capstone activity that lets the learner practice key skills learned and apply new language knowledge in real-life situations.	

Unit 20: Family and Community

Lesson	*Core Concepts*	*Grammar and Usage*
Extended Family	Extended family terms Expressing reality: "to imagine," "to tell the truth" and "to tell a lie"	Adverbs: "yet" and "anymore"
Explanations and Solutions	Describing and solving problems Simple and complex Providing examples and explaining connections Emotions: "nervous," "excited" and "confused"	Introductory phrases
Spending Time	Spending time with friends Expressing preferred activities Relative frequency: "rarely" and "often"	Constructions with "however"
Around the Neighborhood	Neighborhood geography Identifying parts of objects Expressing interest Pollution and recycling	Adjectives: "front," "back" and "side"
Milestone	Each unit concludes with a Milestone, an interactive capstone activity that lets the learner practice key skills learned and apply new language knowledge in real-life situations.	

Содержание и последовательность уроков на платформе Rosetta Stone® Fluency Builder®

Уровень B1-C1

В данном разделе описываются объем и последовательность уроков в курсе Американского английского в Fluency Builder. Каждый набор уроков организован под целевой языковой уровень и тематику курса. Обратите внимание, что указанная продолжительность выполнения задания является ориентировочной; фактическое количество времени, необходимое для завершения урока, будет зависеть от уровня учащегося, его первого языка и знания изучаемого языка, а также учебной среды.

Уровень B1

B1: Business Meetings

Lesson title	*Targeted skills**	*Duration*
Following a Meeting, Part I	Listening, Speaking, Reading	0:30:00
Following a Meeting, Part II	Listening, Speaking, Reading	0:30:00
Having Successful Meetings, Part I	Speaking, Reading, Writing	0:30:00
Having Successful Meetings, Part II	Listening, Reading, Writing	0:30:00
Important People, Part I	Speaking, Reading, Writing	0:30:00
Important People, Part II	Listening, Speaking, Reading	0:30:00
Informal Business Meetings, Part I	All 4 Skills	0:30:00
Informal Business Meetings, Part II	Listening, Speaking, Reading	0:30:00
One-on-One Meetings, Part I	All 4 Skills	0:30:00
One-on-One Meetings, Part II	All 4 Skills	0:30:00
Polite Behavior, Part I	All 4 Skills	0:30:00
Polite Behavior, Part II	Listening, Speaking, Reading	0:30:00
Stating your Opinions, Part I	All 4 Skills	0:30:00
Stating your Opinions, Part II	All 4 Skills	0:30:00
Types of Meetings, Part I	Speaking, Reading	0:30:00
Types of Meetings, Part II	Listening, Reading, Writing	0:30:00
About the Presentation	All 4 Skills	0:56:00
Advice	Writing, Reading	0:34:00
Asset Management	All 4 Skills	0:33:00
Delays	All 4 Skills	0:41:00
Explanation of a Procedure	All 4 Skills	0:28:00
Instructions	Speaking, Listening	0:28:00
The Leaving Party	Reading	0:23:00
The Production Process	All 4 Skills	0:44:00

B1: Career and Employment

Lesson title	*Targeted skills**	*Duration*
Accepting an Interview, Part I	All 4 Skills	0:30:00
Accepting an Interview, Part II	Speaking, Reading	0:30:00
Application & Cover Letter, Part I	Listening, Reading, Writing	0:30:00

Lesson title	*Targeted skills**	*Duration*
Application & Cover Letter, Part II	Listening, Reading, Writing	0:30:00
Job Fairs, Part I	Speaking, Reading, Writing	0:30:00
Job Fairs, Part II	Speaking, Reading	0:30:00
Job Searching, Part I	Listening, Speaking, Reading	0:30:00
Job Searching, Part II	All 4 Skills	0:30:00
Preparing for an Interview, Part I	All 4 Skills	0:30:00
Preparing for an Interview, Part II	Speaking, Reading, Writing	0:30:00
Résumés, Part I	Reading, Writing	0:30:00
Résumés, Part II	Listening, Speaking, Reading	0:30:00
Skills and Interests, Part I	Listening, Reading, Writing	0:30:00
Skills and Interests, Part II	All 4 Skills	0:30:00
The Perfect Job, Part I	Speaking, Reading, Writing	0:30:00
The Perfect Job, Part II	Speaking, Reading, Writing	0:30:00
Work History, Part I	Reading, Writing	0:30:00
Work History, Part II	All 4 Skills	0:30:00

B1: Customer Service

Lesson title	*Targeted skills**	*Duration*
A Customer Service Mindset, Part I	All 4 Skills	0:30:00
A Customer Service Mindset, Part II	Listening, Speaking, Reading	0:30:00
Asking for Clarification, Part I	All 4 Skills	0:30:00
Asking for Clarification, Part II	Listening, Speaking, Reading	0:30:00
Closing A Conversation, Part I	Speaking, Reading, Writing	0:30:00
Closing A Conversation, Part II	Speaking, Reading	0:30:00
Greeting the Customer, Part I	Listening, Speaking, Reading	0:30:00
Greeting the Customer, Part II	Listening, Speaking, Reading	0:30:00
Identifying the Concern, Part I	Listening, Speaking, Reading	0:30:00
Identifying the Concern, Part II	Speaking, Reading, Writing	0:30:00
Listening for Details, Part I	All 4 Skills	0:30:00
Listening for Details, Part II	Listening, Reading, Writing	0:30:00
Making Suggestions, Part I	All 4 Skills	0:30:00
Making Suggestions, Part II	All 4 Skills	0:30:00
Practicing Conversations, Part I	Speaking, Reading	0:30:00
Practicing Conversations, Part II	Reading, Writing	0:30:00

B1: Everyday Situations

Lesson title	*Targeted skills**	*Duration*
An Emergency (All Skills)	All 4 Skills	0:51:00
At the Doctor's Office (All Skills)	All 4 Skills	0:47:00
At the Post Office (All Skills)	All 4 Skills	0:56:00
Banks and ATMs (All Skills)	All 4 Skills	0:56:00
Breakfast Menus (All Skills)	All 4 Skills	0:55:00
Correspondence (All Skills)	All 4 Skills	0:47:00
Desserts (All Skills)	All 4 Skills	0:40:00
Paying a Bill (All Skills)	All 4 Skills	0:55:00
Still Hungry?' (All Skills)	All 4 Skills	0:54:00
The Fitting Room (All Skills)	All 4 Skills	0:47:00
The Menu (All Skills)	All 4 Skills	0:58:00
Window-shopping (All Skills)	All 4 Skills	0:59:00
An Emergency (Grammar)	Speaking, Reading, Listening	0:51:00
At the Doctor's Office (Grammar)	Speaking, Reading, Listening	0:47:00

Lesson title	*Targeted skills**	*Duration*
At the Post Office (Grammar)	Speaking, Reading, Listening	0:56:00
Banks and ATMs (Grammar)	Speaking, Reading, Listening	0:56:00
Breakfast Menus (Grammar)	Speaking, Reading, Listening	0:55:00
Correspondence (Grammar)	Speaking, Reading, Listening	0:47:00
Desserts (Grammar)	Speaking, Reading, Listening	0:40:00
Paying a Bill (Grammar)	Speaking, Reading, Listening	0:55:00
Still Hungry?' (Grammar)	Speaking, Reading, Listening	0:54:00
The Fitting Room (Grammar)	Speaking, Reading, Listening	0:47:00
The Menu (Grammar)	Speaking, Reading, Listening	0:58:00
Window-shopping (Grammar)	Speaking, Reading, Listening	0:59:00
An Emergency (Vocabulary)	Speaking, Reading, Listening	0:51:00
At the Doctor's Office (Vocabulary)	Speaking, Reading, Listening	0:47:00
At the Post Office (Vocabulary)	Speaking, Reading, Listening	0:56:00
Banks and ATMs (Vocabulary)	Speaking, Reading, Listening	0:56:00
Breakfast Menus (Vocabulary)	Speaking, Reading, Listening	0:55:00
Correspondence (Vocabulary)	Speaking, Reading, Listening	0:47:00
Desserts (Vocabulary)	Speaking, Reading, Listening	0:40:00
Paying a Bill (Vocabulary)	Speaking, Reading, Listening	0:55:00
Still Hungry?' (Vocabulary)	Speaking, Reading, Listening	0:54:00
The Fitting Room (Vocabulary)	Speaking, Reading, Listening	0:47:00
The Menu (Vocabulary)	Speaking, Reading, Listening	0:58:00
Window-shopping (Vocabulary)	Speaking, Reading, Listening	0:59:00
An Emergency (Reading & Writing)	Writing, Reading	0:51:00
At the Doctor's Office (Reading & Writing)	Writing, Reading	0:47:00
At the Post Office (Reading & Writing)	Writing, Reading	0:56:00
Banks and ATMs (Reading & Writing)	Writing, Reading	0:56:00
Breakfast Menus (Reading & Writing)	Writing, Reading	0:55:00
Correspondence (Reading & Writing)	Writing, Reading	0:47:00
Desserts (Reading & Writing)	Writing, Reading	0:40:00
Paying a Bill (Reading & Writing)	Writing, Reading	0:55:00
Still Hungry?' (Reading & Writing)	Writing, Reading	0:54:00
The Fitting Room (Reading & Writing)	Writing, Reading	0:47:00
The Menu (Reading & Writing)	Writing, Reading	0:58:00
Window-shopping (Reading & Writing)	Reading, Listening	0:59:00
An Emergency (Speaking & Listening)	Speaking, Listening	0:51:00
At the Doctor's Office (Speaking & Listening)	Speaking, Listening	0:47:00
At the Post Office (Speaking & Listening)	Speaking, Listening	0:56:00
Banks and ATMs (Speaking & Listening)	Speaking, Listening	0:56:00
Breakfast Menus (Speaking & Listening)	Speaking, Listening	0:55:00
Correspondence (Speaking & Listening)	Speaking, Listening	0:47:00
Desserts (Speaking & Listening)	Speaking, Listening	0:40:00
Paying a Bill (Speaking & Listening)	Speaking, Listening	0:55:00
Still Hungry?' (Speaking & Listening)	Speaking, Listening	0:54:00
The Fitting Room (Speaking & Listening)	Speaking, Listening	0:47:00
The Menu (Speaking & Listening)	Speaking, Listening	0:58:00
Window-shopping (Speaking & Listening)	Speaking, Listening	0:59:00

B1: General Business Communication

Lesson title	*Targeted skills**	*Duration*
A Sensitive Topic, Part I	Speaking, Reading	0:30:00
A Sensitive Topic, Part II	Speaking, Reading, Writing	0:30:00

Lesson title	*Targeted skills**	*Duration*
Checking for Understanding, Part I	Listening, Speaking, Reading	0:30:00
Checking for Understanding, Part II	Listening, Speaking, Reading	0:30:00
Continuing a Conversation, Part I	All 4 Skills	0:30:00
Continuing a Conversation, Part II	All 4 Skills	0:30:00
Cultural Differences, Part I	All 4 Skills	0:30:00
Cultural Differences, Part II	All 4 Skills	0:30:00
Ending a Conversation, Part I	Speaking, Reading, Writing	0:30:00
Ending a Conversation, Part II	Speaking, Reading, Writing	0:30:00
Interrupting, Part I	Speaking, Reading, Writing	0:30:00
Interrupting, Part II	Listening, Speaking, Reading	0:30:00
Responding Appropriately, Part I	Listening, Speaking, Reading	0:30:00
Responding Appropriately, Part II	All 4 Skills	0:30:00
Starting a Conversation, Part I	Listening, Speaking, Reading	0:30:00
Starting a Conversation, Part II	All 4 Skills	0:30:00
Being Clear, Part I	Reading, Writing	0:30:00
Being Clear, Part II	Reading, Writing	0:30:00
E-mail Etiquette, Part I	Reading, Writing	0:30:00
E-mail Etiquette, Part II	Speaking, Reading, Writing	0:30:00
Expressing Yourself, Part I	Reading, Writing	0:30:00
Expressing Yourself, Part II	Listening, Reading, Writing	0:30:00
Knowing When to Email, Part I	Speaking, Reading	0:30:00
Knowing When to Email, Part II	Listening, Speaking, Reading	0:30:00
Looking at the Language, Part I	Listening, Reading, Writing	0:30:00
Looking at the Language, Part II	Listening, Reading, Writing	0:30:00
Sending Letters, Part I	Reading, Writing	0:30:00
Sending Letters, Part II	Listening, Reading, Writing	0:30:00
The Letter and Envelope, Part I	Speaking, Reading, Writing	0:30:00
The Letter and Envelope, Part II	Listening, Reading, Writing	0:30:00
Appointment Setup	All 4 Skills	0:53:00
Before the Visit	All 4 Skills	0:49:00
Contract Settlements	Speaking, Listening	0:27:00
Itinerary Organization	All 4 Skills	0:38:00
Prospective Customer	All 4 Skills	0:40:00
Sales Contact	All 4 Skills	0:36:00
Security Rules	Writing, Reading	0:37:00
The Welcome Desk	All 4 Skills	0:54:00
A Business Lunch	Writing, Speaking, Listening	0:48:00
About the Project	All 4 Skills	0:37:00
At the Airport	Speaking, Reading, Listening	0:46:00
Company History	All 4 Skills	0:39:00
Company Presentation	All 4 Skills	0:37:00
Customer Service	Writing, Speaking, Listening	0:47:00
First Negotiations	Writing, Listening	0:37:00
Job Application	Reading	0:23:00
Job Interview	Speaking, Listening	0:34:00
Letter of Recommendation	Reading	0:29:00
Letter to Human Resources	Reading	0:29:00

B1: IT and Telecom

Lesson title	*Targeted skills**	*Duration*
IT Support	Listening, Speaking, Reading	0:30:00

Lesson title	*Targeted skills**	*Duration*
Networking	Listening, Speaking, Reading	0:30:00
Sales	Listening, Speaking, Reading	0:30:00
Working Together	Speaking, Reading, Writing	0:30:00

B1: On the Phone

Lesson title	*Targeted skills**	*Duration*
Asking for Help, Part I	Listening, Speaking, Reading	0:30:00
Asking for Help, Part II	Speaking, Reading, Writing	0:30:00
Being Polite on the Phone, Part I	Speaking, Reading	0:30:00
Being Polite on the Phone, Part II	All 4 Skills	0:30:00
Getting More Information, Part I	Listening, Speaking, Reading	0:30:00
Getting More Information, Part II	All 4 Skills	0:30:00
Leaving a Voicemail	Speaking, Reading	0:30:00
Preparing to Call Someone, Part I	Listening, Speaking, Reading	0:30:00
Preparing to Call Someone, Part II	Listening, Speaking, Reading	0:30:00
Starting a Call, Part I	Speaking, Reading, Writing	0:30:00
Starting a Call, Part II	Listening, Speaking, Reading	0:30:00
Taking a Message	Listening, Speaking, Reading	0:30:00
A Special Offer	All 4 Skills	0:37:00
A Telephone Survey	All 4 Skills	0:37:00
Directions	All 4 Skills	0:40:00
Fair Registration	All 4 Skills	0:41:00
Registration	All 4 Skills	0:38:00
The Survey	Writing, Reading	0:34:00

B1: People Management

Lesson title	*Targeted skills**	*Duration*
Cultural Differences, Part I	Speaking, Reading, Writing	0:30:00
Cultural Differences, Part II	Listening, Speaking, Reading	0:30:00
Dealing with Problems, Part I	All 4 Skills	0:30:00
Dealing with Problems, Part II	All 4 Skills	0:30:00
Expectations, Part I	All 4 Skills	0:30:00
Expectations, Part II	Listening, Speaking, Reading	0:30:00
Giving Feedback, Part I	All 4 Skills	0:30:00
Giving Feedback, Part II	Listening, Speaking, Reading	0:30:00
Hiring People, Part I	Speaking, Reading	0:30:00
Hiring People, Part II	All 4 Skills	0:30:00
Management Styles, Part I	Speaking, Reading, Writing	0:30:00
Management Styles, Part II	Speaking, Reading, Writing	0:30:00
Organizing People, Part I	Reading, Writing	0:30:00
Organizing People, Part II	All 4 Skills	0:30:00
Team Building, Part I	Reading, Writing	0:30:00
Team Building, Part II	Speaking, Reading, Writing	0:30:00

B1: Reading Skills

Lesson title	*Targeted skills**	*Duration*
A Challenging Expansion	Speaking, Reading, Writing	0:30:00
A New Direction	Speaking, Reading, Writing	0:30:00
A Question of Location	Speaking, Reading, Writing	0:30:00
Advertising That Knows You	Speaking, Reading, Writing	0:30:00
Are We Doing Too Much?	All 4 Skills	0:30:00

Lesson title	*Targeted skills**	*Duration*
Changing Fitness	Speaking, Reading, Writing	0:30:00
Changing Times for Cities	Speaking, Reading, Writing	0:30:00
Computer Policies	Speaking, Reading, Writing	0:30:00
Confusing Humor Slows Business	Speaking, Reading, Writing	0:30:00
Dealing with Stress at Work	Speaking, Reading, Writing	0:30:00
Don't Try This at Work	Speaking, Reading, Writing	0:30:00
Flexible Work Arrangements	Speaking, Reading, Writing	0:30:00
Garden Redesign	Speaking, Reading, Writing	0:30:00
Job Perks	Speaking, Reading, Writing	0:30:00
More Money: Will it Help?	Speaking, Reading, Writing	0:30:00
New Options for Business Travel	Speaking, Reading, Writing	0:30:00
Playing for Success	Speaking, Reading, Writing	0:30:00
Preparing for a Job Interview	Speaking, Reading, Writing	0:30:00
Product Not as Described	All 4 Skills	0:30:00
The Cost of Social Networking	Speaking, Reading, Writing	0:30:00
The Human Cost of Technology	Speaking, Reading, Writing	0:30:00
The Man Behind McDonald's	Speaking, Reading, Writing	0:30:00
Time to Pay	Speaking, Reading, Writing	0:30:00
Tourist Troubles	Speaking, Reading, Writing	0:30:00
What Makes a Great Boss?	Speaking, Reading, Writing	0:30:00

B1: Reports and Presentations

Lesson title	*Targeted skills**	*Duration*
A Persuasive Presentation, Part I	Speaking, Reading, Writing	0:30:00
A Persuasive Presentation, Part II	Speaking, Reading	0:30:00
A Training Presentation, Part I	Listening, Speaking, Reading	0:30:00
A Training Presentation, Part II	Listening, Speaking, Reading	0:30:00
An Interactive Presentation, Part I	Listening, Speaking, Reading	0:30:00
An Interactive Presentation, Part II	Listening, Speaking, Reading	0:30:00
Asking Questions, Part I	Speaking, Reading	0:30:00
Asking Questions, Part II	All 4 Skills	0:30:00
Attending a Workshop, Part I	Listening, Speaking, Reading	0:30:00
Attending a Workshop, Part II	Speaking, Reading, Writing	0:30:00
Following a Presentation, Part I	All 4 Skills	0:30:00
Following a Presentation, Part II	All 4 Skills	0:30:00
Following Instructions, Part I	All 4 Skills	0:30:00
Following Instructions, Part II	Speaking, Reading, Writing	0:30:00
Social Expectations, Part I	Listening, Speaking, Reading	0:30:00
Social Expectations, Part II	All 4 Skills	0:30:00
An Action Plan, Part I	Speaking, Reading	0:30:00
An Action Plan, Part II	Speaking, Reading, Writing	0:30:00
Comparing Things, Part I	Reading, Writing	0:30:00
Comparing Things, Part II	Speaking, Reading	0:30:00
Evaluating Information, Part I	Speaking, Reading, Writing	0:30:00
Evaluating Information, Part II	Listening, Speaking, Reading	0:30:00
Recognizing Pros and Cons, Part I	Reading, Writing	0:30:00
Recognizing Pros and Cons, Part II	Listening, Reading, Writing	0:30:00
Recommending, Part I	Speaking, Reading	0:30:00
Recommending, Part II	Listening, Reading, Writing	0:30:00
Starting an Assignment, Part I	Speaking, Reading, Writing	0:30:00
Starting an Assignment, Part II	Speaking, Reading	0:30:00

Lesson title	*Targeted skills**	*Duration*
Visuals, Part I	Speaking, Reading	0:30:00
Visuals, Part II	Speaking, Reading, Writing	0:30:00
Writing a Memo, Part I	Reading, Writing	0:30:00
Writing a Memo, Part II	All 4 Skills	0:30:00

B1: Travel and Hospitality

Lesson title	*Targeted skills**	*Duration*
Changing Your Flight, Part I	All 4 Skills	0:30:00
Changing Your Flight, Part II	Listening, Speaking, Reading	0:30:00
Getting There, Part I	Speaking, Reading, Writing	0:30:00
Getting There, Part II	Speaking, Reading, Writing	0:30:00
Getting to the Plane, Part I	All 4 Skills	0:30:00
Getting to the Plane, Part II	Listening, Speaking, Reading	0:30:00
Ground Transportation	Listening, Speaking, Reading	0:30:00
Handling Travel Problems, Part I	Speaking, Reading	0:30:00
Handling Travel Problems, Part II	Speaking, Reading, Writing	0:30:00
Making Airline Reservations, Part I	All 4 Skills	0:30:00
Making Airline Reservations, Part II	Listening, Speaking, Reading	0:30:00
Making Hotel Reservations, Part I	All 4 Skills	0:30:00
Making Hotel Reservations, Part II	Listening, Speaking, Reading	0:30:00
Staying in a Hotel, Part I	Listening, Speaking, Reading	0:30:00
Staying in a Hotel, Part II	Speaking, Reading, Writing	0:30:00
Tips on Tipping	Listening, Speaking, Reading	0:30:00

Уровни (B1-C1)

Included in All Levels (B1-C1): Administrative Tasks

Lesson title	*Targeted skills**	*Duration*
Letter Template	Reading	0:28:00
Minutes	Reading	0:28:00
Travel Itinerary	Reading	0:27:00

Included in All Levels (B1-C1): Customer Service

Lesson title	*Targeted skills**	*Duration*
Customer Survey Assessment	Reading	0:28:00
Letter of Complaint	Reading	0:28:00
Warranty and Return Policy	Reading	0:28:00

Included in All Levels (B1-C1): Ethics

Lesson title	*Targeted skills**	*Duration*
Environment: Global Issues	Reading	0:06:00
Global Economics	Reading	0:06:00
Global Politics	Reading	0:06:00
Global Society	Reading	0:06:00
International Relations	Reading	0:06:00
Ethics and Fair Trade A-D	Reading	0:06:00
Ethics and Fair Trade E	Reading	0:06:00
Ethics and Fair Trade F-M	Reading	0:06:00
Ethics and Fair Trade N-Z	Reading	0:06:00

Included in All Levels (B1-C1): Finance and Insurance

Lesson title	*Targeted skills**	*Duration*
Balance Sheet	Reading	0:28:00
Consolidated Income Statement	Reading	0:28:00
Credit Terms	Reading	0:28:00
Banking and Finance A-B	Reading	0:06:00
Banking and Finance C-E	Reading	0:06:00
Banking and Finance F-L	Reading	0:06:00
Banking and Finance M-R	Reading	0:06:00
Banking and Finance S-Z	Reading	0:06:00
A Loan Modification Program	Reading, Listening	0:30:00
Federal Open Market Committee Report	Reading, Listening	0:29:00
Pharmaceutical Buyout	Reading, Listening	0:27:00
Regulatory Reform Testimony	Reading, Listening	0:25:00
Unemployment Rate Analysis	Reading, Listening	0:27:00
World Markets	Reading, Listening	0:26:00
Certificate of Insurance	Reading	0:28:00
Insurance & Banking	Writing, Speaking, Listening	0:55:00
Promissory Note	Reading	0:27:00
Travel Insurance	Reading	0:28:00

Included in All Levels (B1-C1): Government

Lesson title	*Targeted skills**	*Duration*
Canine Political Action Committee	Reading, Listening	0:24:00
Federal Government Jobs	Reading, Listening	0:23:00
Mayor's Election Victory Speech	Reading, Listening	0:22:00
New York Term Limits	Reading, Listening	0:25:00
Local and Regional Authorities A	Reading	0:06:00
Local and Regional Authorities B	Reading	0:06:00
Local and Regional Authorities C	Reading	0:06:00
Local and Regional Authorities D	Reading	0:06:00
Local and Regional Authorities E	Reading	0:06:00
Local and Regional Authorities F	Reading	0:06:00
Local and Regional Authorities G	Reading	0:06:00
Local and Regional Authorities H	Reading	0:06:00
Local and Regional Authorities I-K	Reading	0:06:00
Local and Regional Authorities L	Reading	0:06:00
Local and Regional Authorities M	Reading	0:06:00
Local and Regional Authorities N	Reading	0:06:00
Local and Regional Authorities O	Reading	0:06:00
Local and Regional Authorities P-Q	Reading	0:06:00
Local and Regional Authorities R	Reading	0:06:00
Local and Regional Authorities S	Reading	0:06:00
Local and Regional Authorities T	Reading	0:06:00
Local and Regional Authorities U-V	Reading	0:06:00
Local and Regional Authorities W-Z	Reading	0:06:00

Included in All Levels (B1-C1): Human Resources

Lesson title	*Targeted skills**	*Duration*
Employee Handbook	Reading	0:28:00
Fair Labor Standards Act	Reading	0:27:00
Job Candidate Evaluation	Reading	0:28:00
Job Offer Letter	Reading	0:28:00

Lesson title	*Targeted skills**	*Duration*
Notice of Dismissal	Reading	0:27:00
Personnel Requisition Form	Reading	0:28:00

Included in All Levels (B1-C1): IT & Telecom

Lesson title	*Targeted skills**	*Duration*
Accessibility Lab	Reading, Listening	0:27:00
Communication Technology: A Look Back	Reading, Listening	0:27:00
Cybersecurity	Reading, Listening	0:28:00
GPS and Broadband: At Odds?	Reading, Listening	0:27:00
Network Venture	Reading, Listening	0:25:00
On the Road to a Smart Society	Reading, Listening	0:28:00
Over-the-Limit Notifications	Reading, Listening	0:27:00
Robotic Helicopters Mimic Flights	Reading, Listening	0:25:00
Social Networks	Reading, Listening	0:28:00
Technical Problems	Writing, Speaking, Listening	0:52:00
Wearable Health Sensors	Reading, Listening	0:25:00
Windows Makeover	Reading, Listening	0:26:00
Wireless Memory Cards	Reading, Listening	0:25:00
IT A-C	Reading	0:06:00
IT D-E	Reading	0:06:00
IT F-L	Reading	0:06:00
IT M-R	Reading	0:06:00
IT S-Z	Reading	0:06:00
Installation Guide	Reading	0:27:00
Server Description	Reading	0:27:00
Thread Safety Issues	Reading	0:27:00

Included in All Levels (B1-C1): Legal

Lesson title	*Targeted skills**	*Duration*
A Long Legal Battle	Reading, Listening	0:24:00
Accusations in California	Reading, Listening	0:23:00
An Alleged Conspiracy	Reading, Listening	0:23:00
Foreclosure Proceedings	Reading, Listening	0:25:00
International Court Conviction	Reading, Listening	0:25:00
Attorney's Letter	Reading	0:27:00
Corporate Bylaws	Reading	0:27:00
General Contract for Services	Reading	0:29:00
Patent Law	Reading	0:27:00

Included in All Levels (B1-C1): Manufacturing and Logistics

Lesson title	*Targeted skills**	*Duration*
Algae: A Fuel Alternative	Reading, Listening	0:24:00
Coal's Journey from Mine to Sea	Reading, Listening	0:24:00
Deliveries, Transportation, and Order Management	Reading, Listening	0:30:00
Documentation and Procedures	Reading, Listening	0:30:00
Inside a Factory	Reading, Listening	0:23:00
Inventory Management	Reading, Listening	0:29:00
London Taxis Made in China	Reading, Listening	0:22:00
Packaging, Transport Planning, and Preparations	Reading, Listening	0:28:00

Lesson title	*Targeted skills**	*Duration*
Performance Measurement	Reading, Listening	0:34:00
Production Basics	Reading, Listening	0:27:00
Purchasing and Procurement	Reading, Listening	0:37:00
Sharing Best Practices	Reading, Listening	0:30:00
The Work of a Material Planner	Reading, Listening	0:31:00
Warehousing and Storage	Reading, Listening	0:30:00

Included in All Levels (B1-C1): Sales and Marketing

Lesson title	*Targeted skills**	*Duration*
Algae: A Fuel Alternative	Reading, Listening	0:24:00
Coal's Journey from Mine to Sea	Reading, Listening	0:24:00
Deliveries, Transportation, and Order Management	Reading, Listening	0:30:00
Documentation and Procedures	Reading, Listening	0:30:00
Inside a Factory	Reading, Listening	0:23:00
Inventory Management	Reading, Listening	0:29:00
London Taxis Made in China	Reading, Listening	0:22:00
Packaging, Transport Planning, and Preparations	Reading, Listening	0:28:00
Performance Measurement	Reading, Listening	0:34:00
Production Basics	Reading, Listening	0:27:00
Purchasing and Procurement	Reading, Listening	0:37:00
Sharing Best Practices	Reading, Listening	0:30:00
The Work of a Material Planner	Reading, Listening	0:31:00
Warehousing and Storage	Reading, Listening	0:30:00

Уровень B2

B2: Business Meetings

Lesson title	*Targeted skills**	*Duration*
Being Polite in Meetings, Part I	Listening, Speaking, Reading	0:30:00
Being Polite in Meetings, Part II	All 4 Skills	0:30:00
Decision-Making Meetings, Part I	Speaking, Reading, Writing	0:30:00
Decision-Making Meetings, Part II	All 4 Skills	0:30:00
Evaluative Meetings, Part I	Speaking, Reading	0:30:00
Evaluative Meetings, Part II	Listening, Speaking, Reading	0:30:00
Managing Meetings, Part I	Listening, Speaking, Reading	0:30:00
Managing Meetings, Part II	Listening, Speaking, Reading	0:30:00
Running Meetings, Part I	Reading, Writing	0:30:00
Running Meetings, Part II	Listening, Reading, Writing	0:30:00
Starting Meetings, Part I	Reading, Writing	0:30:00
Starting Meetings, Part II	Listening, Speaking, Reading	0:30:00
Status-Update Meetings, Part I	All 4 Skills	0:30:00
Status-Update Meetings, Part II	Listening, Speaking, Reading	0:30:00
Strategic Planning Meetings, Part I	Reading, Writing	0:30:00
Strategic Planning Meetings, Part II	Listening, Speaking, Reading	0:30:00
A Project Update	Speaking, Listening	0:30:00
Company Strategy	All 4 Skills	0:55:00
Executive Committee Meeting	Reading	0:26:00
Policies	Speaking, Listening	0:29:00

Lesson title	*Targeted skills**	*Duration*
Site Visit	Speaking, Listening	0:28:00
The Year in Review	Writing, Reading	0:36:00

B2: Career and Employment

Lesson title	*Targeted skills**	*Duration*
First Day on the Job, Part I	Speaking, Reading	0:30:00
First Day on the Job, Part II	Listening, Speaking, Reading	0:30:00
Human Resources, Part I	Speaking, Reading	0:30:00
Human Resources, Part II	Speaking, Reading, Writing	0:30:00
Interview Follow Up, Part I	Reading, Writing	0:30:00
Interview Follow Up, Part II	Reading, Writing	0:30:00
Interview Preparation, Part I	Speaking, Reading	0:30:00
Interview Preparation, Part II	Speaking, Reading	0:30:00
Interview, Part I	Listening, Speaking, Reading	0:30:00
Interview, Part II	Speaking, Reading	0:30:00
Second Interview, Part I	Listening, Reading, Writing	0:30:00
Second Interview, Part II	Speaking, Reading	0:30:00
What to Ask in an Interview, Part I	Listening, Speaking, Reading	0:30:00
What to Ask in an Interview, Part II	All 4 Skills	0:30:00
Work Schedule, Part I	Listening, Reading, Writing	0:30:00
Work Schedule, Part II	Listening, Speaking, Reading	0:30:00

B2: Customer Service

Lesson title	*Targeted skills**	*Duration*
Calming an Angry Customer, Part I	Reading, Writing	0:30:00
Calming an Angry Customer, Part II	Speaking, Reading	0:30:00
Finding the Best Solution, Part I	Speaking, Reading, Writing	0:30:00
Finding the Best Solution, Part II	Speaking, Reading, Writing	0:30:00
Following Up, Part I	Listening, Reading, Writing	0:30:00
Following Up, Part II	Speaking, Reading, Writing	0:30:00
Helping the Customer, Part I	Listening, Speaking, Reading	0:30:00
Helping the Customer, Part II	All 4 Skills	0:30:00
Putting it all Together, Part I	Listening, Speaking, Reading	0:30:00
Putting it all Together, Part II	Reading, Writing	0:30:00
The Right Tone, Part I	Speaking, Reading	0:30:00
The Right Tone, Part II	Speaking, Reading	0:30:00
Transferring the Customer, Part I	Speaking, Reading, Writing	0:30:00
Transferring the Customer, Part II	Speaking, Reading, Writing	0:30:00
Understanding the Problem, Part I	Speaking, Reading	0:30:00
Understanding the Problem, Part II	Speaking, Reading, Writing	0:30:00

B2: Everyday Situations

Lesson title	*Targeted skills**	*Duration*
As American As Apple Pie	Reading	0:07:00
Insurance & Banking (All Skills)	All 4 Skills	0:53:00
Living in America (All Skills)	All 4 Skills	0:58:00
Seeing the USA (All Skills)	All 4 Skills	0:47:00
Seminar Planning (All Skills)	All 4 Skills	0:57:00
The Post Office (All Skills)	All 4 Skills	0:46:00
Insurance & Banking (Grammar)	Speaking, Reading, Listening	0:53:00
Living in America (Grammar)	Speaking, Reading, Listening	0:58:00

Lesson title	*Targeted skills**	*Duration*
Seeing the USA (Grammar)	Speaking, Reading, Listening	0:47:00
Seminar Planning (Grammar)	Speaking, Reading, Listening	0:57:00
The Post Office (Grammar)	Speaking, Reading, Listening	0:46:00
Insurance & Banking (Vocabulary)	Speaking, Reading, Listening	0:53:00
Living in America (Vocabulary)	Speaking, Reading, Listening	0:58:00
Seeing the USA (Vocabulary)	Speaking, Reading, Listening	0:47:00
Seminar Planning (Vocabulary)	Speaking, Reading, Listening	0:57:00
The Post Office (Vocabulary)	Speaking, Reading, Listening	0:46:00
Insurance & Banking (Reading & Writing)	Writing, Reading	0:53:00
Living in America (Reading & Writing)	Writing, Reading	0:58:00
Seeing the USA (Reading & Writing)	Writing, Reading	0:47:00
Seminar Planning (Reading & Writing)	Writing, Reading	0:57:00
The Post Office (Reading & Writing)	Writing, Reading	0:46:00
Insurance & Banking (Speaking & Listening)	Speaking, Listening	0:53:00
Living in America (Speaking & Listening)	Speaking, Listening	0:58:00
Seeing the USA (Speaking & Listening)	Speaking, Listening	0:47:00
Seminar Planning (Speaking & Listening)	Speaking, Listening	0:57:00
The Post Office (Speaking & Listening)	Speaking, Listening	0:46:00

B2: General Business Communication

Lesson title	*Targeted skills**	*Duration*
Analyzing and Evaluating, Part I	All 4 Skills	0:30:00
Analyzing and Evaluating, Part II	All 4 Skills	0:30:00
Cause and Effect, Part I	Listening, Speaking, Reading	0:30:00
Cause and Effect, Part II	Speaking, Reading, Writing	0:30:00
Describing Experiences, Part I	Listening, Speaking, Reading	0:30:00
Describing Experiences, Part II	All 4 Skills	0:30:00
Describing Hopes, Part I	All 4 Skills	0:30:00
Describing Hopes, Part II	Listening, Speaking, Reading	0:30:00
Describing Plans, Part I	Speaking, Reading, Writing	0:30:00
Describing Plans, Part II	Speaking, Reading, Writing	0:30:00
Expressing Emotions, Part I	Listening, Speaking, Reading	0:30:00
Expressing Emotions, Part II	Listening, Speaking, Reading	0:30:00
Expressing Interest, Part I	Speaking, Reading	0:30:00
Expressing Interest, Part II	Speaking, Reading	0:30:00
Starting a Conversation, Part I	Speaking, Reading	0:30:00
Starting a Conversation, Part II	Speaking, Reading	0:30:00
E-mails and Letters, Part I	Speaking, Reading	0:30:00
E-mails and Letters, Part II	Speaking, Reading, Writing	0:30:00
Formatting and Closing Well, Part I	Speaking, Reading, Writing	0:30:00
Formatting and Closing Well, Part II	Speaking, Reading, Writing	0:30:00
Forwarding with Care	Reading, Writing	0:30:00
Online Conversations, Part I	Speaking, Reading, Writing	0:30:00
Online Conversations, Part II	Reading, Writing	0:30:00
Spelling and Word Choice, Part I	All 4 Skills	0:30:00
Spelling and Word Choice, Part II	Reading, Writing	0:30:00
Starting Strong, Part I	Speaking, Reading, Writing	0:30:00
Starting Strong, Part II	Speaking, Reading, Writing	0:30:00
Understanding Attachments	All 4 Skills	0:30:00
Writing Short E-mails, Part I	Listening, Reading, Writing	0:30:00
Writing Short E-mails, Part II	Listening, Reading	0:30:00

Lesson title	*Targeted skills**	*Duration*
An Overdue Payment	All 4 Skills	0:34:00
At the Restaurant	All 4 Skills	0:30:00
Business Negotiations	All 4 Skills	0:27:00
Comparing Products	Writing, Speaking, Listening	0:34:00
Delivery Time	All 4 Skills	0:33:00
History of a Business - Part 1	Writing, Speaking, Listening	0:51:00
History of a Business - Part 2	Writing, Speaking, Listening	0:42:00
Hotel Brochure	Writing, Reading	0:31:00
Questions about Berlin - Part 1	Writing, Speaking, Listening	0:58:00
Questions about Berlin - Part 2	Writing, Speaking, Listening	0:53:00
The Company Stand	Writing, Speaking, Listening	0:41:00
The Order	All 4 Skills	0:31:00
The Resignation	Writing, Reading	0:32:00
The Trade Show	All 4 Skills	0:42:00
A Busy Thursday Morning	All 4 Skills	0:43:00
A Defective Product	All 4 Skills	0:31:00
A Difficult Visitor	All 4 Skills	0:53:00
A Meeting to Reschedule	All 4 Skills	0:28:00
An Order Problem	All 4 Skills	0:38:00
Service Problems	All 4 Skills	0:32:00
The Complaint	Reading	0:24:00
The Response	Writing, Reading	0:31:00

B2: IT and Telecom

Lesson title	*Targeted skills**	*Duration*
Developing Software	All 4 Skills	0:30:00
Information Security	All 4 Skills	0:30:00
Installations	Reading, Writing	0:30:00
Network Problems	Listening, Speaking, Reading	0:30:00

B2: On the Phone

Lesson title	*Targeted skills**	*Duration*
A Voice Mail Greeting, Part I	Speaking, Reading	0:30:00
A Voice Mail Greeting, Part II	Speaking, Reading, Writing	0:30:00
Disagreeing Politely, Part I	Listening, Reading, Writing	0:30:00
Disagreeing Politely, Part II	Speaking, Reading, Writing	0:30:00
Ending a Call, Part I	All 4 Skills	0:30:00
Ending a Call, Part II	All 4 Skills	0:30:00
Getting to the Point, Part I	All 4 Skills	0:30:00
Getting to the Point, Part II	All 4 Skills	0:30:00
Making Sure, Part I	Listening, Speaking, Reading	0:30:00
Making Sure, Part II	All 4 Skills	0:30:00
Returning a Call, Part I	Listening, Speaking, Reading	0:30:00
Returning a Call, Part II	Speaking, Reading, Writing	0:30:00
Using Cell Phones for Work, Part I	Listening, Speaking, Reading	0:30:00
Using Cell Phones for Work, Part II	Speaking, Reading	0:30:00
Webinars, Part I	Speaking, Reading, Writing	0:30:00
Webinars, Part II	Listening, Speaking, Reading	0:30:00

B2: People Management

Lesson title	*Targeted skills**	*Duration*
Analyzing Results, Part I	Reading, Writing	0:30:00
Analyzing Results, Part II	Listening, Speaking, Reading	0:30:00
Assigning Tasks, Part I	Listening, Speaking, Reading	0:30:00
Assigning Tasks, Part II	Listening, Speaking, Reading	0:30:00
Creating a Budget, Part I	All 4 Skills	0:30:00
Creating a Budget, Part II	Listening, Speaking, Reading	0:30:00
Delivering the Project, Part I	Speaking, Reading	0:30:00
Delivering the Project, Part II	Speaking, Reading, Writing	0:30:00
Handling Time Lines, Part I	Reading, Writing	0:30:00
Handling Time Lines, Part II	Listening, Speaking, Reading	0:30:00
Monitoring Projects, Part I	Listening, Speaking, Reading	0:30:00
Monitoring Projects, Part II	Listening, Reading, Writing	0:30:00
Planning Projects, Part I	All 4 Skills	0:30:00
Planning Projects, Part II	Listening, Speaking, Reading	0:30:00
Project Needs, Part I	Reading, Writing	0:30:00
Project Needs, Part II	Listening, Reading, Writing	0:30:00

B2: Reports and Presentations

Lesson title	*Targeted skills**	*Duration*
An Interesting Presentation, Part I	Speaking, Reading, Writing	0:30:00
An Interesting Presentation, Part II	All 4 Skills	0:30:00
Audience and Task, Part I	Listening, Speaking, Reading	0:30:00
Audience and Task, Part II	Listening, Speaking, Reading	0:30:00
Being Interrupted, Part I	Listening, Speaking, Reading	0:30:00
Being Interrupted, Part II	All 4 Skills	0:30:00
Closing a Presentation, Part I	All 4 Skills	0:30:00
Closing a Presentation, Part II	Speaking, Reading	0:30:00
Introducing Your Topic, Part I	Speaking, Reading	0:30:00
Introducing Your Topic, Part II	Speaking, Reading, Writing	0:30:00
Preparing a Presentation, Part I	Speaking, Reading, Writing	0:30:00
Preparing a Presentation, Part II	All 4 Skills	0:30:00
Taking Questions, Part I	Listening, Speaking, Reading	0:30:00
Taking Questions, Part II	Speaking, Reading, Writing	0:30:00
Using Visual Aids, Part I	Speaking, Reading, Writing	0:30:00
Using Visual Aids, Part II	Speaking, Reading	0:30:00
Formatting a Report, Part I	All 4 Skills	0:30:00
Formatting a Report, Part II	Listening, Reading, Writing	0:30:00
Looking at the Language, Part I	Listening, Reading, Writing	0:30:00
Looking at the Language, Part II	All 4 Skills	0:30:00
Organizing a Report, Part I	Reading, Writing	0:30:00
Organizing a Report, Part II	Listening, Reading, Writing	0:30:00
Revising, Part I	Speaking, Reading, Writing	0:30:00
Revising, Part II	Speaking, Reading, Writing	0:30:00
Writing the End, Part I	Speaking, Reading, Writing	0:30:00
Writing the End, Part II	All 4 Skills	0:30:00
Writing the Introduction, Part I	All 4 Skills	0:30:00
Writing the Introduction, Part II	Reading, Writing	0:30:00
Writing the Main Body, Part I	All 4 Skills	0:30:00
Writing the Main Body, Part II	All 4 Skills	0:30:00
Writing the Other Parts, Part I	Listening, Reading, Writing	0:30:00
Writing the Other Parts, Part II	All 4 Skills	0:30:00

Уровень C 1

C1: Business Meetings

Lesson title	*Targeted skills**	*Duration*
Bringing it Together, Part I	All 4 Skills	0:30:00
Bringing It Together, Part II	All 4 Skills	0:30:00
Contributing in Meetings, Part I	Listening, Speaking, Reading	0:30:00
Contributing in Meetings, Part II	Listening, Speaking, Reading	0:30:00
Giving Feedback, Part I	All 4 Skills	0:30:00
Giving Feedback, Part II	Listening, Speaking, Reading	0:30:00
Running Meetings, Part I	Listening, Speaking, Reading	0:30:00
Running Meetings, Part II	All 4 Skills	0:30:00
Taking Notes, Part I	All 4 Skills	0:30:00
Taking Notes, Part II	All 4 Skills	0:30:00
Working through Problems, Part I	All 4 Skills	0:30:00
Working through Problems, Part II	All 4 Skills	0:30:00
A Green Challenge - Part 1	Writing, Speaking, Listening	0:57:00
A Green Challenge - Part 2	Writing, Speaking, Listening	0:48:00
A Recruitment Strategy - Part 1	Writing, Speaking, Listening	0:53:00
A Recruitment Strategy - Part 2	Writing, Speaking, Listening	0:46:00
Customer Service Objectives - Part 1	Writing, Speaking, Listening	0:48:00
Customer Service Objectives - Part 2	Writing, Speaking, Listening	0:38:00
Employee Incentives - Part 1	Writing, Speaking, Listening	0:53:00
Employee Incentives - Part 2	Writing, Speaking, Listening	0:29:00
End-of-Year Summary - Part 1	Writing, Speaking, Listening	0:54:00
End-of-Year Summary - Part 2	Writing, Speaking, Listening	0:45:00
Project Risks - Part 1	Writing, Speaking, Listening	0:56:00
Project Risks - Part 2	Writing, Speaking, Listening	0:47:00
A Salary Negotiation - Part 1	Writing, Speaking, Listening	0:35:00
A Salary Negotiation - Part 2	Writing, Speaking, Listening	0:40:00
An Advertising Strategy - Part 1	Writing, Speaking, Listening	0:51:00
An Advertising Strategy - Part 2	Writing, Speaking, Listening	0:41:00
Technical Explanations - Part 1	Writing, Speaking, Listening	0:54:00
Technical Explanations - Part 2	Writing, Speaking, Listening	0:43:00

C1: Career and Employment

Lesson title	*Targeted skills**	*Duration*
Cover Letters, Part I	Listening, Reading, Writing	0:30:00
Cover Letters, Part II	Listening, Reading, Writing	0:30:00
Interviewing, Part I	Listening, Speaking, Reading	0:30:00
Interviewing, Part II	Speaking, Reading, Writing	0:30:00
Organizational Charts, Part I	All 4 Skills	0:30:00
Organizational Charts, Part II	Listening, Speaking, Reading	0:30:00
Professional Aspirations, Part I	All 4 Skills	0:30:00
Professional Aspirations, Part II	Listening, Speaking, Reading	0:30:00
Résumés, Part I	Listening, Reading, Writing	0:30:00
Résumés, Part II	Listening, Reading, Writing	0:30:00

C1: Customer Service

Lesson title	*Targeted skills**	*Duration*
Describing Products, Part I	Listening, Reading, Writing	0:30:00
Describing Products, Part II	All 4 Skills	0:30:00
Handling a Customer, Part I	Speaking, Reading, Writing	0:30:00

Lesson title	*Targeted skills**	*Duration*
Handling a Customer, Part II	All 4 Skills	0:30:00
Identifying Customer Needs, Part I	Listening, Reading, Writing	0:30:00
Identifying Customer Needs, Part II	All 4 Skills	0:30:00
Responding to a Complaint, Part I	Listening, Speaking, Reading	0:30:00
Responding to a Complaint, Part II	All 4 Skills	0:30:00
Writing to Customers, Part I	Listening, Reading, Writing	0:30:00
Writing to Customers, Part II	All 4 Skills	0:30:00

C1: General Business Communication

Lesson title	*Targeted skills**	*Duration*
Building Relationships, Part I	Listening, Speaking, Reading	0:30:00
Building Relationships, Part II	All 4 Skills	0:30:00
Communication Styles, Part I	All 4 Skills	0:30:00
Communication Styles, Part II	Listening, Reading, Writing	0:30:00
Negotiating, Part I	Speaking, Reading, Writing	0:30:00
Negotiating, Part II	All 4 Skills	0:30:00
Persuading Others, Part I	All 4 Skills	0:30:00
Persuading Others, Part II	All 4 Skills	0:30:00
Summarizing, Part I	All 4 Skills	0:30:00
Summarizing, Part II	Listening, Speaking, Reading	0:30:00
Teamwork, Part I	Listening, Speaking, Reading	0:30:00
Teamwork, Part II	All 4 Skills	0:30:00
Making Announcements, Part I	Listening, Reading, Writing	0:30:00
Making Announcements, Part II	Reading, Writing	0:30:00
Netiquette, Part I	Reading, Writing	0:30:00
Netiquette, Part II	Listening, Speaking, Reading	0:30:00
Organizing Your Message, Part I	Listening, Reading, Writing	0:30:00
Organizing Your Message, Part II	Speaking, Reading	0:30:00
Typical Letters, Part I	Listening, Reading, Writing	0:30:00
Typical Letters, Part II	Listening, Reading, Writing	0:30:00
When Not to E-mail, Part I	Reading, Writing	0:30:00
When Not to E-mail, Part II	Listening, Reading, Writing	0:30:00
A Disagreement - Part 1	Writing, Speaking, Listening	0:44:00
A Disagreement - Part 2	Writing, Speaking, Listening	0:32:00
An Unexpected Change	All 4 Skills	0:47:00
Between Meetings	All 4 Skills	0:54:00
Client Negotiations	Speaking, Listening	0:30:00
Department Restructure	Speaking, Listening	0:28:00
Legal Advice	Speaking, Listening	0:36:00
Product Analysis	Speaking, Listening	0:31:00
The Decision	Speaking, Listening	0:28:00
The Economy	Speaking, Listening	0:39:00
The Press Article	Reading	0:24:00
The Project	Speaking, Listening	0:35:00
A Convincing Argument - Part 1	Writing, Speaking, Listening	0:45:00
A Convincing Argument - Part 2	Writing, Speaking, Listening	0:27:00
A New Scanner	All 4 Skills	0:38:00
Artistic Differences - Part 1	Writing, Speaking, Listening	0:34:00
Artistic Differences - Part 2	Writing, Speaking, Listening	0:56:00
Colleagues from Abroad	All 4 Skills	0:45:00
Information Security	All 4 Skills	0:31:00

Lesson title	*Targeted skills**	*Duration*
Sales Training Analysis - Part 1	Writing, Speaking, Listening	0:52:00
Sales Training Analysis - Part 2	Writing, Speaking, Listening	0:35:00
Sales Training Negotiation - Part 1	Writing, Speaking, Listening	0:51:00
Sales Training Negotiation - Part 2	Writing, Speaking, Listening	0:41:00
Technical Assistance	All 4 Skills	0:37:00

C1: IT and Telecom

Lesson title	*Targeted skills**	*Duration*
Managing Data	All 4 Skills	0:30:00
The Software Life Cycle	All 4 Skills	0:30:00
Dealing with an Angry Customer	Listening, Reading, Writing	0:30:00
Reporting	Reading, Writing	0:30:00

C1: People Management

Lesson title	*Targeted skills**	*Duration*
Budgeting, Part I	Listening, Speaking, Reading	0:30:00
Budgeting, Part II	All 4 Skills	0:30:00
Building collaborative teams, Part I	All 4 Skills	0:30:00
Building collaborative teams, Part II	Listening, Reading, Writing	0:30:00
Meetings and Reports, Part I	All 4 Skills	0:30:00
Meetings and Reports, Part II	Speaking, Reading, Writing	0:30:00
Project Management, Part I	Listening, Speaking, Reading	0:30:00
Project Management, Part II	Listening, Speaking, Reading	0:30:00
Setting Clear Objectives, Part I	Reading, Writing	0:30:00
Setting Clear Objectives, Part II	Listening, Reading, Writing	0:30:00
Strategic Planning, Part I	Speaking, Reading, Writing	0:30:00
Strategic Planning, Part II	Listening, Speaking, Reading	0:30:00

C1: Reading Skills

Lesson title	*Targeted skills**	*Duration*
A Cross-Cultural Merger	Speaking, Reading, Writing	0:30:00
A Dream Pricing Model	Speaking, Reading, Writing	0:30:00
A Healthy Dilemma	Speaking, Reading, Writing	0:30:00
A Self-Made Man	Speaking, Reading, Writing	0:30:00
Advertising Among Friends	Speaking, Reading, Writing	0:30:00
An Invitation to Advancement	Speaking, Reading, Writing	0:30:00
Announcing Success	Speaking, Reading, Writing	0:30:00
Brand: An Immeasurable Asset	All 4 Skills	0:30:00
Business Financing Options	Speaking, Reading, Writing	0:30:00
Deciding How to Grow	Speaking, Reading, Writing	0:30:00
Give Parents a Break	Speaking, Reading, Writing	0:30:00
Global Challenges	Speaking, Reading, Writing	0:30:00
Green Sales	All 4 Skills	0:30:00
Helping Seniors Stay Active	Speaking, Reading, Writing	0:30:00
Improving Coworker Communication	All 4 Skills	0:30:00
Information Security Policy	Speaking, Reading, Writing	0:30:00
Is Being Great a Good Idea?	Speaking, Reading, Writing	0:30:00

Lesson title	*Targeted skills**	*Duration*
Letter to Shareholders	Speaking, Reading, Writing	0:30:00
New Frontiers in Customer Service	Speaking, Reading, Writing	0:30:00
Non-Compete Agreement	Speaking, Reading, Writing	0:30:00
Official Vacation Policy	Speaking, Reading, Writing	0:30:00
Powerful Mentors	Speaking, Reading, Writing	0:30:00
Project Estimation	Speaking, Reading, Writing	0:30:00
Reading in the Corner Office	Speaking, Reading, Writing	0:30:00
Reflecting on a Project	Speaking, Reading, Writing	0:30:00
Report to Investors	Speaking, Reading, Writing	0:30:00
Responding to a Security Breach	Speaking, Reading, Writing	0:30:00
Responding to an Environmental Concern	All 4 Skills	0:30:00
Road Construction Woes	Speaking, Reading, Writing	0:30:00
Selling Your Service	Speaking, Reading, Writing	0:30:00
Skills for Every Job	Speaking, Reading, Writing	0:30:00
Small Orders, Big Business?	Speaking, Reading, Writing	0:30:00
Staying Relevant	Speaking, Reading, Writing	0:30:00
Struggling to Sell	Speaking, Reading, Writing	0:30:00
Success without University	Speaking, Reading, Writing	0:30:00
Successful Failures	Speaking, Reading, Writing	0:30:00
The Cost of Collaboration	Speaking, Reading, Writing	0:30:00
The End of Performance Reviews	Speaking, Reading, Writing	0:30:00
The End of the Month Crunch	Speaking, Reading, Writing	0:30:00
The Mighty Headhunter	Speaking, Reading, Writing	0:30:00
The Oversold Open Office	Speaking, Reading, Writing	0:30:00
Tracking Money on Tour	Speaking, Reading, Writing	0:30:00
Translating Dollars and Cents	Speaking, Reading, Writing	0:30:00
Understanding a User Guide	All 4 Skills	0:30:00
Understanding Workers' Compensation	All 4 Skills	0:30:00
Voting on Trade	Speaking, Reading, Writing	0:30:00
Who Has What It Takes?	Speaking, Reading, Writing	0:30:00
Work Hard, Sleep Hard	Speaking, Reading, Writing	0:30:00
Working Abroad	Speaking, Reading, Writing	0:30:00
Working Across Teams	Speaking, Reading, Writing	0:30:00

C1: Reports and Presentations

Lesson title	*Targeted skills**	*Duration*
Coordinating and Collaborating, Part I	All 4 Skills	0:30:00
Coordinating and Collaborating, Part II	Speaking, Reading	0:30:00
Expert Presenters, Part I	Listening, Speaking, Reading	0:30:00
Expert Presenters, Part II	All 4 Skills	0:30:00
Knowing your Audience, Part I	Speaking, Reading, Writing	0:30:00
Knowing your Audience, Part II	Speaking, Reading, Writing	0:30:00
Looking the Part, Part I	Speaking, Reading, Writing	0:30:00
Looking the Part, Part II	All 4 Skills	0:30:00
Reframing Problems, Part I	All 4 Skills	0:30:00
Reframing Problems, Part II	Speaking, Reading, Writing	0:30:00
Securing Funding, Part I	Speaking, Reading	0:30:00
Securing Funding, Part II	Speaking, Reading	0:30:00
Evaluating Reports, Part I	All 4 Skills	0:30:00
Evaluating Reports, Part II	All 4 Skills	0:30:00
Presenting a Report, Part I	Listening, Speaking, Reading	0:30:00

Lesson title	*Targeted skills**	*Duration*
Presenting a Report, Part II	Reading, Writing	0:30:00
Proposals, Part I	All 4 Skills	0:30:00
Proposals, Part II	Speaking, Reading, Writing	0:30:00
Recommendation Reports, Part I	All 4 Skills	0:30:00
Recommendation Reports, Part II	All 4 Skills	0:30:00
Status Update, Part I	All 4 Skills	0:30:00
Status Update, Part II	All 4 Skills	0:30:00

C1: Travel and Hospitality

Lesson title	*Targeted skills**	*Duration*
Adapting to Local Culture, Part I	Listening, Speaking, Reading	0:30:00
Adapting to Local Culture, Part II	All 4 Skills	0:30:00
Arranging Hotels for Events, Part I	All 4 Skills	0:30:00
Arranging Hotels for Events, Part II	All 4 Skills	0:30:00
Cross Cultural Communication, Part I	Speaking, Reading, Writing	0:30:00
Cross Cultural Communication, Part II	Listening, Speaking, Reading	0:30:00
Dealing with the Unexpected, Part I	Listening, Reading, Writing	0:30:00
Dealing with the Unexpected, Part II	All 4 Skills	0:30:00
Managing a Large Event, Part I	Speaking, Reading	0:30:00
Managing a Large Event, Part II	Speaking, Reading	0:30:00

*Note: “All 4 Skills” refers to Speaking, Listening, Reading and Writing.

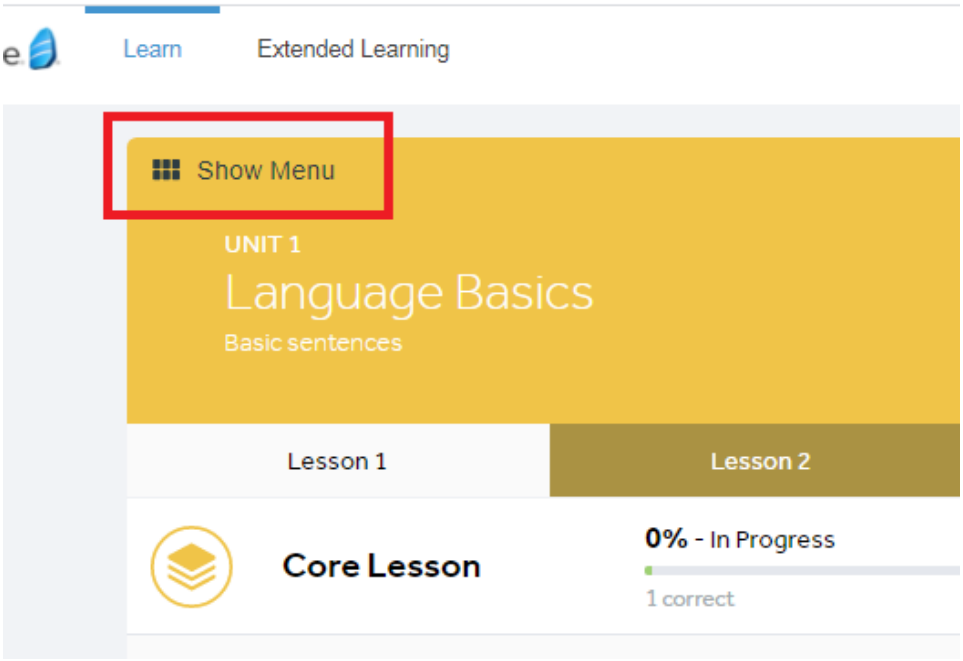
Памятка: как переходить по темам

Для уровней A1 и A2

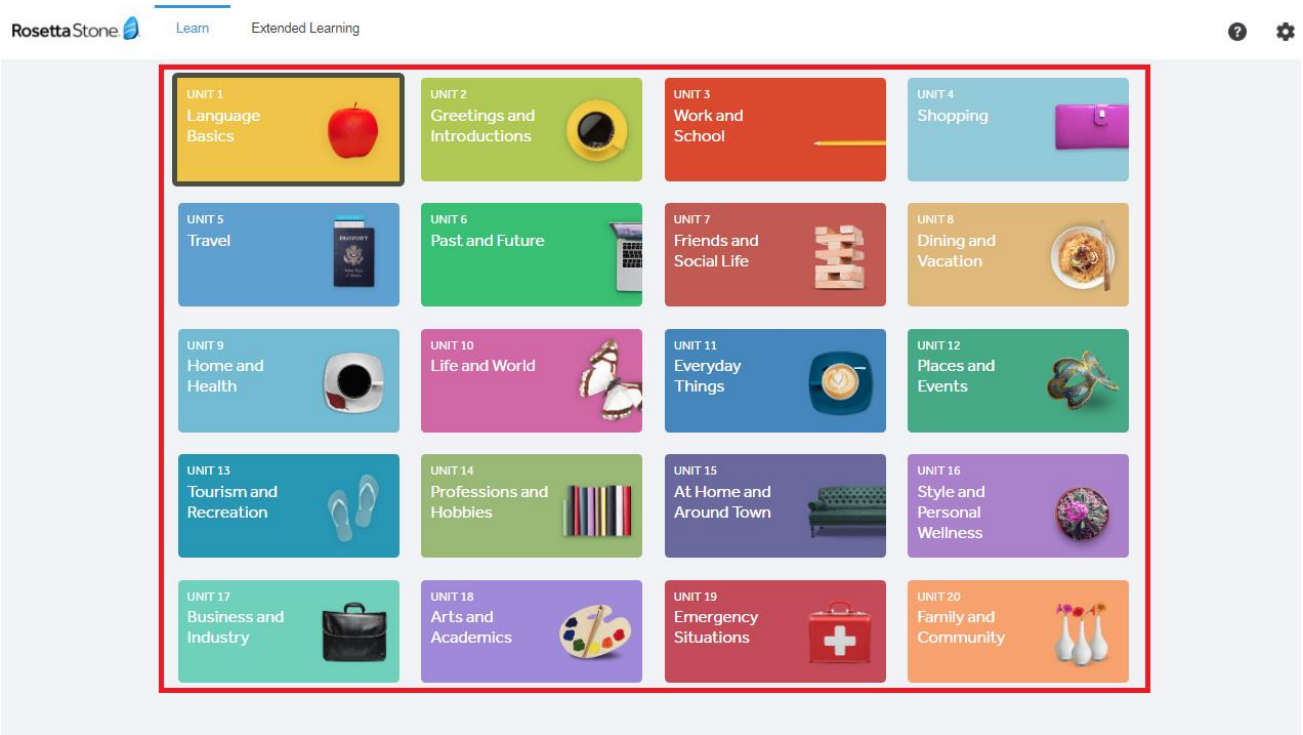
На компьютере:

Выбор юнита:

1. Нажмите на надпись «Показать меню»:



2. Выберите в открывшемся окне нужный юнит:

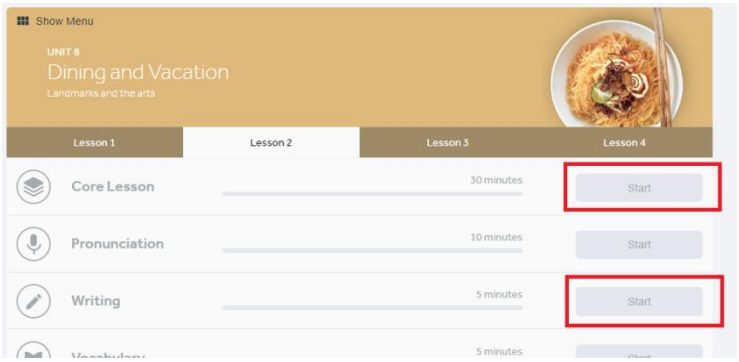


Выбор урока:

Кликните по нужному уроку юнита:

Выбор нужного набора упражнений:

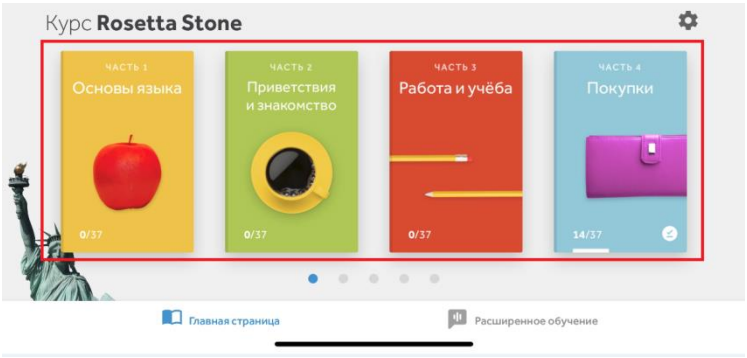
Выберите нужный Вам урок в открывшемся юните:



На мобильном устройстве:

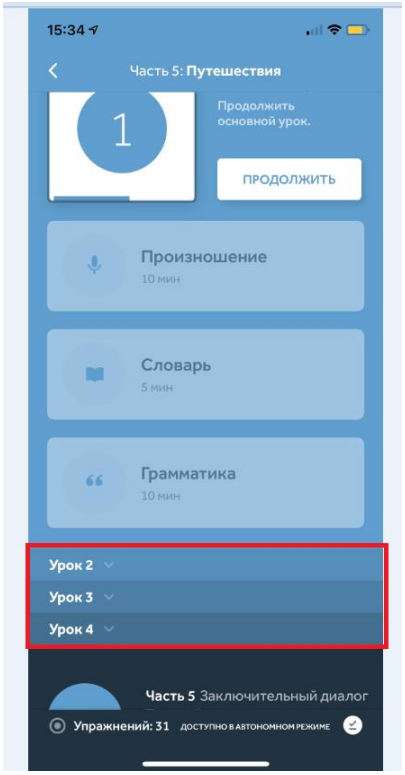
Выбор юнита:

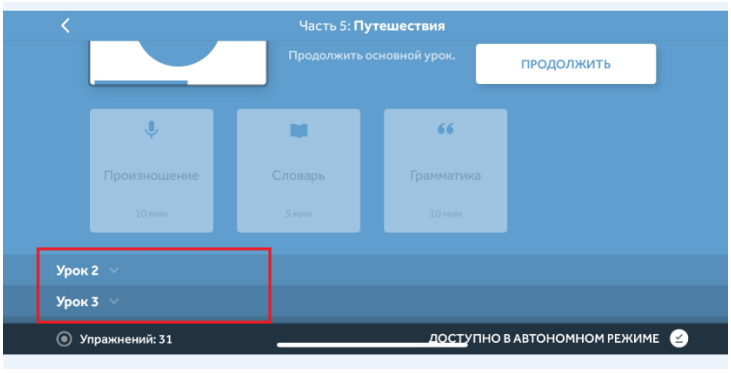
1. Перейдите на основную страницу приложения
2. Выберите в открывшемся окне нужный юнит:



Выбор урока:

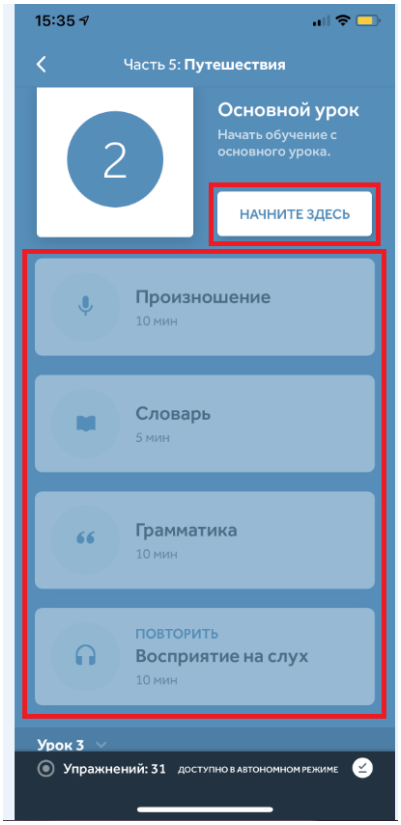
Кликните по нужному уроку юнита:

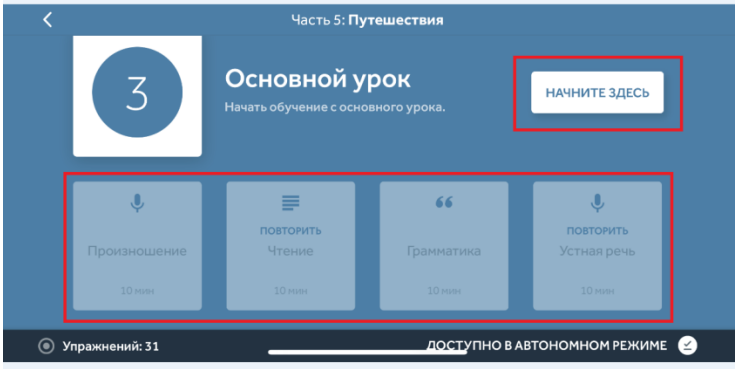




Выбор нужного набора упражнений

Выберите нужный Вам урок в открывшемся уроке:



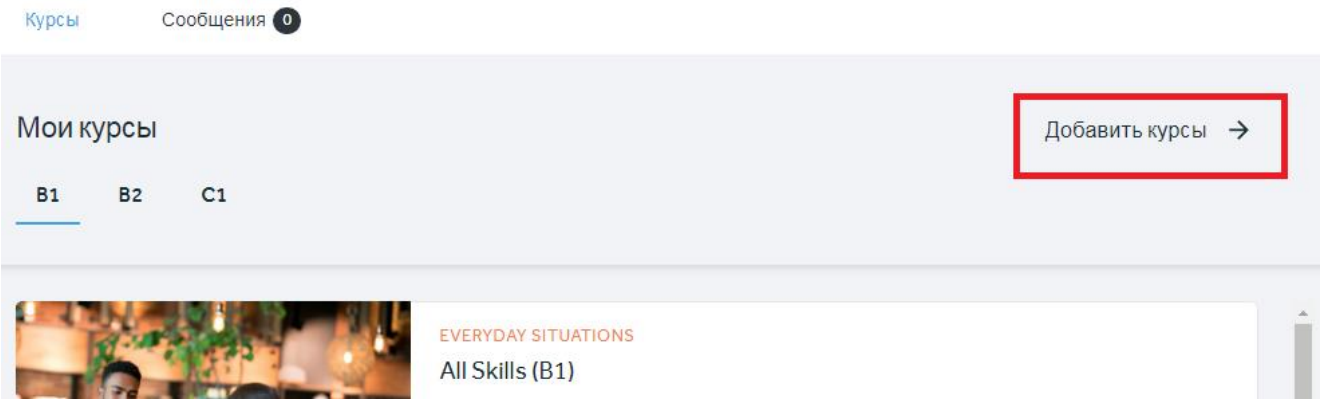


Для уровней B1, B2 и C1

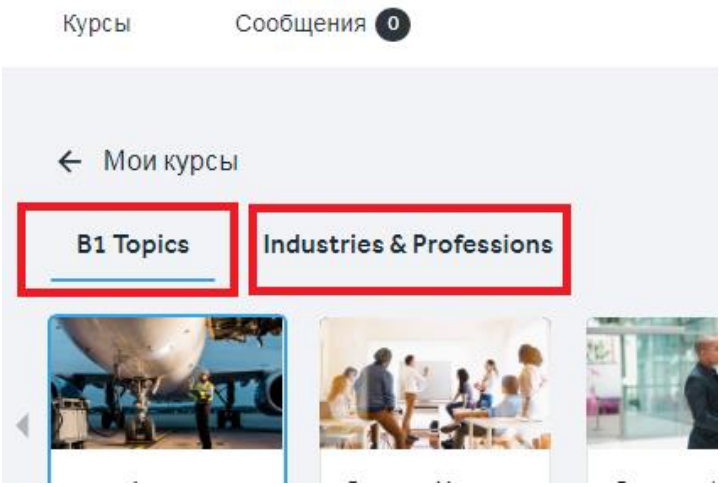
На компьютере:

Назначение материалов для изучения

1. Переход в режим добавления курсов:

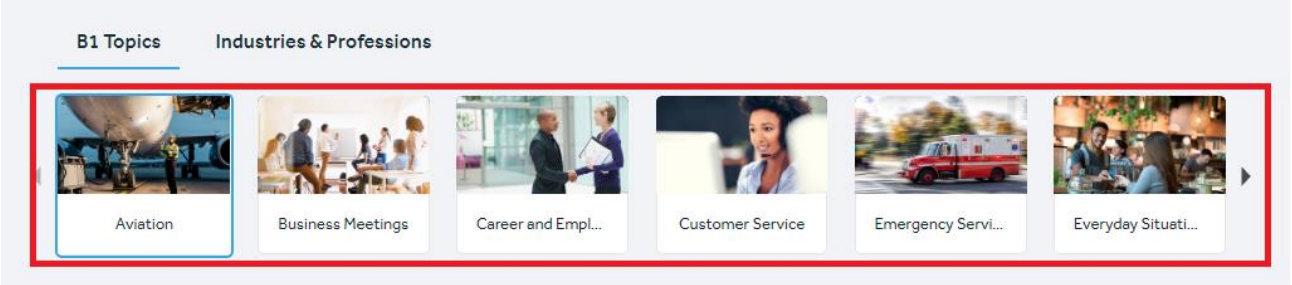


2. Выбор библиотеки

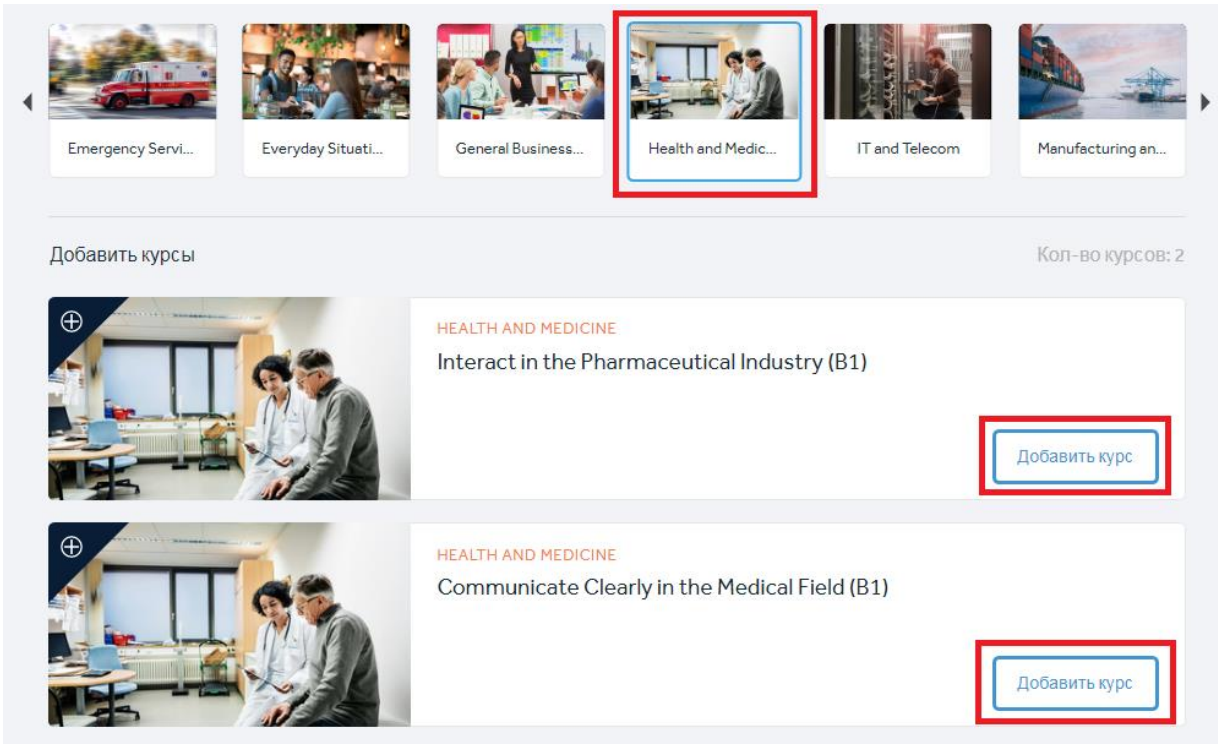


ВАЖНО! Если, начиная с уровня B1, если в теме курса (второй уровень в списке, например, 1.1. или 2.2.) не указан уровень, то этот курс находится в библиотеке «Индустрии и профессии»

3. Выбор раздела

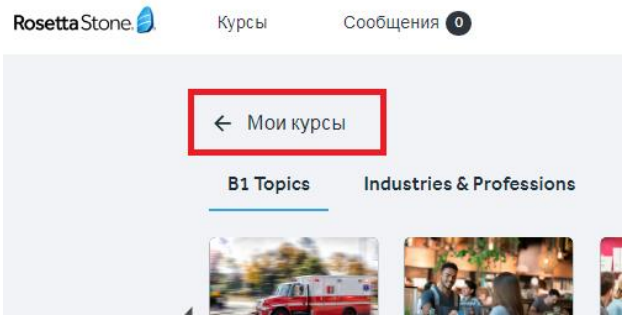


4. Добавление курса

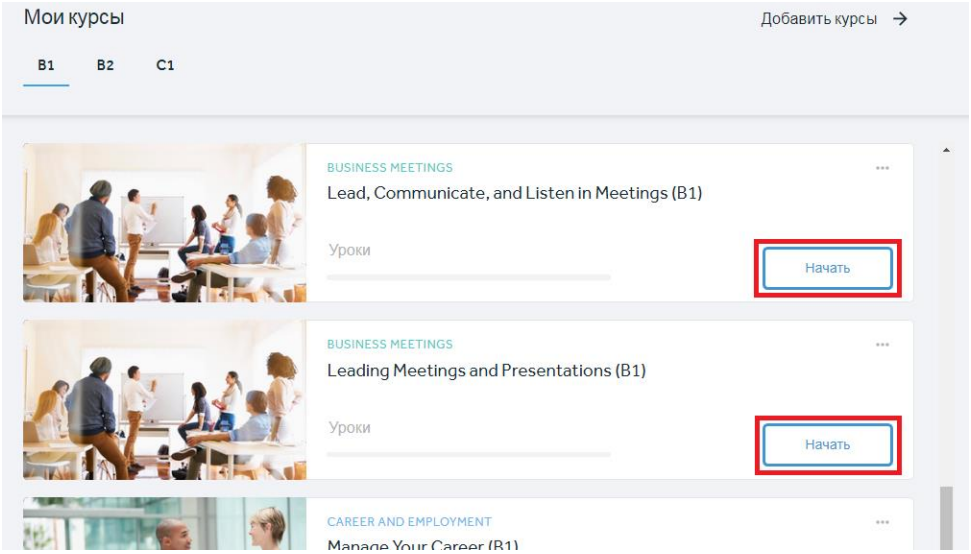


Обучение

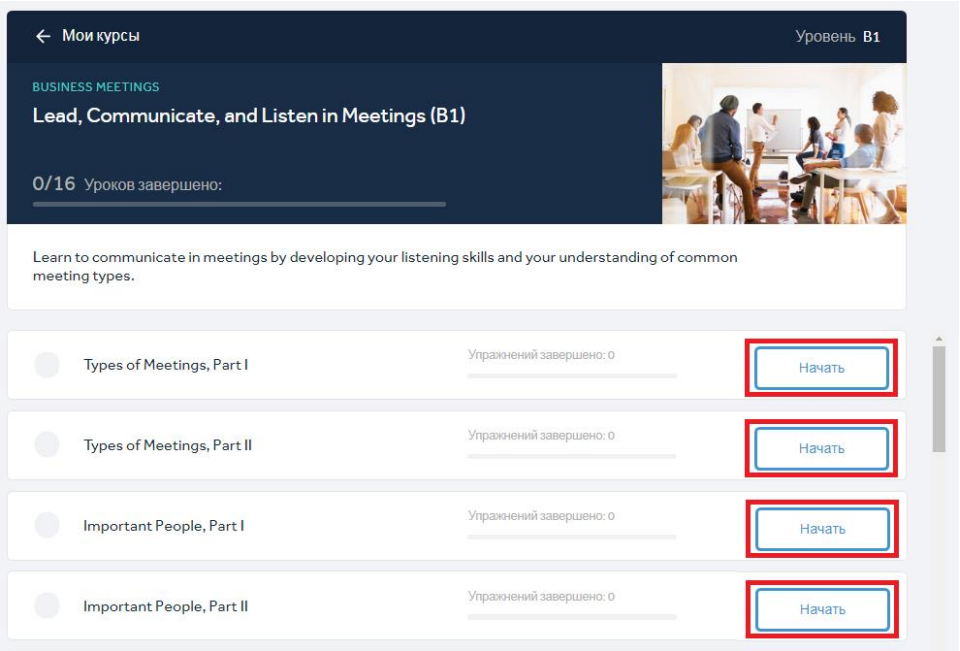
1. Переход в режим обучения



2. Переход к изучению курса



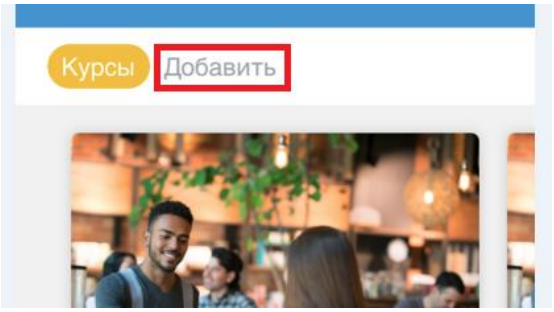
3. Переход к изучению урока

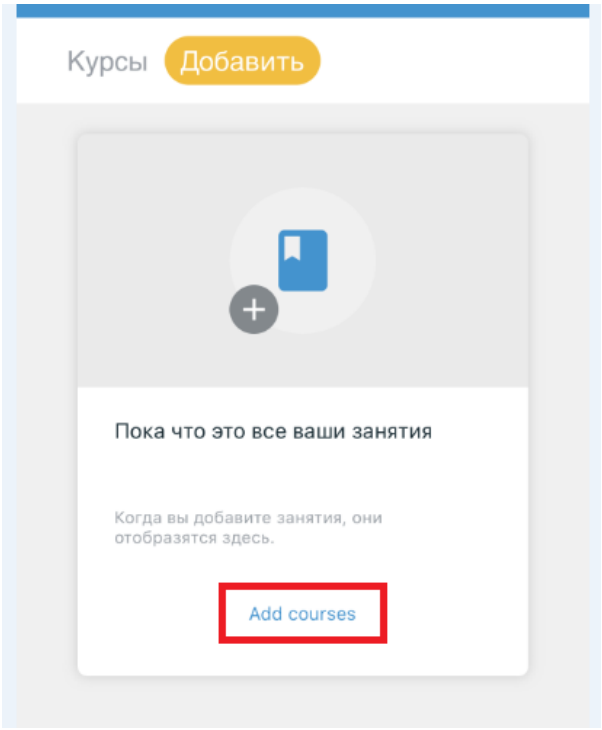


На мобильном устройстве:

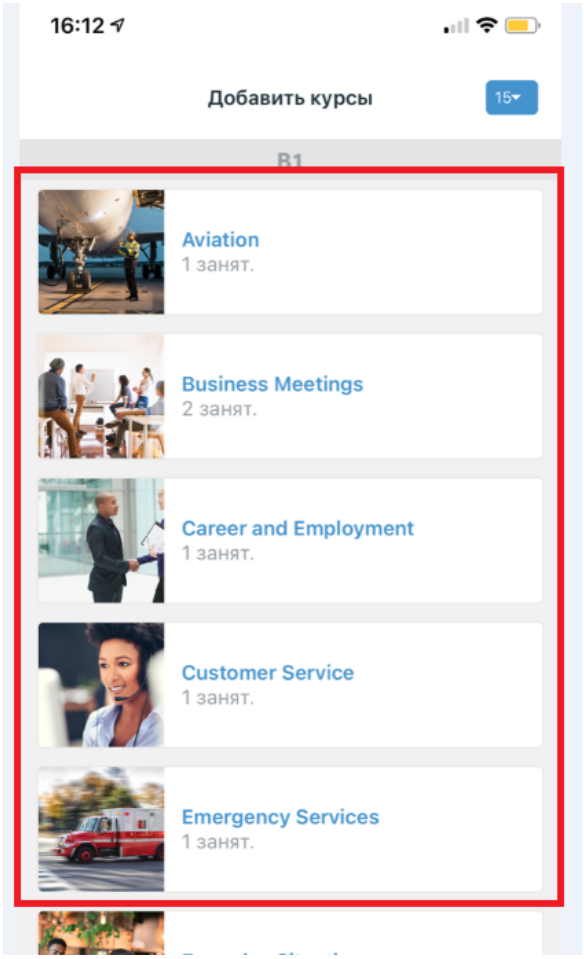
Назначение материалов для изучения

1. Переход в режим добавления курсов

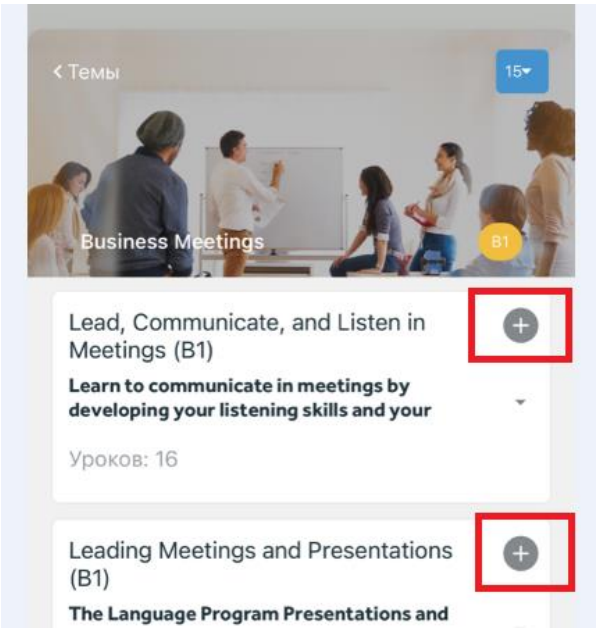




2. Выбор раздела

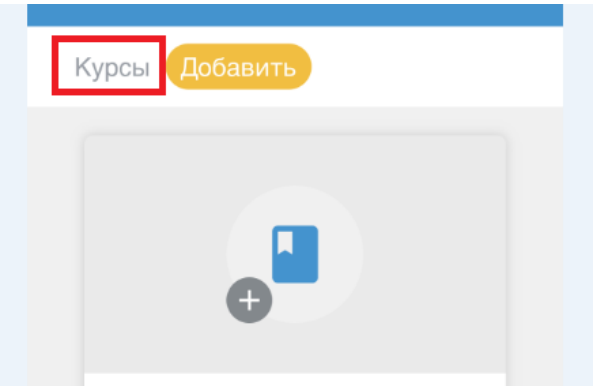


3. Выбор курса

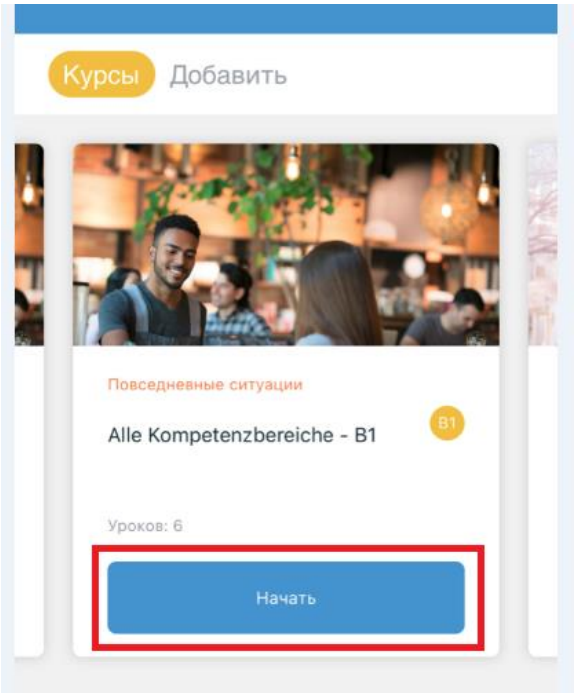


Обучение

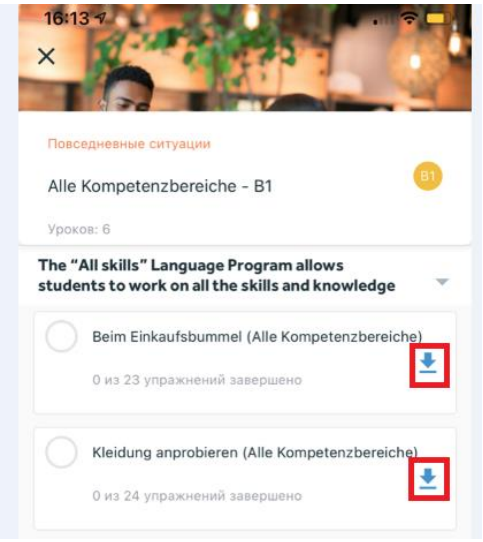
1. Переход в режим обучения

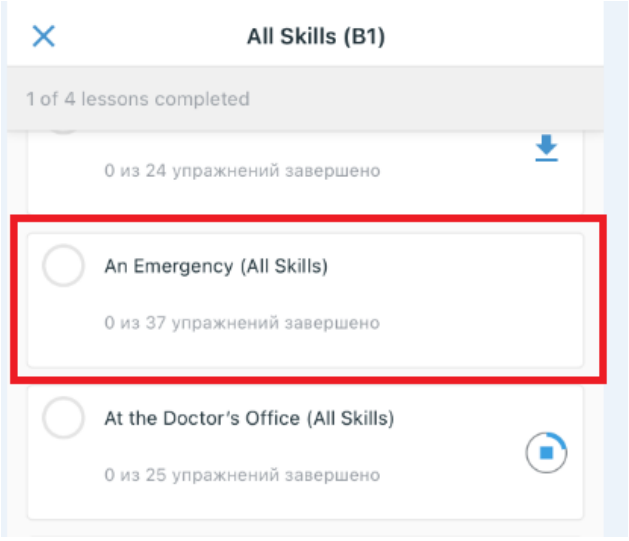


2. Переход к изучению курса



3. Переход к изучению урока





Технические требования для работы на платфоре Rosetta Stone® Catalyst®

Система обучения Rosetta Stone® Catalyst® состоит из двух платформ Rosetta Stone® Foundation® и Rosetta Stone® Fluency Builder® (подробно можно посмотреть в данном видео по ссылке: https://youtu.be/0F92C_tqqSA).

Каждая из платформ позволяет работать на компьютерах, ноутбуках, планшетах и смартфонах, соответствующих следующим минимальным требованиям:

Каждая из платформ позволяет работать на компьютерах, ноутбуках, планшетах и смартфонах, соответствующих следующим минимальным требованиям:

- Операционная система:
  - Windows 7 и старше
  - Mac OS X 10.9 и старше
  - ChromOS последняя (поддерживается только для Foundation)
- Требования к оборудованию:
  - Windows:
    - Частота не ниже 2,33ГГц для совместимых с x86-процессороами
    - Частота не ниже 1,6ГГц для ноутбуков на процессорах Intel® Atom™
  - Аудио гарнитура (наушники + микрофон)
- Поддерживаемые браузеры:
  - Google Chrome – текущая и три предыдущих версии
  - Firefox – текущая и три предыдущих версии
  - Safari 12
  - Edge Chromium – текущая версия
- Мобильные платформы:
  - iOS 11 или старше
  - Android 6 или старше
- Прочие требования:
  - JavaScript должно быть включено
  - Аудио гарнитура (наушники + микрофон)
  - Ширина канала – не менее 350kbps (можно протестировать здесь: https://lounch.rosettastone.com/speedtest/)
  - Задержка – не более 300ms (можно протестировать здесь: https://lounch.rosettastone.com/speedtest/)

Инструкция для выгрузки отчетов преподавателем

Чтобы просмотреть работу студентов, Вам необходимо (рисунок 1, 2):

Зайти в программу розетта в раздел "Admnistrator tools"

далее слева раздел "Reports"

Вкладка "Leaner Growth"

Справа в углу нажать на группы, выбрать группы (поставить галочку), которым Вы хотите просмотреть отчет, нажать "Filter"

Нажать "Export Report"

В меню слева выбрать "Manage Reports"

У Вас скачается файл с отчетом по работе студентов

Открыть скачанный файл

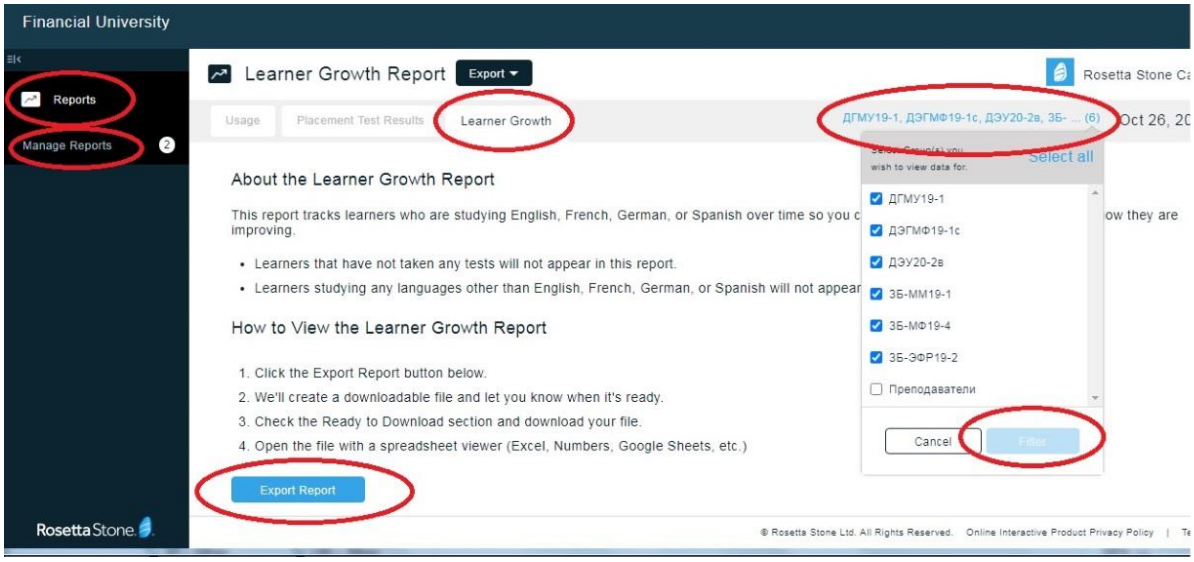


Рисунок 1

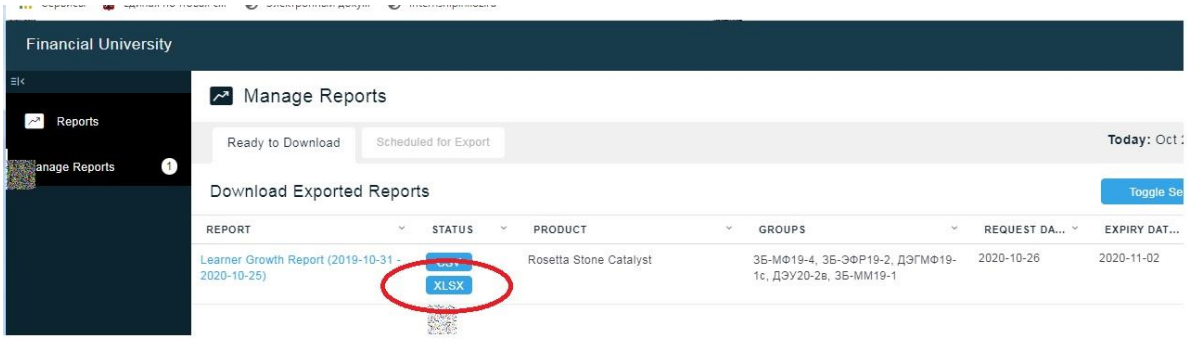


Рисунок 2

Для того чтобы выбрать нужную группу/группы в таблице (рисунок 3):

Нажать на цифру 1 слева (должна быть выбрана вся строка)

В меню сверху справа на вкладке < "Главная" нажать <"Сортировка и фильтр"

В выпадающем меню выбрать < "Фильтр"

У Вас должен добавиться фильтр по всей первой строке

В нужной строке, нажав на фильтр, Вы можете отобрать нужные Вам поля.

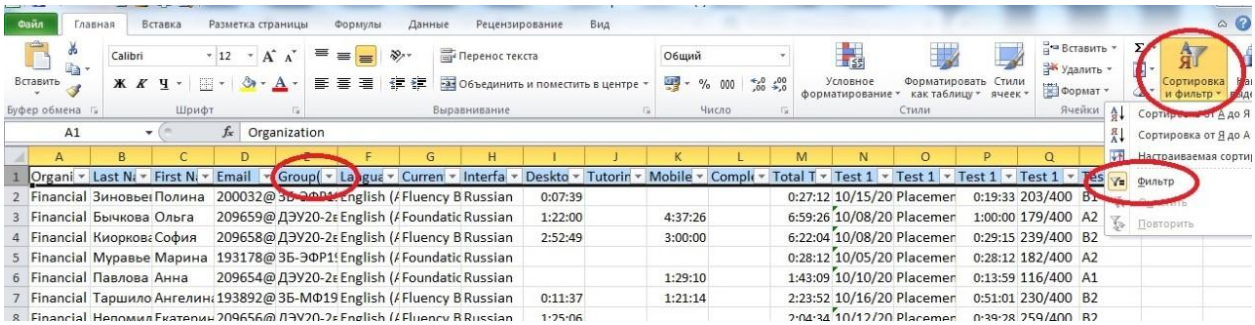


Рисунок 3

Инструкция для входа в Rosetta Stone® Catalyst® для студентов в Личном кабинете org.fa.ru

Для входа в личный кабинет обучающегося необходимо перейти по адресу: https://org.fa.ru/

-На странице входа введите данные учетной записи: логин (без @edu.fa.ru) и пароль. Далее нажимаете кнопку «Войти»:

- В личном кабинете в меню с левой стороны нажимаете на «LMS Rosetta Stone».

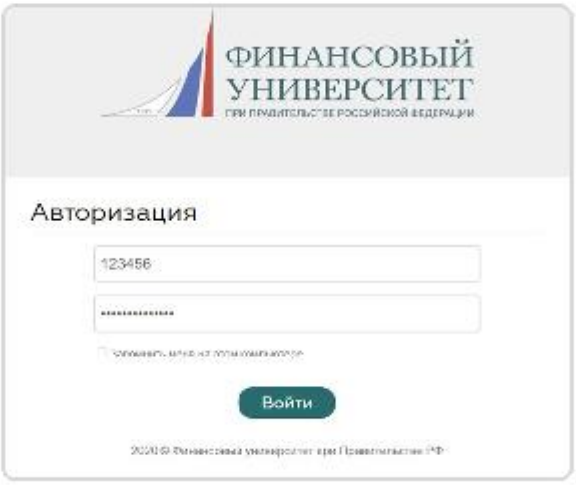
-В открывшемся окне введите данные учетной записи: адрес электронной почты и пароль от корпоративной почты и нажмите на кнопку «Вход»

-Далее вы попадаете на свою страницу на сайте Rosetta Stone Catalyst.

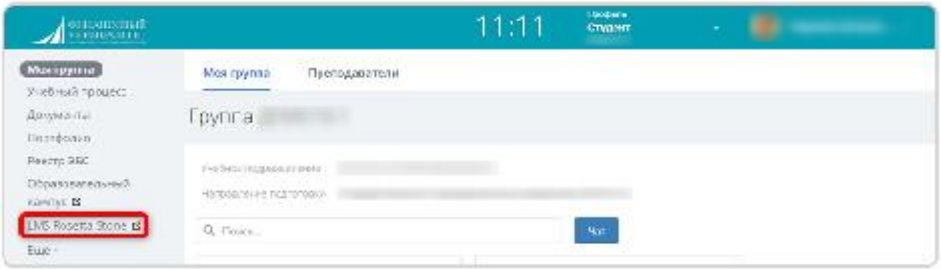
Rosetta Stone
в Личном кабинете org.fa.ru

Для входа в личный кабинет обучающегося необходимо перейти по адресу: https://org.fa.ru/

На странице входа введите данные учетной записи: логин (без @edu.fa.ru) и пароль. Далее нажимаете кнопку «Войти»:



В личном кабинете в меню с левой стороны нажимаете на «LMS Rosetta Stone».



В открывшимся окне введите данные учетной записи: адрес электронной почты и пароль от корпоративной почты и нажмите на кнопку «Вход».

Краткие инструкции для студентов в электронном виде по работе с платформой находятся на сайте Департамента английского языка и профессиональной комуникации в разделе > Институт онлайн - образования по ссылке: http://www.fa.ru/org/dep/dapk/Pages/ioo.aspx

Видео материалы для ознакомления с Rosetta Stone® Catalyst®

1 Общий обзор Rosetta Stone® Catalyst® https://youtu.be/EEgAYTrd_TE

2 Первый вход в систему https://youtu.be/OteSadDmFic

3 Обзор видов отчетов https://youtu.be/85zNgp1oaFs

4 Функционал окна с отчетами https://youtu.be/uR08HIW6W2A

5 Формирование нужного отчета https://youtu.be/Xav6hrj72rU

6 Выгрузка отчета https://youtu.be/DpiH8qe55fo

7 Работа с выгруженным отчетом https://youtu.be/L3rvCTRLJ88