



CIEE in St. Petersburg, Russia

Course name: Contemporary Business Russian
Course number: RUSI 3101 RLPR
Offering course: Russian Language Program
Language of instruction: Russian
U.S. semester credits: 3
Contact hours: 45 U.S. 50-minute contact hours / 52 Russian 45-minute contact hours
Term: Spring 2019

Course Description

This course presents the materials for learning Russian by introducing students to the vocabulary and structural elements required for business. The course gives students the linguistic tools for performing typical business transactions in actual business contexts.

Learning Objectives

The course will train skills of Russian business written and listening comprehension. By the end of this course students will be able to write Russian business correspondence, communicate in common business situations, utilize business vocabulary, understand different business talks.

Course Prerequisites

The course is aimed at students who possess a basic foundation in Russian (not less than intermediate level) and are interested in mastering the Russian language.

Methods of Instruction

Each of the lessons contains practical, business-oriented dialogues with related exercises to develop speaking and listening proficiency and authentic commercial documents (visa questionnaires, customs declaration forms, tax declaration forms) and operations (how to open a bank account, conducting commercial correspondence, etc.).

Assessment and Final Grade

Students will be assessed according to the following criteria:

Class participation	20%
Homework	20%
Quizzes	30% (10% for each)
Final exam and midterm	30%
TOTAL:	100%

Course requirements

Class participation

Students are expected to participate actively and intelligently in the classroom, to come to class having done all home assignments.



Homework includes written assignments, such as writing your CV in Russian or filling in the customs form. Homework is an important part of learning, and doing home assignments is mandatory. The quality of your homework and your active participation in the classroom will have a large impact on your final grade.

There will be three vocabulary quizzes throughout the semester, in the oral form. The students will be asked to talk to the instructor on a certain topic among those covered in class, using the words and the phrases, studied during the weeks preceding the date of the quiz.

Both the midterm and final exams will be a combination of written tasks and a short 15-minute dialogue with the instructor on one of the topics studied in this course.

Class Attendance

Attendance is crucial for successful completion of the class. Students are allowed to have two unexcused absences for each course for the whole semester program. These allowed unexcused absences should be used for situations such as minor illnesses without a doctor's note or personal situations that prevent the student from attending the class. Allowed unexcused absences should not be used in a planned way for travel or other activities. Unexcused absences beyond the limit of two will lower a student's grade by 2 points on the 100-point scale each. For example, if your overall score in the class is 90 (an equivalent of A-) and you have had three unexcused absences, your final score will be 88 (B+).

Weekly Schedule

Week 1.

Lesson 1. Topic: Welcome!

Arriving (by plane, by train). How to fill out a visa form and a customs declaration form.

How to introduce oneself and make the acquaintance of others. Taking a taxi (how to order, how to pay) How to set up a meeting/appointment. In the hotel. Business call.

Home assignment: fill the blank of custom declaration.

Lesson 2. Interview (How to talk about your job and ask others about their work. Job interviews. How to write CV in Russian.

Home assignment: 1) write your CV

2. Vocabulary (Business Russian, p.36)

Week 2.

Lesson 1. Joint venture companies. Foreign companies and investments in St. Petersburg and the Leningrad Oblast'.

Reading: Foreign Investment Law.

Lesson 2. Searching for and attracting investors.

Reading: *Business Russian*, p. 33

❖ **Oral quiz#1 (vocabulary)**

Week 3.

Lesson 1. Prices. Terms of delivery and payments. Payment documents.



Reading: *Business Russian*, 54-59

Lesson 2. Orders. Bulk orders

Reading: *Business Russian*, 60-64

Home assignment: Prepare for the test (Business Russian, lessons 2 and 4: vocabulary)

Week 4.

Lesson 1. Insurance in Russia (car, life, property, medical insurance)

Reading: *Business Russian*, pp. 66-72

Lesson 2. How to fill out the necessary insurance documents.

Home assignment: fill in the insurance form

Week 5.

Lesson 1. Business talks. Dialogues on proposed topics.

Reading: *Contemporary Business Russian*, pp. 3-18

Lesson 2. Business talks

Home assignment: watch Video#3 in *Business Russian*, get ready to discuss it in class

Week 6.

Lesson 1. Banking operations (how to exchange money; deposits, mortgages, and personal loans)

Reading: *Business Russian*, pp. 78-82.

Lesson 2. How to open a bank account (in rubles or foreign currency)

Reading: *Business Russian*, pp. 83-86.

Home assignment: vocabulary (pp. 93-95)

Week 7.

Lesson 1. Stock exchange. St. Petersburg currency exchange (SPCEX). Exchange rates.

Reading: *Business Russian*, pp. 96-101

Lesson 2.

❖ **Midterm test**

Week 8.

Lesson 1. Financial markets. Stock trading

Reading: *Contemporary Business Russian*, pp. 19-29.

Lesson 2. Commercial correspondence (requests, notices, invitations, claim, how to answer an invitation, note of thanks etc.). Special commercial abbreviations.

Home assignment: translate a business letter into Russian

Week 9.



Lesson 1. Commercial correspondence (continued)

❖ **Oral quiz #2**

Lesson 2. Taxation in Russia. Changes in the tax code. How to fill out a tax declaration.

Reading: *Business Russian*, pp. 101-104

Home assignment: fill in a tax form

Week 10.

Lesson 1. Exhibitions, fairs, auctions: how to register and how to arrange.

Reading: *A business trip to Russia*, pp. 38-52

Lesson 2. Advertising. Ads for an exhibition.

Home assignment: write an ad.

Week 11.

Lesson 1. Conducting a business meeting

Reading: *Contemporary Business Russian*, pp. 30-39.

❖ **Quiz #3**

Lesson 2. Closing a business meeting.

Reading: *A business trip to Russia*, 53-61.

Week 12.

Lesson 1. A business dinner

Reading: *Contemporary Business Russian*, pp. 40-45.

Lesson 2.

❖ **Final exam**

Course materials:

Ksenia V. Muratova, Mary E. Theis, & Andrew Felkey. *Contemporary Business Russian*. New York, 1997

Lebedev V.K., Petuhova E.N. *A business trip to Russia*. Spb, Zlatoust, 2012.

Kalinovskaja M. *Test practice on business Russian*. M. Russkij jazyk. 2010

Romanova S. *Business Russian*. M. Russkij jazyk. 2013.

Handouts developed by the instructor