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«МЕЖДУНАРОДНЫЙ ВОСТОЧНО-ЕВРОПЕЙСКИЙ КОЛЛЕДЖ»
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МЕТОДИЧЕСКИЕ РЕКОМЕНДАЦИИ

**по организации и методическому сопровождению
самостоятельной работы студентов**

**при изучении учебной дисциплины
ОГСЭ.03 Иностранный язык**

для специальности

38.02.04 «Коммерция» (по отраслям)

Ижевск, 2023

1. ОБЩИЕ ПОЛОЖЕНИЯ ПО ПЛАНИРОВАНИЮ И ОРГАНИЗАЦИИ САМОСТОЯТЕЛЬНОЙ РАБОТЫ СТУДЕНТОВ

1.1. Методические рекомендации по организации и методическому сопровождению самостоятельной работы обучающихся СПО разработаны согласно Федеральному закону Российской Федерации от 29 декабря 2012 г. N 273-ФЗ "Об образовании в Российской Федерации"; Федеральному государственному образовательному стандарту среднего профессионального образования (по специальности); Приказу Минпросвещения России от 24.08.2022 N 762 "Об утверждении Порядка организации и осуществления образовательной деятельности по образовательным программам среднего профессионального образования", Положения об организации самостоятельной работы студентов, Методических рекомендаций по организации и методическому сопровождению самостоятельной работы студентов СПО.

1.2. Обоснование расчета времени, затрачиваемого на выполнение внеаудиторной самостоятельной работы обучающимися:

Преподаватель эмпирически определяет затраты времени на самостоятельное выполнение конкретного содержания учебного задания: на основании наблюдений за выполнением обучающимися аудиторной работы, опроса обучающихся о затратах времени на то или иное задание, хронометража собственных затрат на решение той или иной задачи из расчета уровня знаний и умений студентов. По совокупности затрачиваемых усилий и в зависимости от трудоемкости выполняемых заданий, определяется количество часов на выполнение каждого задания по самостоятельной работе. По совокупности заданий определяется объем времени на внеаудиторную самостоятельную работу по каждой теме и в целом по учебной дисциплине.

2. ВИДЫ И ФОРМЫ САМОСТОЯТЕЛЬНОЙ РАБОТЫ СТУДЕНТОВ ПО УЧЕБНОЙ ДИСЦИПЛИНЕ.

2.1. Учебной дисциплиной ОГСЭ.03 Иностранный язык предусмотрен следующий объем самостоятельной работы обучающихся:

Вид самостоятельной работы студентов	Объем часов (очно)
Внеаудиторная самостоятельная работа	26

2.2. Формы самостоятельной работы, виды заданий по учебным темам:

Тема самостоятельной работы № 1 Великобритания, объем часов 2 .

1. Монолог о Лондоне – рассказать краткую историю возникновения города, достопримечательности, роль в жизни Великобритании

2. Ответы на вопросы:

1. What is the capital of Great Britain?

2. Is London a big city?
 3. What is its population?
 4. What river does London stand on?
 5. What parts is London divided into?
 6. Why is the City called the business centre of London?
 7. What places of interest does Westminster include?
 8. Who is buried in Westminster Abbey?
 9. What is the West End famous for?
 10. Why is the central square in London named Trafalgar Square?
 11. Where is the National Gallery situated?
 12. What do you know about the British Museum?
 13. The East End is an industrial area, isn't it?
 14. What is situated in the East End?
3. Подготовка презентации или доклада по теме «Времена и формы английских глаголов».

Тема самостоятельной работы № 2. Компьютеры, объем часов 2.

Работа с основной и дополнительной литературой, Интернет - ресурсами; практика в использовании терминов по указанным в практических занятиях темам; подбор диалогов по указанным темам.

1. Ответы на вопросы:
 1. Do you know a lot about computers?
 2. How often do you use computers?
 3. Can you access the internet at home?
 4. What type of computer would you like to have in the future?
 5. Do you have a printer at home?
 6. What are two disadvantages of using smartphones and tablets?
 7. What do you think about Cybercafes? Are they still useful?
 8. What are you looking for in a good computer?
 9. Do you like a job in which you have to use computers?
 10. Do you spend too much time online?
 11. Does your mother or father know how to use a computer?
 12. Do computers make life easier?

2. Аннотирование текста «Компьютеры в современном мире»;

Computers in Modern Life Convenience or Stress?

(Компьютеры в современной жизни удобство или стресс?)

Some people have a strong belief that computers are a crucial achievement. Lack of time. They make contemporary life much more convenient and exciting. However, there is also another opinion that computing devices and IT technologies bring much stress in routine and make life more complicated. My point of view is that computers really make people feel under pressure. However, benefits that come from clever machines are obvious in all spheres of life. Nearly all people like comfort and modern conveniences and can hardly imagine their life without them.

All processes in business and private spheres have been immensely computerized for the last ten years. Machines control accountancy, payments, reporting, production and trading activities, etc. Everybody knows that time is one of the most valuable resources ("Time is money"). Thus, companies widely use computers to optimize all activities and plan outputs. This leads to the intensification of the work, which inadvertently puts employees into a state of complete exhaustion. Lack of time for rest and recreation may lead to stress and even nervous breakdown.

Moreover, mobile information technologies and broad Internet coverage make people reachable in any place and any hour of the day. In some cases, they have to answer emails and messages while staying with family, going shopping or doing sports. It may cause quarrels, misunderstandings and tiredness, which are extremely stressful.

However, there is no doubt that intellectual machines and their derivatives are very useful. A big amount of data can be stored in electronic format with their help. Thus, documents, presentations, reports, books, computer games, songs and movies do not need any paper, packages, shelves devices and special premises. A tiny gadget is an indispensable thing for travelling and business trips. Moreover, cloud technologies make it possible to store and manage millions of documents in a very efficient way. Traditional businesses are getting more virtualized and their profitability and safety steady increase.

Furthermore, social networks, chats and messengers provide quick communication and files exchange all over the world. Internet users have many possibilities for finding friends and partners. They share their ideas through blogs, speak and see each other with the help of video chats and create business platforms

to make money. Virtual world is the progress and development needed for humanity.

In addition, all civilized people become accustomed to making purchases of goods and services with the help of computers. They buy gadgets, and clothes in the internet shops, reserve hotels and book tickets on the specialized websites, receive money for doing some job on the internet platforms. All that can be done at home from a desktop computer or in a café from a smartphone, iPad or tablet. All these gadgets are affordable for a big number of people on the planet. Internet services are mainly unified and easy for use.

Finally, mobile applications offer such interactive services as a virtual secretary, navigator, and voice translator. They are helpful in getting the necessary information in real time. Tourists can easily find a location of the nearest restaurant, shopping center or museum on the interactive map. They can also follow their way using the on-line navigator. Simple phrases immediately translated in a language of the visited country may be crucial in avoiding misunderstandings. Voice reminders that come from a smartphone make life more organized and safe.

To sum up, computers make people's life tense and hectic. Time for rest is reduced whereas control is strengthen. However, computers and IT applications provide global communication, advanced business opportunities and an immediate access to information. Modern world cannot be efficient without all these conveniences.

3. Составить диалог на тему «Интернет и социальные сети»

Тема самостоятельной работы № 3. Образование, объем часов 4.

Работа с основной и дополнительной литературой, Интернет — ресурсами:

1. Составление таблицы по системам образования.
2. Составить кроссворд по теме «Образование».

Тема самостоятельной работы № 4. Моя будущая профессия, объем часов 3.

Работа с основной и дополнительной литературой, Интернет – ресурсами:

1. Ответы на вопросы:
 - What makes you a good salesperson?
 - What are your strengths and weaknesses?
 - What do you find most rewarding about being in sales?
 - How would your colleagues describe you?
 - Do you think career in commerce will be well-paid in future?

2. Реферирование текста, по ссылке: [Careers in Commerce | Top 10 Careers You Must Consider! \(wallstreetmojo.com\)](https://www.wallstreetmojo.com/top-10-careers-you-must-consider/)

3. Выполнение лексико-грамматических упражнений:

Упражнение 1: Translate into Russian, paying attention to gerund form:

- He always suggested staying here.
- The job involves travelling to Germany once a month.
- I proposed having party at the beach.
- I promised to care for the cat but I'm not much good at babysitting.
- He is capable of standing on his head and playing the saxophone.
- You'd better start digging the garden.
- Writing letters is more boring than phoning.
- It is not worth helping him do this job.
- My wife apologized for being late.
- I'm very excited about attending tomorrow's game.
- She ran away without looking behind her.
- He has a habit of smoking in the morning.
- My sister has got a talent for learning languages.
- I insisted on taking the dog for a walk myself.
- She is scared of being alone at night.

Упражнение 2: Write sentences in gerund form:

- There is no sense in ... (earn) more money than you can spend.
- Do you mind ... (work) overtime?
- Normally I enjoy ... (go) out but today I'd prefer ... (stay) indoors.
- The film was really worth ... (see).
- Brent is looking forward to ... (take) a short break next month.
- She is fond of ... (have) picnics.

Для более продвинутого уровня:

- I can't remember ... (see) him before.
- Everybody enjoys ... (work) with him.
- The boy hates ... (scold).
- I am sorry for ... (disturb) you.
- The windows need ... (clean).
- It is no good ... (force) him to go with us.

- I hate ... (ask) stupid questions.
- I don't like ... (cheat)

Тема самостоятельной работы № 5. Устройство на работу, объем часов 3.

Работа с основной и дополнительной литературой, Интернет - ресурсами;
составление диалогов по указанным темам:

1. Составление диалога

Прослушайте и прочитайте диалоги про устройство на работу по ссылке:

<https://www.eslfast.com/robot/topics/employment/employment04.htm>

Составьте подобный свой диалог при приеме на работу продавцом в офис продаж по недвижимости, например.

2. Рецензирование текста:

Top 10 interview tips to succeed in your job interview. There are a number of steps you can take to gain the advantage over other job candidates.

1. Find out about the company

You need to do some research on the company before your job interview.

Knowing about:

- the company culture
- the latest company news
- the structure of the company
- the department or team the successful job candidate will join

gives you a real advantage in the interview.

A candidate is expected to enter into a conversation with the interviewer, not just respond to questions. Having information to hand about the company makes this possible.

Look at the company's website and use this [company research checklist](#) to get the right company details before your job interview.

It is a good idea to expand your company research to other sources of information. The best online resources for finding out company information are listed at [preparing for job interviews](#)

2. Go through your resume

Top 10 interview tips include reading through your resume carefully. Review your resume together with the job posting and any job details that you have. Make a note of any areas of concern that the interviewer may have.

Plan how to handle these concerns. If you have gaps in your employment history or a complicated reason for leaving a company, think about how you will answer questions relating to these issues. You can get help with dealing with these tricky interview questions at job interview answers

Are there likely to be any concerns about whether your skills match the job requirements? One way to overcome this problem is to focus on your transferable competencies and strengths. These competencies can help compensate for a skills or knowledge gap. Find out about the core competencies that are regarded as essential for success in most jobs.

3. Prepare for common job interview questions

Know which interview questions you can expect to be asked. Preparing appropriate responses will ensure that you are confident and professional in your interview.

It is often difficult to formulate good answers when you are sitting in the interview hot seat. Preparation and practice will help you manage this. Go through these top 10 interview questions with sample answers.

4. Prepare for behavioral interview questions

Most companies now use a combination of traditional interview questions and behavioral interview questions to assess a candidate's suitability.

A behavioral question will ask candidates to provide an example of when they have previously used a skill, competency or behavior. The candidate is expected to describe the specific experience clearly and concisely.

Top 10 interview tips highlight the importance of being well prepared for these type of questions. It can be a real challenge to come up with good behavioral examples in the stressful environment of a job interview.

The behavioral interview guide will help you to identify the type of behavioral questions you may be asked and to prepare good behavioral interview answers.

5. Have a list of questions to ask

At some point in the interview you will be asked *"Do you have any questions?"* It is critical to your success to be able to come up with a couple of insightful

questions to ask the interviewer. Job candidates who respond with *"No, I think you have covered everything"* are putting themselves at a disadvantage.

The interviewer wants to know that the candidate has spent a reasonable amount of time thinking about the job opportunity. By having a list of prepared questions to ask, you are demonstrating a professional and proactive approach to your job interview.

Get help with preparing your questions at [questions to ask the interviewer](#)

6. Include supporting evidence

Impress the interviewer with evidence of your skills, experience and abilities.

[Job references](#), character references, proof of qualifications and training and relevant work samples can all provide valid support that you are the right person for the job. Take the originals and copies of all the documents so that the interviewer can attach the copies to your job application and resume if he or she wants.

At the very least include a [job reference list](#) that the company can use to get an employment or personal reference on you.

7. Carry out a practice interview

[Practice your job interview](#) with a friend or family member ahead of time. This will make the actual interview much easier. Preparation builds self confidence and self confidence leads to success.

A mock interview will give you the opportunity to practice your interview questions and answers, to refine your interview technique and to receive feedback on how you come across in the job interview.

It gives you the chance to improve where necessary before your proper interview. Use the [mock job interview](#) to get ready for the real thing!

8. Make the right first impression

The first impression you make on a potential employer is crucial to job interview success. This impression is going to be based on your appearance including what you are wearing and how you come across in the first few minutes.

Different companies and different jobs require different types of interview dress. The job candidate needs to find out the company dress code and dress appropriately for the interview. All aspects of interview dress are covered at [how to dress for an interview](#)

Win from the word go with this top 10 interview tip. Make sure you are punctual for your interview, that you greet the interviewer properly and that you make a positive impression from the start.

9. Successfully close the interview

The closing stage of the job interview is crucial. You want to leave the interviewer with the best final impression. A strong close to the interview will encourage the interviewer to retain a positive picture of you and your suitability for the job.

There are a number of ways to effectively close the interview. You can find excellent sample closing statements to use at [closing the interview](#)

10. Follow up after the interview

This is integral to top 10 interview tips. Send a thank you note within 24 hours of your job interview. This is not only the correct interview etiquette to follow but it also reinforces your interest in the job. It provides the opportunity to highlight why you are a good match for the position.

Find out everything you need to know about [job interview follow up](#) including [sample thank you letters](#) and follow up letters.

Тема самостоятельной работы №6 Деловое общение, объём часов 3.

1. Составьте любые 5 вопросов, ответьте на них.
2. Доклад, презентация по теме «Деловой этикет».

Тема самостоятельной работы №7 Экономика, объём часов 3.

1. Ответы на вопросы
 - What does the government spend its money on?
 - Who does the government owe money to?
 - Where does the money come from?
 - What is the importance of economics?
 - Does globalisation help or hinder developing countries?
 - Should higher education be free?

2. Чтение диалога вслух

Patricia: Hi Jeff! How are you? What's new?

Jeff: Hi, Patricia. All is well, how about you? Not many changes. I've just moved to a new apartment and changed faculties.

Patricia: You mean you transferred to Economics' branch as you planned?

Jeff: Yes, it was exactly what I wanted to study.

Patricia: I'm really far from understanding this topic. What is economics as a term?

Jeff: It's a social science that studies money and goods' distribution around the world. A lot depends on it, if not to say everything.

Patricia: I see, but I thought there were different types of economics.

Jeff: You're right, of course. There is a global notion of economics, which influences stock markets, exchange rates, etc. There is a country-based economics, which tells us about the level of development. If the country is poor it's called a developing country. It happens mainly because of the low level of economics.

Patricia: What about home-based distribution of finances, when families calculate their income and outcome. Can it also be called economics?

Jeff: Yes, definitely. It's a different branch of this science.

Patricia: Can you tell me a little bit about the history of economics? I know nothing about it.

Jeff: With pleasure. That's what we're studying right now. To start with you should know that the father of modern economics was Adam Smith. He lived and introduced his works in the 18th century. However, the notion of basic economics existed since ancient times.

Patricia: Was this study developed well then?

Jeff: Yes, it simply prospered, but the great minds of Ancient Greece admitted that the society based on trade was ill-fated.

Patricia: Who were these great people? And what did they mean by that?

Jeff: I'm sure you've heard of them — Aristotle and Plato. They wanted to say that such societies will fail after all and that's what happened with Ancient Greece, then with Ancient Rome and other trade-based civilizations.

Patricia: I see. That's good to know.

Jeff: Why do you need to know the history of economics anyway?

Patricia: I'm interested not only in its history, but in all sides of the subject. It might sound unusual, but we're having a term exam in Economics.

Jeff: It is unusual for your faculty. But you should know that I'm always there to help you with the answers.

Patricia: Thanks, Jeff. That's really nice of you.

Jeff: Do you need to know anything else?

Patricia: I wanted to know how many other subjects are connected with Economics?

Jeff: A lot. It includes politics, geography, psychology, maths, statistics and even physical sciences.

Patricia: And my last question is about the stock markets. How are they linked to the economy of the country?

Jeff: These notions are somehow interlinked. The stock market can be the reflection of country's economy and vice versa the economic atmosphere can determine the trend of a market.

Patricia: Sounds logical. Once again thanks for your help.

Jeff: You're always welcome.

3. Лексико-грамматические упражнения "Инфинитивы с частицей *to* или без неё"

1. Поставьте глагол из скобок с частицей *to* или без нее.

1. I've decided ... (start) a new project. (Я принял решение начать новый проект.)
2. She is trying ... (learn) Italian. (Она пытается изучить итальянский язык.)
3. Can you ... (lend) me your dictionary, please? (Ты можешь одолжить мне свой словарь?)
4. Mother forgot ... (book) the tickets. (Мама забыла забронировать билеты.)
5. You shouldn't ... (argue) with your father. (Тебе не следует спорить со своим отцом.)
6. Henry promised ... (help) her. (Генри обещал помочь ей.)
7. This old photograph made me ... (cry). (Эта старая фотография заставила меня заплакать.)

8. I really hope ... (get) an interesting job soon. (Я очень надеюсь на то, что получу вскоре интересную работу.)
 9. You must ... (pay) for the service. (Ты обязан заплатить за обслуживание.)
 10. Let me ... (introduce) myself. (Разрешите мне представиться.)
2. Составьте из данных слов предложения, расставив их по порядку.
1. pianist - my - to - wants - a - great - son - become
 2. let - car - doesn't - drive - his - Robin - me
 3. to - early - I - up - need - wake - tomorrow
 4. the - turn - iron - Sam - forgot - off - to
 5. that - sleep - me - boring - made - film
3. Найдите в предложениях ошибки, если они имеются.
1. The teacher made John to apologize. (Учитель заставил Джона извиниться.)
 2. What are you planning to eat for lunch? (Что ты планируешь съесть на обед?)
 3. That old car may not to cost much. (Та старая машина не может стоить много.)
 4. I don't want wait any longer. (Я не хочу больше ждать.)
 5. My father promised buy new shoes for me. (Мой папа пообещал купить мне новые туфли.)
 6. I would like to try this shirt on. (Я бы хотел примерить эту рубашку.)
 7. We must to hurry up. (Мы должны поторопиться.)
 8. Mark was unable to do anything else. (Марк был не в состоянии делать что-либо еще.)
 9. They couldn't to fall asleep till midnight. (Они не могли заснуть до полуночи.)
 10. Sheila refused delete files and folders about cooking. (Шейла отказалась удалять файлы и папки о кулинарии.)

Тема самостоятельной работы №8 Менеджмент, объём часов 3.

1. Выписки из текста
2. Аннотирование из текста

Management

Management is the process used to accomplish organizational goals through planning, organizing, directing and controlling people and other organizational resources. This definition spells out the four key functions of management: planning, organizing, directing, and controlling.

Planning. The planning function is the capstone activity of management. Planning activities determine an organization's objectives and establish the appropriate strategies for achieving those objectives. Planning is done by all managers at every level of the organization.

Organizing. After managers develop objectives and plans to achieve the objectives, they must design and develop an organization that will be able to accomplish the objectives. Thus, the purpose of the organizing function is to create a structure of task and authority relationships that serves this purpose.

Directing. Sometimes called leading or motivating, directing function involves influencing the members of the organization to perform in ways that accomplish the organization's objectives.

Directing focuses directly on the people in the organization, since its major purpose is to channel human behaviour toward accomplishing organizational goals.

Controlling. Finally, a manager must make sure that the actual performance of the organization conforms with the performance that was planned for the organization. This is the controlling function of management.

At this point, one should note that the management process does not involve four separate or unrelated activities but a group of closely related functions. Also the four functions do not necessarily occur in the sequence which has been presented. In fact, the only time they might do so is when a new organization is being formed. In reality, various combinations of the four activities usually occur simultaneously.

3. **Выберите любые 2 диалога на хорошее чтение вслух. Аудирование этих диалогов поможет вам.** [Бизнес диалоги на английском языке: с переводом и аудио \(lizasenglish.ru\)](http://lizasenglish.ru)

Тема самостоятельной работы №9 Коммерция, объём часов 3.

1. Составление плана по тексту

Science stream and **commerce stream** are the most popular areas of study among students. Most students are conflicted about whether to pursue science or commerce. While the job opportunities are immense in both fields, there are other factors that one must analyze before deciding between the two. One tends to be biased towards a certain field based on hearsay but you don't want to make a decision based on that. So, if you're confused about choosing either, here is all the information you need to answer the question of Science vs Commerce.

Science vs Commerce Comparison

Let's first briefly take a look at the comparison between Science vs Commerce:

Criteria	Science	Commerce
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Subjects	Physics, Chemistry, Biology & Mathematics	Economics, Business, Accounting, Mathematics
Best for	Engineering, Technology or Medicine-related careers	Business, Entrepreneurship, Management or Accounting-related careers
Difficulty Level	Rigorous than commerce	Considered easier than Science
Main focus	Scientific formulas, equations, math-oriented, experiments	Theory-based and mathematical both
Careers	Engineer, IT Analyst, Research Scientist, Doctor, etc.	Manager, CA, CS, Economist, Research Associate

Science is often considered a tougher and rigorous stream than Commerce because the latter has more scoring subjects which are theoretical while Science has technical and math-oriented subjects which can be harder to master!

Differences

Science is an intellectual field that deals with finding answers about the world around us based on observations and experimentation. Whereas, commerce is a study of trade and business such as the exchange of goods and services. Here are the core subjects you will get to study in each of the streams in 11th:

<u>Commerce Subjects in Class 11</u>	<u>Science Subjects</u>
Chemistry	Accountancy
Physics	Business Studies
Biology	Economics
Computer Science	Finance

Why Science?

Science can be defined as the study of exploring natural phenomena by experimentations and observations. If you're inquisitive about the way things around function, then science is the best career stream for you. Science comprises of intellect subjects like biology, chemistry, and physics which demands careful observation. After pursuing science you can have a wide variety of opportunities globally.

Benefits of Studying Science

- Science is a more practical based stream which makes candidates employable.
- Engineering, which is one of the leading professions of the times, can be pursued only if the student is well versed with scientific knowledge.
- Pursuing any of the **STEM courses** puts you at a position from where you can directly serve the society.
- The changing climate, environmental changes can only be tackled and reduced by the professionals having excellent knowledge of Science and Technology.

Why Commerce?

Commerce is a very popular stream among students after class 10th as it opens doors to various opportunities and professional courses. If you have a genuine curiosity for numbers and an interest in business and economy, then commerce can be your right career stream. Commerce comprises of subjects like accounts, business, economics, and finance which could help you in exploring a wide variety of career opportunities in various fields.

Benefits of Studying Commerce

- A **career in Commerce** can bring benefit candidates with skills and knowledge along with high salaries.
- There are a plethora of **Career Options after 10th in Commerce**.
- Knowledge of markets and consumers can help you build your own business.
- Easy employment opportunities without studying for hours, like in Science.
- If you don't like Maths and want to get rid of it at a higher level of education, then there are many **Career Options in Commerce Without Maths** for you!
- One can also do **Computer Courses After 12th Commerce**.

- Get a chance to double your assets via shares, funds and **stock markets**.

Scope in Science vs Commerce

Science and Commerce are the top favorite streams of study in India and choosing between these two can be a tough decision. But looking at the scope of Science vs Commerce, you can figure out where your interests actually lie and then select accordingly.

Scope of Science

The Science stream is filled with a plethora of careers depending upon the specialisation you choose for your degree. Some of the best **careers in Science stream** are:

- Medicine
- Nursing
- Engineering: **Mechanical Engineering**, **Civil Engineering**, **Geotechnical Engineering**, **Aerospace Engineering**, Robotics, etc.
- Information Technology
- **Forensic Science**
- **Biotechnology**
- Pharmacology
- **Architecture**

The salary prospects for Science vs Commerce are bound to differ as per the job profile as well as the organisation you work with but given their immense scope, you can expect high-paying careers in government and public sector.

Scope of Commerce

Now when it comes to Commerce, you can explore professional roles in the corporate sector, especially in Business and Management, while you can also go for a career in academia or research. Here are the top **highest salary jobs in Commerce**:

- **Chartered Accountant (CA)**
- **Company Secretary (CS)**
- Managerial roles
- **Business Analyst**

- Market Research
- Financial Manager
- Entrepreneur
- **Investment Banker**
- Business Development
- Corporate Communication

Courses after Science

By pursuing science there are plenty of opportunities for you to explore. One of the great advantages of pursuing science is that you can explore non-science fields as well including commerce and humanities courses at the college level. Here is a list of courses that can be pursued after Science:

- **MBBS**
- **BDS**
- **BTech** or B.E
- **Bachelor of Pharmacy**
- **BSc Nursing**
- **Biotechnology**
- **BSc Food Technology**
- BSc in Agricultural Science
- **BSc Environmental Science**
- **Biomedical Engineering**
- **B.Sc in Computer Science**
- **BSc in Electronics**
- **BSc Zoology**
- **Biochemistry**
- **Microbiology**
- **Physiotherapy**
- **Bachelor of Occupational Therapy**
- Applied Science

Courses After Commerce

Commerce is a stream which can lead to immense opportunities in both the public and private sector. Choosing a career in commerce can be interesting if you have the zeal to challenge yourself. Commerce can open doors to various fields globally. There are several prestigious universities abroad providing quality education. Here is a list of courses that can be pursued after 12th Commerce:

- **BCom**
- **Bachelors of Business Administration (BBA)**

- **Economics**
- Business Studies
- Management Studies
- **Banking**
- **Accounting**
- **Investment Banking**
- **Chartered Accountant**
- **Company Secretary**
- **Finance**
- Statistics
- **Bachelor of Hotel Management**
- Bachelors of **Product Design**
- Mathematics
- Stockbroking

Key Points of Difference Between Science vs Commerce

Science	Commerce
Subjects include biology, chemistry, and physics	Subjects include accounts, business, economics, and finance
Students can make a shift to commerce or arts after 12th	Students cannot choose science streams after this course
Students can start a professional career in medical or engineering by appearing for <u>competitive exams</u> .	Students can start a professional career by pursuing degree courses.

2. Изучение и отработка лексического материала. Перечитайте текст, указанный выше, обращая внимание на выделенные слова и выражения, их значение и произношение.

3. ОРГАНИЗАЦИЯ КОНТРОЛЯ САМОСТОЯТЕЛЬНОЙ РАБОТЫ СТУДЕНТОВ

Результаты самостоятельной работы

Оценки за выполнение заданий могут выставляться по пятибалльной системе или в форме зачета и учитываться как показатели текущей успеваемости обучающихся.

Качественная оценка индивидуальных образовательных достижений		Критерии оценки результата
балл (оценка)	вербальный аналог	
5	отлично	Представленные работы высокого качества,

		уровень выполнения отвечает всем требованиям, теоретическое содержание курса освоено полностью, без пробелов, необходимые практические навыки работы с освоенным материалом сформированы, выполнены все предусмотренные программой обучения задания.
4	хорошо	Уровень выполнения работы отвечает всем требованиям, теоретическое содержание курса освоено полностью без пробелов, некоторые практические навыки работы с освоенным материалом сформированы недостаточно, все предусмотренные программой обучения задания выполнены, некоторые из выполненных заданий, возможно, содержат ошибки.
3	удовлетворительно	Уровень выполнения работы отвечает большинству основных требований, теоретическое содержание курса освоено частично, но пробелы не носят существенного характера, необходимые практические навыки работы с освоенным материалом в основном сформированы, большинство предусмотренных программой обучения заданий выполнено, некоторые виды заданий выполнены с ошибками.
2	не удовлетворительно	Теоретическое содержание курса освоено частично, необходимые практические навыки работы не сформированы, большинство предусмотренных программой обучения заданий не выполнено.

4. ИНФОРМАЦИОННОЕ ОБЕСПЕЧЕНИЕ ОБУЧЕНИЯ.

Перечень рекомендуемых учебных изданий, Интернет-ресурсов, дополнительной литературы

№ п/п	Наименование учебных изданий, Интернет-ресурсов, дополнительной литературы
I	Основные источники (не более 3)
1	1. Купцова, А. К. Английский язык для менеджеров и логистов (B1-B2) : учебник и практикум для среднего профессионального образования / А. К. Купцова, Л. А. Козлова, Ю. П. Волынец ; под общей редакцией А. К. Купцовой. — 2-е изд., испр. и доп. — Москва : Издательство Юрайт, 2023. — 355 с. — (Профессиональное образование). — ISBN 978-5-534-09213-4. — Текст : электронный // Образовательная платформа Юрайт [сайт]. — URL: https://urait.ru/bcode/511831
II	Дополнительные источники

1	Ступникова, Л. В. Английский язык в торговом деле. English in Commerce : учебное пособие для среднего профессионального образования / Л. В. Ступникова. — 2-е изд., перераб. и доп. — Москва : Издательство Юрайт, 2023. — 216 с. — (Профессиональное образование). — ISBN 978-5-534-12503-0. — Текст : электронный // Образовательная платформа Юрайт [сайт]. — URL: https://urait.ru/bcode/517595
2	Полубиченко, Л. В. Английский язык для колледжей (A2-B2) : учебное пособие для среднего профессионального образования / А. С. Изволенская, Е. Э. Кожарская ; под редакцией Л. В. Полубиченко. — Москва : Издательство Юрайт, 2023. — 185 с. — (Профессиональное образование). — ISBN 978-5-534-16355-1. — Текст : электронный // Образовательная платформа Юрайт [сайт]. — URL: https://urait.ru/bcode/530851
III	Периодические издания
IV	Программное обеспечение и Интернет-ресурсы
	<p>Интернет-ресурсы:</p> <p>www.hltmag.co.uk (articles on methodology)</p> <p>www.iatefl.org (International Association of Teachers of English as a Foreign Language)</p> <p>Примеры договоров на английском языке с переводом</p> <ol style="list-style-type: none"> 1. <u>Пример типичного внешнеторгового контракта</u> 2. <u>Пример договора/контракта консигнации</u> 3. <u>Пример договора/контракта купли-продажи товаров широкого потребления</u> 4. <u>Пример договора/контракта на экспорт товаров</u> 5. <u>Пример договора/контракта о командировании специалистов</u> 6. <u>Пример агентского соглашения</u> 7. <u>Договор коммерческого агентирования</u> 8. <u>Пример кредитного договора</u> 9. <u>Договор об открытии кредитной линии</u> 10. <u>Договор корреспондентского счета</u> 11. <u>Договор поставки продукции и предоставления услуг</u> 12. <u>Договор купли-продажи контейнеров</u> 13. <u>Дистрибьюторский договор</u> 14. <u>Дистрибьюторский договор</u> 15. <u>Условия и положения (приложение к Дистрибьюторскому договору)</u> 16. <u>Политика компании о запрете подкупа за границей (приложение к Дистрибьюторскому договору)</u> 17. <u>Техническое задание к договору на оказание консультационных услуг</u> 18. <u>Клиентское соглашение о пользовании платформой для онлайн-торговли на</u>

рынке Форекс

19. Договор (контракт) личного найма с руководителем
20. Ограничения (приложение к договору найма с руководителем)
21. Условия премирования (приложение к договору найма с руководителем)
22. Соглашение о конфиденциальности и собственном имуществе (приложение к договору найма с руководителем)
23. Учредительный договор корпорации
24. Учредительное соглашение Совета директоров
25. Договор о подписке на акции
26. Лицензионный договор
27. Соглашение о неразглашении информации

Примеры документов на английском языке с переводом

1. Общая (генеральная) доверенность владельца компании
2. Ограниченная доверенность коммерческого директора компании
3. Доверенность представителя компании (1)
4. Доверенность представителей компании (2)
5. Доверенность на получение сертификата соответствия
6. Уполномочие (доверенность) на подписание коносаментов
7. Письмо о назначении дистрибьютора
8. Акт приемки услуг
9. Решение Совета директоров компании о передаче акций компании
10. Решение Совета директоров компании о назначении единоличного директора