

RUSS 3510 (Business Russian)
SPRING SEMESTER 2018
MWF 3:30 - 4:20, OLD MAIN 203
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Instructor: Nadiya Gifford
Office: Old Main 341A
Office hours: WF 2:00 – 3:00 p.m.
or by appointment; 3 credits

No textbook required!!!

COURSE DESCRIPTION:

This class is designed to help you develop your business vocabulary, writing, and other skills, and acquaint you with investment and financial terminology. We will learn how to look for jobs in the former Soviet Union and Eastern Europe, start to write resumes and cover letters in Russian, and get acquainted with various areas of Russian business, economics, and government.

This course is focused on both language and cultural issues. The material in your presentations as well as material presented by me will expand your knowledge and understanding of different facets of Russian business life such as business demographics, education structure, technological culture etc. This knowledge will enable you to expand your knowledge of Russian in the areas of finance, business, economics, and culture.

Ways to be effective in class:

DO NOT MISS CLASSES. You will hear and speak Russian which is very important if you want to make progress. You also get points for attendance.

- Make up your mind to study Russian regularly, half an hour a day of concentrated study is sufficient and will move you forward significantly.
- Written assignments are extremely important because they develop your writing skills that usually lag behind. Simply understanding Russian is not sufficient if you want to be effective in US-Russian business.
- It is also highly advisable to read Russian books, listen to Russian radio stations, and watch Russian TV.

COURSE GOALS:

Language:

- Learn to read and understand job descriptions, financial and investment vocabulary.
- Learn the vocabulary related to job descriptions on the Russian market.
- Learn to read and write cover letters and resumes.

Culture:

- Learn the basics of Russian business practices and their origin.
- Better understand privatization process in Russia and how it influences the market development.

- Point out cultural differences between Russian and American business practices caused by differences in national character.

COURSE REQUIREMENTS AND GRADING:

1. Attendance and Participation

Total 50 points

Your comprehension and speaking skills can be most successfully practiced and developed further in the interactive classroom environment that is why I want you to attend this class regularly. You are allowed to miss **three class periods** without penalty. After that you lose **3 points** for each missed class!

2. Homework Assignments

Total 100 points

ALL homework assignments need to be typed. I will not accept handwritten ones. I do not advise you to turn them in late but I will accept them until the last day of classes. Your homework assignments will constitute **100 points** or approximately **10%** of your grade.

3. Cover Letter and Resume

Total 100 points

50 points each

You will write your own cover letter and resume in Russian. We will peer-correct them and then I will correct them and return them to you. You will make the necessary changes and turn in the corrected version to me. The deadline for turning in your cover letter and resume is on the syllabus but I will accept them at any time during the semester except the last week of classes.

4. Presentations

Each one of you will make one individual presentation and one group presentation on the issues related to the topics related to Business in Russia:

100 points total for presentation:

50 points maximum (class evaluation)

50 points maximum (professor's evaluation)

200 points for two (individual and group presentations)

You do not need to turn in the written copy of your presentations. If you do, you will get additional points. The number of additional points will depend on the quality of your manuscript. Note, that you are graded on the content of your presentation and on the quality on the language and

the number of mistakes you make. It is advisable to write your presentation, correct it with the tutor, and memorize.

5. Articles

During the semester you will select, read, and discuss orally **6 articles from any Russian newspaper/magazine** on any topic related to Russian business. There are two articles per month. Please do not choose articles about world events, but rather Russian events. If you have a hard time selecting an article, I will be glad to help you. Have a list of 5-7 words/expressions to share with the class.

I will give you 3 articles to read and translate at home (one in February, one in March, and one in April.) Also, every student will choose one article to read and translate at home per month. We will discuss them in class. After reading every article you will write a short essay. I will grade whole work with an article including participation in discussion, translation, and essay. Each article is worth **35 points**.

Total 210 points
35 points each

6. Word quizzes

Every Friday you will take a word quiz. Each word quiz is worth **5 points**.

Total 40 points
5 points each

7. Language and culture tests

Total 200 points
50 points each

Each test checks your knowledge of the vocabulary and tests introduced in class and consist of several parts. The number of parts will vary from test to test but the total stays the same. Tests will check your knowledge of a newly acquired business vocabulary, have open ended questions and include some translation from English into Russian and from Russian into English. All questions will require a complete written answer.

8. Final Test

100 points

At the end of the semester you will write the final test which will be the same structure as with other tests but will consist of materials studied during the semester.

GRADING CURVE:

100%-94% = A
94%-90% = A-
89%- 86% = B+
86%- 83% = B
83%- 79% = B-
79%-76% = C+

76%-73% = C
73%-69% = C-
69%-66% = D+
66%- 63%= D
63%-59% = D-
59%- 0% = F

ACADEMIC INTEGRITY:

All work for this class should reflect YOUR work or that of you and the members of your study group. Please see the official USU Student Code for definitions and sanctions regarding academic dishonesty: <http://catalog.usu.edu/content.php?catoid=3&navoid=265>

COURSE OUTLINE:

| Month/Day | Lesson | Homework |
|--------------------|--|---------------------------|
| January 8, Monday | Getting acquainted, introducing course organization, and responsibilities. | |
| 10, Wednesday | Geography | |
| 12, Friday | BUSINESS IN PRE-REVOLUTIONARY RUSSIA | |
| 15, Monday | No class – Martin Luther King Day | |
| 17, Wednesday | BUSINESS IN POST-REVOLUTION RUSSIA | Essay due |
| 19, Friday | BUSINESS IN SOVIET RUSSIA | |
| 22, Monday | Presentations | Be ready for presentation |
| 24, Wednesday | Presentations | Be ready for presentation |
| 26, Friday | Test # 1; Работа и деньги; Работа над ошибками | Be ready for test |
| 29, Monday | RUSSIAN BUSINESS | |
| 31, Wednesday | JOB SEARCH AND DESCRIPTION OF JOBS | |
| February 2, Friday | Word quiz # 1 | Learn vocabulary |
| 5, Monday | Article from Blackboard #1 | Read the article |
| 7, Wednesday | | |
| 9, Friday | Word quiz # 2; COVER LETTERS AND RESUMES | Learn vocabulary |
| 12, Monday | COVER LETTERS AND RESUMES | Essay due |
| 14, Wednesday | Recommendations | |
| 16, Friday | Word quiz # 3; PRIVATIZATION | Learn vocabulary |
| 19, Monday | No class – Presidents' Day | |
| 20, Tuesday | Self-selected article #2 | Read the article |
| 21, Wednesday | JOB INTERVIEW | Resume |

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|------------------|------------------------------|-------------------|
| 23, Friday | Test # 2 | Be ready for test |
| 26, Monday | Credit cards | Essay due |
| 28, Wednesday | | |
| March 2, Friday | Word quiz # 4 | Learn vocabulary |
| 5, Monday | Spring break | |
| 7, Wednesday | Spring break | |
| 9, Friday | Spring break | |
| 12, Monday | Article from Blackboard #3 | Read the article |
| 14, Wednesday | RUSSIAN LABOUR MARKET | |
| 16, Friday | Word quiz # 5 | Learn vocabulary |
| 19, Monday | Business letter | Essay due |
| 21, Wednesday | | Business letter |
| 23, Friday | Word quiz # 6 | Learn vocabulary |
| 26, Monday | Self-selected article #4 | Read the article |
| 28, Wednesday | Test # 3 | Be ready for test |
| 30, Friday | Group#1 | Essay due |
| April 2, Monday | ADVERTISING MARKET IN RUSSIA | Essay due |
| 4, Wednesday | | |
| 6, Friday | Group#2 Word quiz # 7 | Learn vocabulary |
| 9, Monday | Article from Blackboard #5 | Read the article |
| 11, Wednesday | BANKING SYSTEM IN RUSSIA | |
| 13, Friday | Group#3; Word quiz # 8 | Learn vocabulary |
| 16, Monday | FOREIGN TRADE | Essay due |
| 18, Wednesday | | |
| 20, Friday | Test # 4; Group#4 | Be ready for test |
| 23, Monday | Self-selected article #6 | Read the article |
| 25, Wednesday | BUSINESS FAIR | |
| 27, Friday | | |
| May 2, Wednesday | Final Test 3:30-5:20 p.m. | |