

**Частное образовательное учреждение высшего образования  
«Ростовский институт защиты предпринимателя»  
(РИЗП)**

РАССМОТРЕНО И СОГЛАСОВАНО

на заседании кафедры гуманитарных и социально-  
экономических дисциплин

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Зав. кафедрой гуманитарных и социально-  
экономических дисциплин

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**УЧЕБНО-МЕТОДИЧЕСКИЕ УКАЗАНИЯ**  
по организации самостоятельной работы студентов и проведению  
практических (семинарских) занятий  
по дисциплине (модулю)

**«Иностранный язык в сфере юриспруденции»**

код и наименование направления подготовки (специальности)	40.03.01 «Юриспруденция»
направленность (профиль)	Уголовная политика и предупреждение экономической преступности
Квалификация (степень) выпускника	Магистр

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Учебно-методические указания по организации самостоятельной работы студентов и проведению практических (семинарских) занятий по дисциплине (модулю) «Иностранный язык в сфере юриспруденции» по направлению подготовки 40.03.01 Юриспруденция (уровень магистратура).

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(инициалы, фамилия, должность, ученая степень, ученое звание)

## **Тема 1. Тема 1. Язык и речь.**

### **Задания для занятий семинарского типа**

1. Сокращения, условные обозначения, формулы и символы профессиональной лексики.

### **Задания для самостоятельной работы**

1. Словосочетания, устойчивые выражения и фразеологизмы, характерных для текстов профессиональной направленности.

## **Тема №2. Обработка научных и специальных текстов**

### **Задания для занятий семинарского типа**

1. Явления синонимии, омонимии, антонимии, паронимии в русском и иностранном языках.
2. Синтаксическое членение предложения.

### **Задания для самостоятельной работы**

1. Обороты на основе неличных глагольных форм.

**Тема №3. «Ложные» друзья переводчика и способы их распознавания в тексте (семинарское занятие в диалоговом режиме)**

### **Задания для занятий семинарского типа**

1. Многозначность служебных и общенаучных слов.

### **Задания для самостоятельной работы**

1. Механизмы словообразования (в том числе термины и интернациональные слова).

**Тема №4. Научно-публицистический стиль. Лексико-грамматические проблемы (семинарское занятие в диалоговом режиме)**

### **Задания для занятий семинарского типа**

1. Жанры ПС.
2. Используемая лексика.

### **Задания для самостоятельной работы**

1. Грамматические особенности ПС.

**Тема №5. Стилистическое употребление категории времени (семинарское занятие в диалоговом режиме)**

### **Задания для занятий семинарского типа**

1. Модальность.
2. Структура делового письма.

### **Задания для самостоятельной работы**

1. Формат и стиль деловой документации.

**Тема №6. Категория наклонения и залога**

### **Задания для занятий семинарского типа**

1. Активные и пассивные конструкции.

### **Задания для самостоятельной работы**

1. Усеченные грамматические конструкции

**Тема №7.** Прямая и косвенная речь (семинарское занятие в диалоговом режиме)

**Задания для занятий семинарского типа**

1. Особенности употребления некоторых глаголов в прямой и косвенной речи

**Задания для самостоятельной работы**

1. Изменение указателей времени и места

**Тема №8.** Тексты юридического содержания

**Задания для занятий семинарского типа** (семинарское занятие в диалоговом режиме)

1. Термины и слова, имеющие оттенки значений в изучаемом языке (по пройденному текстовому материалу)
2. Ролевая игра – «Заключение контракта».

**Оснащение семинарского занятия:** раздаточный материал с текстом проекта контракта и заданиями к нему.

**ТСО:** компьютер, мультимедиа-проектор, экран, презентация на тему «Concluding the Contract» в Microsoft PowerPoint.

**ХОД УРОКА**

Teacher: Dear friends! Welcome to our role-play «Concluding the Contract»!

The first situation is "**Buying a Ticket**".

- Good morning. What can I do for you?
- I want to fly to New York. Are there any seats available on Wednesday next week?
- Are you flying alone, Miss?
- No, I need 3 tickets.
- What class?
- Economy.
- Just a moment. I'll check...yeah...there are a few seats left.
- Fine.
- What are the names of the people who fly, Miss?
- Miss Ilyashenko, Miss Chistyakova and Miss Dashkina.
- Could you spell the first name, please?
- Yes, of course. I-L-Y-A-S-H-E-N-K-O.
- As a rule, we sell and send our customers return tickets. You can buy an open return.
- OK. How much is it?
- It's 1500 dollars including airport taxes. So, Flight PS 501.
- And what time does it arrive in New York?
- 10.30 local time. There's eight hour time difference, you know.
- Thank you very much.

Teacher: Delegation from Russia needs the place to live while staying in the United States, doesn't it? Let's help them in it.

### **Reserving a Room at the Hotel.**

- Hello. Northern star Hotel. Can I help you?
- Yes. I'd like to reserve 3 single rooms with bathroom for a week, from Wednesday, the 6th of December, to Tuesday, the 12th of December, inclusive.
- Let me see. Yes, mam. Three single rooms for a week. Is that right?
- Yes, that's right.
- What are the names, please?
- It's for Miss Ilyashenko, Miss Dashkina and Miss Chistyakova... Shall we send a deposit?
- No, it isn't necessary, Miss.
- Thank you very much.

Teacher: We are **at the airport** now. The manager from the Continental Equipment is here to meet the delegation.

Manager: Good evening, are you Miss Ilyashenko the head of the delegation? I'm a manager from the Continental Equipment. My name is Jane Benett. I am here to meet you.

-Good evening. It's very nice of you. Let me introduce my colleagues to you. This is Miss Dashkina. This is Miss Chistyakova.

-Glad to meet you. Now we are going to the hotel to make arrangements about the rooms.

Teacher: We are **at the hotel** now. This is a manager of our hotel. So, meet the delegation from Russia. 1

-Excuse me, can you spare me a minute? I believe you have a room for me. My name is Irina Ilyashenko.

-Oh, good evening, Miss Ilyashenko. We have been expecting you. We can offer you a single room from today for 7 days.

-I am the head of the delegation from Russia. I hope my room is the best your hotel can offer?

-Miss Ilyashenko, your room is the best in our hotel. It is very clean, comfortable and quiet. Your room is sunny. It faces the yard.

-Is there a shower?

-There's a private bathroom, a TV-set, a telephone and a fridge in it.

-How much is it?

-It costs 70 dollars a night.

-It is a reasonable price.

-Could you fill in this form, please?

Will you sign here, please? Here is your key.

2

- Can you spare me a minute?
- Certainly.
- Have you any vacancies for a week? My name is Valentina Chistyakova. I've booked a room from today for a week.

- Yes, I can offer you a room on the second floor.
- How much is it?
- 50 dollars a night. Here is your key.
- We came here on business. Is it possible to have a business meeting here?
- No problem. Our hotel was specially built for congresses, conferences and business meetings. You can use our conference hall.
- That's all right then. Glad to hear it.

3

- My name is Albina Dashkina. I am a member of the delegation from "Radio Articles", Russia. Can you offer me a room?
- Yes, we can. We can offer you room No. 36. It's a single room. It costs 60 dollars a night. How long are you going to stay at our hotel?
- Till Friday. By the way, what facilities are there in the hotel?
- There's a hairdresser's, a foreign currency bank, a post office, a dry cleaner's, a shoe repair shop and a laundry. All of them are on the first floor.
- Thank you.
- Here's your key.

Teacher: Now we are going to listen to the commercial advertisement, which our participants heard in the evening at their hotel. It is about the shopping mall.

Далее следует работа по компакт-диску " Английский – Путь к совершенству-2 (Advanced Level)". Студенты знакомятся с новой лексикой, прослушивают рекламное объявление, выполняют аудитивные задания.

Teacher: It is morning now and the members of delegation from "Radio Articles" are hurrying to the office of the company "Continental Equipment". They want to get down to business.

### **At the Company Office**

- Good morning, Miss. We have an appointment with the Chairman of the company.
- Good morning. Are you from Russia?
- Yes, we are.
- Let me introduce myself. I'm Helen Cartwright. I'm the secretary.
- Nice to meet you.
- I am afraid Mr. Robertson is out at the moment. But he asked me to tell you about our company.
- That would be fine. Thank you.
- As you know, we produce automatic equipment. Our firm consists of 6 departments: Production, Sales, Export, Financial, Personnel and Research&Development. The last one is the newest at the company. It was created five years ago. We are managed by the Meeting of Shareholders and the Board of Directors. Earlier the Chairman of the company was one of the senior partners, but now it is Mr. Robertson, as you know. Currently we employ about 1 600 people. Our turnover is more than 300 million dollars.
- Thank you so much for such a useful and interesting information.

- Always at your service. You will work with our Export Department. We export our equipment to 5 countries. We also have 2 subsidiary companies in Holland and Germany with head-quarters in those countries.
- Are they your subsidiaries or branches?
- They are our subsidiaries. Each company trades under its own name. We are looking for new partners in Eastern Europe as well, as we would like to expand our activities. Oh, here is Mr. Robertson.

### **Discussing Plans With the Chairman Of the Company**

- Hello. How are you getting on?
- Very well. Thank you.
- I won't keep you waiting. Let's get down to business. Today and tomorrow we are going to talk about terms of payment and delivery.
- Right. And the day after tomorrow we'll be talking about packing and transportation.
- Have you got our price-lists and catalogues with you now or shall I ask Miss Cartwright to bring a copy?
- Thank you, but we have them with us as well as copies of your letters. We expect to make the Draft Contract here, maybe by the end of this week, and to conclude the contract with you after discussing it with our Director by phone.
- That suits us fine, too.

Teacher: And now we are going to work with the text of the Draft Contract. Look through it. I am afraid there are some mistakes in it.

## **The Contract**

New York, U.S.A.

December 12, 2019

Continental Equipment, New York, USA, hereinafter referred to as "the Seller", on the one part, and "Radio Articles", Mordovia, Russia, \_\_\_**1**\_\_\_ "the Buyer", on the other part, have concluded the present contract as follows:

### **1. Time of Delivery**

1.1 The Seller \_\_\_**2**\_\_\_ and the Buyer \_\_\_**3**\_\_\_ the machinery, equipment, materials, and services ("Equipment") as listed in Appendix 1 being an integral part of this Contract.

### **2. Technical Documentation**

2.1 The Total Contract Value is as follows:

Equipment and engineering FOB USA port + documentation	_____
Supervision, start-up and training	_____
Spare and wear parts	_____
Freight	_____
Total price CIF Murmansk	_____
Discount	_____
Total Contract Value	_____

2.2 The prices are understood to be CIF Murmansk including cost of packing, marking, loading on board a ship, stowing and fastening the equipment in the hold, and 4.

2.3 The prices are firm for the duration of the Contract and shall not be subject to any revision except on account of any mutually agreed changes or modifications to equipment specification and\ or quantities listed in Appendix 1 to this Contract.

### **3. *Guarantee of the Quality of the Equipment***

3.1 The equipment specified in Appendix 1 of the present Contract is to be delivered within two (2) months from the date of opening the Letter of Credit specified in Clause 4.1 of this Contract.

3.2 The delivery date is understood 5 issued in the name of the Buyer, destination Murmansk, Russia.

### **4. *Subject of the Contract***

4.1 Within thirty (30) days from 6, the Buyer is to open in favour of the Seller an irrevocable confirmed Letter of credit with CityBank, New York, for hundred per cent (100%) of the total contract value. The Letter of Credit is to be valid for three (3) months.

### **5. *Insurance***

5.1 Within five (5) days from 7 the Seller shall send two (2) sets of the technical documents as listed in Appendix 2 to address of the Buyer.

5.2 All instructions on the drawings are to be in English, with all the instructions contained in Items 1, 2, 3, and 4 of Appendix 2 translated into Russian.

### **6. *Terms of Payment***

6.1 The guarantee period is twelve (12) months from the date of the start-up of the equipment.

6.2 If the equipment proves to be defective during the guarantee period, the Seller 8 or to replace the faulty equipment with new equipment of good quality.

### **7. *Sanctions***

7.1 The equipment is to be shipped in export sea packing suitable for the type of equipment delivered.

7.2 The Seller is responsible to the Buyer 9 resulting from inadequate packing of the equipment.

### **8. *Prices and Total Value of the Contract***

8.1 All the containers are to be marked on three (3) sides.

### **9. *Other Terms***

9.1 Within twenty-four (24) hours after shipment, the Seller is to inform the Buyer by fax regarding the date of shipment, the Bill of Lading number, number of containers, their weight, and the vessel name.

### **10. *Arbitration***

10.1 The Seller is to take care of and cover expenses for insurance of the equipment under the Contract from the moment of its dispatch up to the moment of 10.

### ***11. Force Majeure***

11.1 In the event of delay in delivery of the equipment the Seller is to pay the Buyer a penalty at the rate of 1% of the total contract value for every week of delay.

### ***12. Packing***

12.1 The Parties are released for partial or complete non-execution of their liabilities under the Contract should this non-execution be caused by the force majeure circumstances including, but not limited to: fire, flood, earthquake, and if these circumstances have had a direct damaging effect on the execution of the present Contract.

### ***13. Legal Addresses of the Parties***

13.1 The Seller and the Buyer will take 11 to settle amicably any disputes or differences which may arise out of the present Contract or in connection with it.

### ***14. Marking***

14.1 Any changes, amendments or supplements to the terms and conditions of this Contract shall be valid only if set forth in a written document duly signed by authorized representatives of both Parties to the present Contract.

14.2 The Contract becomes effective and comes into full force from the date of signing.

### ***15. Shipping Instructions and Notifications***

#### ***Tasks to the Text of the Contract***

1. Put the names of the essential clauses of the contract in the right order.

2. Fill in the gaps with the given word combinations:

- a) to be the date of the clean Bill of Landing
- b) the cost of the materials used for this purpose
- c) the date of signing this Contract
- d) all possible measures
- e) has sold
- f) the delivery date
- g) has bought
- h) hereinafter referred to as
- i) its arrival at the port of Murmansk
- j) has to remedy the defects
- k) for any damage to the equipment

Teacher: Now there are no mistakes in our contract and I want everybody in the class to sign it, as it is the result of our work together. Thank you so much for this lesson.

I am far from imagining that all of you will become businessmen, but I believe that the knowledge of business vocabulary will be of some use in your future occupation and everyday life.

**Задания для самостоятельной работы**

1. Особенности перевода юридического текста

**Тема №9. Работа с научной литературой**

**Задания для занятий семинарского типа**

1. Подбор слов-вариантов (близких по смыслу знакомых слов), передающих основное содержание абзаца.

**Задания для самостоятельной работы**

1. Анализ наименования текста (книги, статьи).