

Документ подписан простой электронной подписью

Информация о владельце:

ФИО: Максимов Алексей Борисович

Должность: директор департамента по образовательной политике

Дата подписания: 03.10.2024 15:33:28

Уникальный программный ключ:

8db180d1a3f02ac9e60521a5672742735c18b1d6

МИНИСТЕРСТВО НАУКИ И ВЫСШЕГО ОБРАЗОВАНИЯ  
РОССИЙСКОЙ ФЕДЕРАЦИИ  
Федеральное государственное автономное образовательное учреждение  
высшего образования  
«Московский политехнический университет»

УТВЕРЖДАЮ  
Декан факультета экономики и управления  
/ Назаренко А.В. /  
« 16 » 2023 г.



**ОЦЕНОЧНЫЕ МАТЕРИАЛЫ**  
для проверки сформированности компетенции  
**УК-4 Способен применять современные коммуникативные технологии, в том числе на иностранном(ых) языке(ах), для академического и профессионального взаимодействия**

Направление подготовки  
**38.04.02 Менеджмент**  
Профиль подготовки (образовательная программа)  
**«Управление проектами»**

Квалификация (степень) выпускника  
**магистр**

Форма обучения  
**очная**

Москва 2023 г.

## Оценочные материалы для проверки сформированности компетенции

### УК-4. Способен применять современные коммуникативные технологии, в том числе на иностранном(ых) языке(ах), для академического и профессионального взаимодействия

УК-4.1. Устанавливает и развивает профессиональные контакты, осуществляет академическое и профессиональное взаимодействие с применением современных коммуникативных технологий, в том числе на иностранном языке.

УК-4.2. Составляет и редактирует документацию с целью обеспечения академического и профессионального взаимодействия, в том числе на иностранном языке.

УК-4.3. Демонстрирует коммуникативную компетентность в условиях научно-исследовательской и проектной деятельности и презентации ее результатов на различных публичных мероприятиях, включая международные, в том числе на иностранном языке.

Компетенция формируется дисциплиной:

Деловой иностранный язык	1 семестр
--------------------------	-----------

### Вопросы и задания для проверки сформированности компетенции

#### Дисциплина «Деловой иностранный язык»

#### Задания в открытой форме:

1. Usually, a summary of the European format ends with a paragraph of recommendation (References). What does it include?
2. Explain the concept of business protocol (diplomatic protocol).
3. List the brief rules for the design of a business letter.
4. What is the difference between formal and informal scientific communication?
5. What does intercultural communication mean?
6. What are the goals of research in the field of intercultural communication?
7. Define the concept of "communication"
8. Explain the difference between business and everyday communication.
9. What features of business card exchange do you know?
10. Explain the rules for writing a resume in English?

Question	Le Answer
1. Usually, a summary of the European format ends with a paragraph of recommendation (References). What does it include?	In this part, you need to name several people from previous jobs (preferably immediate supervisors) with an indication of the position, name of the organization, contact phone number, e-mail address who could vouch for you. University graduates with no work experience can name the dean or head of the department as a guarantor.
2. Explain the concept of business protocol (diplomatic protocol).	This is a set of rules, norms, and traditions developed for business communication.
3. List the brief rules for the design of a business letter.	The letter should be printed on a computer; it should not be longer than one page; the margins should not be too narrow; the letter should be divided into paragraphs that are complete in meaning.
4. What is the difference between formal and informal scientific communication?	Formal communication involves the fixation of scientific knowledge in the form of an article, monograph or other publication, informal communication is based on communication

	technologies that do not require written registration and subsequent reproduction
5. What does intercultural communication mean?	Intercultural communication is a special form of communication between two or more representatives of different cultures, during which information and cultural values of interacting cultures are exchanged.
6. What are the goals of research in the field of intercultural communication?	It is aimed at avoiding racial and ethnic conflicts; helping foreigners prepare for life in Russia; harmonizing contacts between representatives of different ethnic groups within our state; protecting their own ethnic identity, in particular language and culture.
7. Define the concept of "communication"	Communication is a type of active interaction between objects of any nature, involving information exchange.
8. Explain the difference between business and everyday communication.	The difference between business communication and ordinary (informal) communication is that in interpersonal communication, the value of communication is higher than the specific goals, reasons and circumstances of the meeting. In the case of business communication, the desire to communicate is secondary to the need.
9. What features of business card exchange do you know?	After receiving a business card, carefully read the information indicated on it (the giver of the card expects you to pay attention to it) and carefully put the card in the business card holder. In response, you should hand over your business card. When handing over the card, control your non-verbal behavior: look into the eyes of your partner, a slight smile.
10. Explain the rules for writing a resume in English?	It is necessary to limit yourself to 1-2 sheets of an A4 document, include only the most important information. You should write correctly. It is also not recommended to use overly complex constructions, especially if your level of language proficiency is far from perfect. You should choose neutral words or professional vocabulary. The resume must contain a photo.

### Тестовые задания по дисциплине:

1. Our company aims to \_\_\_\_\_ customer satisfaction through continuous improvement of our services.

- A. Lower
- B. Enhance
- C. Dismiss
- D. Ignore

Answer: B

2. To remain competitive, businesses must keep up with the latest \_\_\_\_\_ in technology.

- A. Expenses
- B. Trends
- C. Profits
- D. Losses

Answer: B

3. Negotiating contracts requires strong \_\_\_\_\_ skills to ensure beneficial terms.

- A. Technical
- B. Communication
- C. Programming
- D. Mathematical

Answer: B

4. The board of directors will \_\_\_\_\_ the proposed merger next week.

- A. Reject
- B. Review
- C. Accept
- D. Postpone

Answer: B

5. Due to budget constraints, we need to \_\_\_\_\_ our marketing expenses.

- A. Increase
- B. Cut
- C. Double
- D. Maintain

Answer: B

6. The new marketing strategy aims to \_\_\_\_\_ our brand presence online.

- A. Reduce
- B. Boost
- C. Eliminate
- D. Question

Answer: B

**Задания на установление соответствия по дисциплине:**

1. Match the halves of the sentences:

A) Teachers' employers are required to tell the GTC when a teacher has been dismissed because	1) working in maintained (state) schools.
B) The GTC can make the decision to remove from their register or restrict any teacher who has 'compromised	2) of misconduct or incompetence or where they resign in circumstances justifying dismissal.
C) The GTC regulates all "Registered Teachers", in other words any teacher	3) the public confidence of the profession' or who has put 'the safety and welfare of children at risk'.

Answer: A – 2, B – 3, C – 1.

2. Match the halves of the sentences:

A) The GTC can also regulate teachers who are no longer registered provided misconduct or	1) in the field of Professional Disciplinary.
B) The GTC employs a presenting officer who is often a leading solicitor	2) to teachers found not guilty of misconduct at hearings.
C) The GTC does not pay costs	3) incompetence occurred when they were registered.

Answer: A – 3, B – 1, C – 2.

3. Match the halves of the sentences:

A) What does the Code of Conduct and Practice	1) a decision?
B) How is each	2) regulate?
C) How can GTC make	3) panel held?

Answer: A – 2, B – 3, C – 1.

4. Match the halves of the sentences:

A) In most countries, the academic year begins with the start of autumn and	1) lasts from February or March to November or December.
B) In Southern Hemisphere countries, this means that the academic year	2) it lasts from August or September to May, June or July instead.
C) In Northern Hemisphere countries,	3) ends during the following summer.

Answer: A – 3, B – 1, C – 2.

5. Match the halves of the sentences:

A) The TOEFL is the most common test for those students	1) during the last year of high school?
B) A student's performance in the test may be graded on percentage marks,	2) whose first language is not English and who wish to enter a university in the US.
C) What students have to take some standardized tests	3) letter marks, and points.

Answer: A – 2, B – 3, C – 1.

6. Match the halves of the sentences:

A) What test is taken to measure students' abilities	1) don't they?
B) Developers of the ACT tout it for its curriculum-based questions,	2) by all colleges and universities in the US?
C) What tests are accepted	3) in language and mathematics?

Answer: A – 3, B – 1, C – 2.

### **Задания на установление последовательности по дисциплине:**

1. Determine the correct sequence of stages of system analysis in project management:

- A) Evaluation and control of project results.
- B) Analysis of the external environment of the project.
- C) Analysis of the internal environment of the project.
- D) Planning and monitoring of project tasks.
- E) Development of a project management strategy.
- F) Defining the goals and objectives of the project.

Answer: F, B, C, E, D, A.

2. Determine the correct sequence of steps when using the Critical Path Method (CPM) for planning and monitoring the completion of project tasks:

- A) Determining the critical path.
  - B) Search for tasks.
  - C) Search for dependencies.
  - D) Time calculation.
  - E) Building a network graph.
  - F) Monitoring and adjustment of the project plan.
- Answer: B, C, E, D, A, F.

3. Determine the correct sequence of steps when using the Gantt chart to plan and control the execution of project tasks:

- A) The location of tasks on the Gantt matrix.
- B) Control points.
- C) Updating information.
- D) The designation of deadlines.
- E) A description of the dependence according to the Gantt method.

Answer: D, A, E, B, C.

4. Determine the correct sequence of actions for the analysis and regulation of communications during the implementation of the project:

- A) Analysis of the functioning of the communication system after making the necessary changes.
- B) Analysis of failures and violations in providing project participants with the necessary information.
- C) Informing participants about the changes made.
- D) Analysis of requests for changes.

Answer: B, D, A, C.

5. Determine the correct sequence of risk management at the stages of the project life cycle:

- A) Development of estimates and budget of the project.
- B) Pre-project justification of investments.
- C) Project expertise.
- D) Monitoring the implementation of the project.

Answer: B, A, D, C.

6. Determine the correct sequence of closing the project according to the project changes:

- A) The final report on the actual changes to the project.
- B) Creating an archive of project changes.
- C) Assessment of changes and their results.

Answer: C, A, B.

### Методика оценки сформированности компетенции

Код и наименование индикатора достижения компетенции	Критерии оценивания сформированности компетенции (части компетенции)
УК-4.1. Устанавливает и развивает профессиональные контакты, осуществляет академическое и профессиональное взаимодействие с применением современных коммуникативных технологий, в том числе на иностранном языке. УК-4.2. Составляет и редактирует документацию с целью обеспечения академического и	выполнение 70% и более оценочных средств по определению уровня достижения результатов обучения по дисциплине

профессионального взаимодействия, в том числе на иностранном языке.

УК-4.3. Демонстрирует коммуникативную компетентность в условиях научно-исследовательской и проектной деятельности и презентации ее результатов на различных публичных мероприятиях, включая международные, в том числе на иностранном языке.