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## **THEORETICAL FOUNDATIONS OF TEACHING BUSINESS ENGLISH TELEPHONING FOR FUTURE ECONOMISTS**

In order to prepare students majoring in Economics for their future business activities we propose a subcourse of Business Telephoning as a part of the traditional Business English Course to get students act effectively at work they are training for. To survive and be successful in international business environment where telephone etiquette is rather different in different parts of the world future economists need to be able to use the telephone effectively. Attaining this goal in university course of Business English is impeded by the fact that very few relevant professional communication-oriented coursebooks of Business Telephoning exist. Those of them that can be found on the market ('Market Leader' by David Cotton, 'Enterprise' by Virginia Evans, 'Headway' by John&Liz Soars) are not so much coursebooks but rather collections of exercises for mastering telephone vocabulary.

The coursebook "Business Telephoning", written by the author of the talk, intends to give a practical approach to dealing effectively with business telephone calls in English and is designed for intermediate and upper-intermediate level students who need more specific steps to follow in solving future communication problems dealing with foreigners over the phone.

*Aims of the course are:*

- to provide students with skills and knowledge needed for making and receiving phone calls,
- leaving and taking messages;
- to support and develop students' abilities in listening and speaking;
- to develop students' cultural awareness (especially in the sphere of telephoning).

We have applied to *specific principles* in teaching business telephone calls that include:

- communicative competence;

- motivational sufficiency;
- autonomy of students' creative learning activity;
- cross-cultural awareness;
- using authentic materials;
- continuous simulation;

In conclusion, a coursebook is one that will successfully prepare business students for unavoidable international interactions.