

COURSE SYLLABUS

Business Foreign Language

Degree of higher education **second (master)**

Specialties: 015.36 Vocational education (Technology of light industry products), 022 Design, 051 Economics, 071 Accounting and taxation, 072 Finance, banking and insurance, 073 Management, 075 Marketing, 076 Entrepreneurship, trade and brokerage management, 081 Law, 122 Computer science, 123 Computer engineering, 131 Applied mechanics, 133 Industrial machinery engineering, 141 Electric power, electrical engineering and electromechanics, 151 Automation and computer-integrated technologies, 161 Chemical technologies and engineering, 162 Biotechnology and bioengineering, 182 Light industry technologies, 226 Pharmacy, industrial pharmacy.

Educational programs: Vocational education (Technology of light industry products), Design and technology of sewing products, Fashion industry, Light industry technologies (educational and scientific), Design (by types), Styling, design and artistic finishing of light industry products, Computer science, Mechatronics and robotics, Light industry and consumer services equipment, Computer-integrated technological processes and production, Computer engineering, Technical electrochemistry and electrochemical power engineering, Chemical processing technologies of polymer and composite materials, Biotechnology of high molecular weight compounds, Industrial pharmacy, International economics, International accounting and audit-consulting, Financial management in business, Innovation management, Tourism business, Financial and economic security management, Communicational marketing, Entrepreneurship and service activities, Electrical appliances, Economic and legal activities.

Course status – compulsory

**Instructors of foreign languages
department:**

Julia Bondarchuk, PhD in Linguistics, Ass. Prof.
Jana Absaliamova, PhD in Pedagogics, Ass. Prof.
Nataliia Gudkova, PhD in Linguistics, Ass. Prof.
Halyna Dovhopol, Ass. Prof.

1. Course description

Semester: 1.

Scope: total number of hours – 90 including: practical – 24 hours, independent work – 66 hours; number of ECTS credits – 3.

Course objectives – mastering foreign language communicative competence in situations of oral and written professional and business communication as well as interpersonal skills.

Learning outcomes of the course:

know: fundamentals of effective communication in a foreign language; word-forming, grammatical, lexical minimum in a business foreign language; fundamentals of speech culture (including business communication); classification of business letters;

be able: use general language and special reference resources; deal with various situations of business interaction and communicate with foreign partners in the course of professional and business discussions; understand the details and general content of official correspondence; determine the classification of documents; draw up business letters of various communicative types;

be able to demonstrate: communicative experience in professional interaction at the verbal level;

have the skills of: using professional terminology in oral and written spheres of professional and business communication;

solve independently issues related to the analysis of foreign-language sources of information to obtain data necessary for performing professional tasks and making professional decisions;

preparation of individual presentations on a wide range of academic and professional topics; argumentation of your point of view on current problems in a formal and informal interaction on professional topics.

Required educational components (prerequisites, co-requisites, post-requisites): foreign language, foreign language for specific purposes, Ukrainian and foreign culture, business Ukrainian language, preparation of a master's degree project.

Course content: Topic 1. Business letter of international standard. Topic 2. Types of business letters. Topic 3. Covering letter as one of the employment letters within employment process. Topic 4. Content, structure and formats of CV.

Forms of final control: credit (semester 1).

Tools for diagnosing learning success: individual tasks (presentations, writing business letters), exercises (receptive, reproductive, productive), questions for current and final controls.

Language of instruction: English.

2. Assessment

Distribution of points received by applicants for higher education (*semester 1 - credit*)

Ongoing assessment and independent work					MC	Total
T1	T2	OC	T3	T4		
20	20	10	20	20	10	100

Distribution of points in the course

Activities evaluated in points	T1	T2	T3	T4	Total
Speaking in the classroom	5	5	5	5	20
Presentations/essays/exercises/translations/listening	15	15	15	15	60
Ongoing control	10				10
Modular control	10				10
Total in the course					100

Compliance with the scales for assessing the quality of learning material

Score on the national scale	Points	Assessment on the ECTS scale	Definition
excellent / passed	90-100	A	Excellent (outstanding performance without errors)
good / passed	82-89	B	Very good (above the average standard but with minor errors)
	74-81	C	Good (generally sound work with some errors)
satisfactory / passed	64-73	D	Satisfactory (fair but with significant shortcomings)
	60-63	E	Fair (performance meets the minimum criteria)
unsatisfactory / failed	35-59	FX	Fail (some more work required before the credit can be awarded)
	0-34	F	Fail (considerable further work is required)

3. Course policy:

3.1 Mandatory observance of academic integrity by higher education students, namely:

- **independent performance of all activities, tasks, forms of control provided by this academic course working program;**
- **references to the sources of information if ideas, developments, statements, information are used;**
- **compliance with the legislation on copyright and related rights;**
- **providing reliable information on the results of their own educational (scientific, creative) activities, used research methods and sources of information.**

3.2 Recognition of learning outcomes obtained in non-formal education is allowed.

3.3 To obtain a minimum positive grade in the course, it is necessary to obtain the minimum number of points for each topic and modular control.

3.4 In case of late execution of works, the number of points is reduced by 30%.

3.5 Postponement of delivery/retaking:

- it is possible to extend the deadline for submission of works for good reasons (sick leave, academic mobility, etc.), which must be notified to the teacher in advance;
- without good reason the number of points scored is reduced by 30%.

3.6 When plagiarism is detected, the work is returned to a student and a new version of the task is issued.

3.7 Missed classes are completed by a student in accordance with the individual schedule agreed with a teacher in case of insufficient points to obtain a minimum positive grade in the discipline.

3.8 Assessment appeal: a student makes a request to the teacher, who reviews the available results of the student's educational activities to be assessed. Under objective conditions (technical errors, etc.), the points scored may increase. If a student claims a higher score and considers the evaluation of his educational activities results by the teacher biased, the department creates a commission of three teachers, which offers the student in a certain form (oral or written) to demonstrate the acquired knowledge, skills and abilities in the discipline. Scores can be increased if the student confirms the level of knowledge declared by him.