



SYLLABUS OF THE DISCIPLINE " FOREIGN LANGUAGE FOR PROFESSIONAL PURPOSES"

Educational Programme «Management»	Level of higher education second (master's degree)	Field of study; specialty 07 "Management and administration" 073 "Management"	Discipline status mandatory
Information about the teacher Senior teacher A. M. Svoboda, nikki.nastya19@gmail.com	Year of study and term 1 st -2 nd years, 1 st -3 rd terms	Scope of the discipline, final control 8 credits (240 hours), Practical classes: full-time – 176 hours (part-time – 24 hours), Independent work: full-time – 64 hours (part-time – 216 hours), 1 st , 2 nd terms – credit 3 rd term - exam	Language of instruction Ukrainian, English

Purpose and objectives of the discipline The purpose of the discipline: formation of the necessary communicative capacity in the areas of professional and situational communication in oral and written forms. Objectives of the discipline: acquisition of skills of practical knowledge of a foreign language in various types of speech activity in the scope of topics determined by professional needs; obtaining the latest professional information through foreign sources; use of oral monologue and dialogic speech within everyday, socio-political, general economic and professional topics; translation from a foreign language into a native language of texts of a general economic nature; abstracting and annotating socio-political and general economic literature in native and foreign languages.	Content of the discipline 1. Communication ; 2. International Marketing; 3. Building Relationships; 4. Success; 5. Job Satisfaction; 6. Risk; 7. Management Styles; 8. Team Building; 9. Raising Finance; 10. Customer Service; 11. Crisis Management; 12. Mergers and Acquisitions; 13. The office; 14. Numbers; 15. Types of Businesses and Work; 16. Money and Bank Accounts; 17. Corporate Governance and Departments; 18. Telephone interactions and correspondence; 19. Introductions and Small Talk; 20. Delegating Tasks and Giving Feedback; 21. Networking; 22. Getting the job ; 23. Hiring, Promotions and Terminations; 24. Meetings and Scheduling; 25. Presentations, Team Management, Team Building; 26. Traveling
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Integral and general competencies GC 3 Skills in using information and communication technologies;	Special (professional) competencies SC 3 Ability for self-development, lifelong learning, and effective self-management; SC 5 Ability to create and organize effective communications in the management process	Programme learning outcomes PLO 7 Organize and carry out effective communications within the team, with representatives of various professional groups and in an international context; PLO 9 Be able to communicate in professional and scientific circles in national and foreign languages; PLO 11 To ensure personal professional development and planning of own time;
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Evaluation of learning outcomes Assessment of the knowledge of students of all forms of education is assessed in the range of 100 points exclusively on the basis of the results of ongoing and intermediate (module) control. The results of the credit are evaluated and translated into the national two-level grading system ("passed" or "failed") and the corresponding ECTS grades The results of the final (term) control in the form of an exam are evaluated on a 100-point scale (60 points - the maximum number of points for the ongoing control, 40 points - the maximum number of points for the exam) and are translated into a national 5-point grading system ("excellent", "good", "satisfactory", "unsatisfactory with the possibility of retaking" and "unsatisfactory with mandatory re-study of the discipline") and the corresponding ECTS grades ("A", "B", "C", "D", "E", "FX", "F"). For students of full-time education (1 st -2 nd term)	Learning methods Practical classes, tests, interactive teaching methods, forms of group work, participation in discussions and debates, presentations of the results of completed tasks, independent work, work with notes, scientific and educational literature, information and Internet resources
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Ongoing assessment and independent work											Credit in total
Content module 1					Content module 2						
T1 /9	T2 /10	T3 /11	T4 /12	MTW1	T5 /13	T6 /14	T7 /15	T8/16	MTW2		
5	5	5	5	30	5	5	5	5	30	100	
20				30	20				30	100	

Ongoing assessment and independent work				Exam (in the form of testing)	Total
Content module 1		Content module 1			
T17 T21	-	IIMP1	T22-T26 IIMP2		
25(5*5)		5	25(5*5) 5	40	100
30		30		40	100

For students of part-time education (1 st -3 rd term)		
Tasks on all course topics	Testing on all course topics	Credit/Exam (3 rd term)
60	40	In total 100

Scale of evaluation of the final (term) control: national and ECTS		
Total points for all types of learning activities	ECTS grades	Evaluation according to the national scale
90-100	A	credited
82-89	B	
74-81	C	
64-73	D	
60-63	E	
35-59	FX	not credited with the possibility of retaking
1-34	F	not credited with mandatory re-study of the discipline

Scale of evaluation of the final (term) control: national and ECTS		
Total points for all types of learning activities	ECTS grades	Evaluation according to the national scale
90-100	A	excellent
82-89	B	good
74-81	C	
64-73	D	satisfactory
60-63	E	
35-59	FX	unsatisfactory with the possibility of retaking
1-34	F	unsatisfactory with mandatory re-study of the discipline

Suggested reading list (basic)

- Natural Business English by Bill Muscull - Delta Publishing, 2019.
- Business Partner by Margaret O'Keeffe - Pearson Education Ltd, 2020 – 140 p.
- Business English Success: Посібник із ділової англійської мови / Олена Жихарева, Вікторія Ставцева – Арій, 2020. – 128 с.