

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
National Aviation University
Educational and Research Humanities Institute
Department of Foreign Languages and Applied Linguistics

APPROVED
Acting Rector

“___” _____ 2017р.



Quality Management System

SYLLABUS

on

“Business Foreign Language”

Field of study: 10 “Natural Sciences”
Speciality: 101 “Ecology”
Specialization: “Ecology and Environmental Protection”

Year of Study – 1st

Semester – 1st, 2nd

Classroom Sessions – 68
Self-study – 52
Total (hours/ ECTS credits) – 120/4

Graded Test – 1st semester
Examination – 2nd semester

Index CM-5-101/16-1.1

QMS NAU S 12.01.04 – 01-2017

	Quality Management System. Syllabus on “Business Foreign Language”	Document code	QMS S 12.01.04 – 01-2017
		Page 2 from 8	

The Syllabus on “Business Foreign Language” is based on the educational and professional program and Master Curriculum № CM-5-101/16 for Speciality 101 “Ecology” and Specialization “Ecology and Environmental Protection”, correspondent normative documents and the order №307/od dated on 20.06.2017.

Developed by:
Associate Professor
of the Department of Foreign Languages
and Applied Linguistics _____ S. Kharytska

Senior lecturer
of the Department of Foreign Languages
and Applied Linguistics _____ N. Bereznikova

Discussed and approved by the Department of Foreign Languages and Applied Linguistics, Minutes № ____ of “____” _____ 2017.

Head of the Department _____ O. Shostak

Discussed and approved by the Graduate Department for the Speciality 101 “Ecology” and Specialization “Ecology and Environmental Protection” – Department for Ecology, Minutes № ____ of “____” _____ 2017.

Head of the Department _____ S. Boichenko

Discussed and approved by the Scientific-Methodological-Editorial Board of the Educational and Research Humanities Institute, Minutes № ____ of “____” _____ 2017.

Head of SMEB _____ S. Yahodzinskyi

“Agreed”

Director of ER HI

A. Gudmanian
“____” _____ 20__.

Director of the Center
of Advanced Technologies

V. Kazak
“____” _____ 20__

Document level – 3b

The planned term between the revisions – 1 year

Master copy

	Quality Management System. Syllabus on “Business Foreign Language”	Document code	QMS S 12.01.04 – 01-2017
		page 3 from 8	

1. EXPLANATORY NOTES

The Syllabus on the subject “Business Foreign Language” is developed on the basis of “Methodical instructions for development and preparation of a syllabus and a course training program of subjects” adopted on 16.06.2015 by №37/order.

Teaching English for specific purposes is of great importance in the higher educational system of Ukraine. The subject “Business Foreign Language”, directed on communication and linked with social and special subjects, makes significant contribution into the education of young people. Practical skills in the foreign language enable students to be aware of world standards and literature in order to make independent professional decision. Learning a foreign language broadens students’ mind and erudition, arouses interest in the profession, and increases their cultural level. This subject is the addition to the compulsory course of a foreign language, which gives students the opportunity to improve their knowledge of business terminology and scientific communication skills.

The objective of teaching “Business Foreign Language” is the formation of students’ professional language competence that will facilitate their effective functioning in the cultural diversity of educational and professional environment. The main purpose of studying “Business Foreign Language” by the students of the speciality 101 “Environmental Science” is to obtain practical skills in the foreign language. These skills must be acquired on the basis of learning profession-oriented topics defined by this syllabus.

- The tasks of mastering the subject are the following:
 - to learn business English terminology;
 - to deepen the knowledge and improve the skills acquired before: to be able to read and make oral/written translation in order to get the required information;
 - to be able to understand both recorded and live foreign speech;
 - to improve communication skills in speaking on professional topics;
 - to develop reading and writing skills (writing a scientific article), reading and listening skills (making a scientific presentation at a conference or presenting a report).

-
After studying the subject “Business Foreign Language” the student must:

Know:

- basic terminology of business and scientific communication;
- linguistic clichés, typical for business correspondence and for writing research papers;
- main rules of handling scientific and technical literature;
- word-building morphemes, models for terms building;
- main grammar structures, correlation of forms and meanings;
- main grammar rules for making translation;
- rules of business etiquette and intercultural communication;
- registers (styles) of communication typical for professional communication.

	Quality Management System. Syllabus on “Business Foreign Language”	Document code	QMS S 12.01.04 – 01-2017
		page 4 from 8	

Learning outcomes:

- comprehension of monologue and dialogue speech;
- making reports on professional topics defined by this syllabus;
- participation in discussions;
- rendering information obtained from foreign and native-languages sources (in oral and written forms);
- analyzing grammar structures, correlating forms and their meanings in reading and translating texts.

The training material of the subject is structured in a modular manner and consists of two training modules, including:

- training **module №1 “Scientific conferences. Scientific language”**,
- training **module №2 “Professional Communication”**, which are logically completed, relatively independent, as integral parts of the curriculum, learning of which provides with the module tests and analysis of the results.

The subject “Business Foreign Language” is based on the knowledge of the following subjects: “Methodology and Organisation of Scientific Research”, “Substantiation of Ecological Processes”, “System analysis of Environmental Quality”, and others.

2. SUBJECT CONTENT

2.1. Module №1 “Scientific conferences. Scientific language”.

Topic 2.1.1. Education in Ukraine and abroad.

System of higher education in Ukraine. Testing, rules for entering to Universities of Europe. Technical universities: fields of study. Position of foreign language for training and career of future scientists.

Topic 2.1.2. Higher education in the USA. Harvard University.

System of higher education in the USA. Categories of educational establishments. Fields of study. History and structure of university.

Topic 2.1.3. Washington State University.

History of university foundation. Structure of university. Training process. Scientific activity. Scientific organisations. Research facilities.

Topic 2.1.4. Conferences. Scientific meetings.

Conferences: general characteristics of conferences types. Goal of conferences. Scientific conferences in Ukraine. International scientific conferences.

Topic 2.1.5. Scientific conferences. Scientific papers.

General information of scientific conferences organizing. Preparation to participation. Abstracts writing. Report preparation. Presentation preparation.

Topic 2.1.6. Communication with conference organizer.

Speaking and writing communication with organizing board. Achieving necessary information about scientific event. Writing enquiry-letter to organizing board.

	Quality Management System. Syllabus on “Business Foreign Language”	Document code	QMS S 12.01.04 – 01-2017
		page 5 from 8	

Topic 2.1.7. Scientific editions.

Cooperation of scientists with academic editions. Scientific researches. Writing of research report by scientists. Importance of authority rights for researchers.

Topic 2.1.8. Academic articles. Goal of academic articles.

Theoretical article and its purpose. Methodological articles. Research articles. Report of research activities.

Topic 2.1.9. Strategies for writing articles and research reports.

Approaches for writing scientific articles. Planning, handling of research sources. Widening of research methods. Summary. Citations.

Topic 2.1.10. Abstract handling.

Purpose of abstract to conference representation. Abstract structure. Advice for abstract writing. Studying of abstract samples in scientific handouts. References.

Topic 2.1.11. Electronic scientific editions.

Professional electronic journals for promoting new research. Advantage of the Internet network for students and scientists. Searching for information. The Internet network for taking part in on-line conferences and webinars.

Topic 2.1.12. Preparation of presentation.

Planning of representation with presentation. Handling presentation components in Power Point. Useful tips and phrases for representing in classroom.

Topic 2.1.13. Trip to conference.

Preparation of documents for trip abroad. Visa. Transportation costs. Airport. Customs. Hotel accommodation. Food. Acquaintance with the city.

Topic 2.1.14. Student scientific conferences.

Scientific and research activities of students in the university. Benefits of participation in Ukrainian and International scientific conferences.

Topic 2.1.15. Section meetings.

Report abstract representations of scientific field research in English. Discussing of key interesting problems of the research. Terminology improving.

Topic 2.1.16. Presentations on the topic “Scientific conferences”.

Students’ presentations of Master studies. Discussing of presentations and research subjects.

2.2. Module №2 “Professional communication”.

Topic 2.2.1. Business foreign language for employment.

Knowledge of foreign language as an important factor for successful employment. Approaches for learning foreign languages and professional foreign language with application of information technologies.

Topic 2.2.2. Business communication for для employment.

Correspondence. Types of business letters. The structure of a business letter. Approaches to drafting business letters. Differences of the objective of cover letters.

Topic 2.2.3. Theory of motivation. Value of work.

Research on motivation. Factors of working environment. Categories of motivated staff. Motivation factors for employees.

	Quality Management System. Syllabus on “Business Foreign Language”	Document code	QMS S 12.01.04 – 01-2017
		page 6 from 8	

Topic 2.2.4. Strategies for successful employment.

The components for successful employment. Self-evaluation. Cover letters. Resume. Recommendation letters. Application form. Interview.

Topic 2.2.4. Strategies for successful employment.

The components for successful employment. Self-evaluation. Cover letters. Resume. Recommendation letters. Application form. Interview.

Topic 2.2.5. Criteria of self-analysis for employment.

Evaluation of strong and weak components. Higher education. Qualification. Competences. Computer. Individual features and qualities of character.

Topic 2.2.6. Job advertisement.

Reading the advertisement in the press and on job sites. Language for advertisement. Working up and self-evaluation of requirement for announced positions.

Topic 2.2.7. Writing of cover letters.

Practical working with cover letters samples. The structure of application letter. Language cliché. Writing of application letter. Preparation of solicited letter.

Topic 2.2.8. Composing of Resume.

The goal of a resume. The resume and curriculum vitae. Types of resumes. Components of the resume. Samples of the resume. Language cliché. Practical work on a resume.

Topic 2.2.9. Writing a letter of recommendation.

The goal of a letter of recommendation. Positive qualitative adjectives. Familiarization with samples of recommendation letters. Structure. Language cliché.

Topic 2.2.10. Filling of an application form.

Familiarization with samples of an application form. Skills in application forms filling. Personal information. Education, training. Years of employment. Useful tips.

Topic 2.2.11. Preparation for an interview.

Necessary steps for a preparation. Writing of the highlights of the interview. Making possible key questions and answers of both sides. Interview simulation.

Topic 2.2.12. Interview.

Structure, kinds of interviews. Verbal and non-verbal communication. Samples of gesture language. Language cliché. Psychological mood. Advice for appropriate clothes.

Topic 2.2.13. Culture of business communication.

Cross-cultural communication. Business style writing and oral communication. The use of modal verbs. Practical application of translation skills.

Topic 2.2.14. E-mail and telephone for business communication.

Culture of business correspondence by e-mail and telephone communication. The structure of business telephone conversations. Terminology. Useful tips.

Topic 2.2.15. Making presentations on a specialty.

The goal and structure of a presentation. Tips. Appearance, voice, usage of visualization means. Content and filling. Audience perception. Language cliché.

	Quality Management System. Syllabus on “Business Foreign Language”	Document code	QMS S 12.01.04 – 01-2017
		page 7 from 8	

Topic 2.2.16. Presentations on the topic “Professional communication”.

Professional communication. Culture of business communication. Employment and interview. Telephone communication. Advantages and benefitted sides of an offered position.

3. LIST OF REFERENCES

3.1. Basic Literature

3.1.1. Снопченко В.І., Захарчук Н.В. Professional English: Professional and Scientific Communication: Навч. посібник. – К.: Університет «Україна», 2011. – 242 с.

3.1.2. Шостак О.Г., Рибалко М.-М. О. Professional English. The Land Surveying and Cadastre: Підручник – К.: Університет «Україна», 2013. – 432 с.

3.1.3. Науменко Л. П. Business English Course: Бизнес-курс англійського язика. – К.: А.С.К., 2005. – 448 с.

3.1.4. Кузнецов В. О. Англійська мова. Essential grammar for technicians. Методична розробка для студентів. – К: Вид. НАУ, 2003 – 67 с.

3.1.5. Барановська Т. В. Граматика англійської мови. Збірник вправ: Навч.посібник. – Київ: ТОВ ВП „Логос-М. 2009” – 382 с.

3.1.6. Голіцинський Ю. Б. “Граматичний збірник вправ” – К., 2004 – 477 с.

3.1.7. Верба Г. В., Верба Л. Г. Граматика сучасної англійської мови: Довідник – К.: ТОВ «ВП Логос», 2003. – 341 с.

3.1.8. Загнітко А. П., Данилюк І. Г. Великий сучасний англо-український словник. – Д.: ТОВ ВКФ „БАО”, 2006. -1008 с.

3.2. Additional Literature

3.2.1. Шостак О.Г., Базова В.І. Professional English/ Medicine and Diagnostics: Навч. Посібник – К.: НАУ, 2015. – 228 с.

3.2.2. Comfort, Jeremy. Effective Presentations. – Oxford University Press, 2004. – 80 p.

3.2.3. Sweeney, Simon. English for Business Communication. – Cambridge : Cambridge University Press, 2003. – 174 p.

	Quality Management System. Syllabus on “Business Foreign Language”	Document code	QMS S 12.01.04 – 01-2017
		page 8 from 8	

(Ф 03.02 – 01)

АРКУШ ПОШИРЕННЯ ДОКУМЕНТА

№ прим.	Куди передано (підрозділ)	Дата видачі	П.І.Б. отримувача	Підпис отримувача	Примітки

(Ф 03.02 – 02)

АРКУШ ОЗНАЙОМЛЕННЯ З ДОКУМЕНТОМ

№ пор.	Прізвище ім'я по-батькові	Підпис ознайомленої особи	Дата ознайомлення	Примітки

(Ф 03.02 – 04)

АРКУШ РЕЄСТРАЦІЇ РЕВІЗІЇ

№ пор.	Прізвище ім'я по-батькові	Дата ревізії	Підпис	Висновок щодо адекватності

(Ф 03.02 – 03)

АРКУШ ОБЛІКУ ЗМІН

№ зміни	№ листа (сторінки)				Підпис особи, яка внесла зміну	Дата внесення зміни	Дата введення зміни
	Зміненого	Заміненого	Нового	Анульованого			

(Ф 03.02 – 32)

УЗГОДЖЕННЯ ЗМІН

	Підпис	Ініціали, прізвище	Посада	Дата
Розробник				
Узгоджено				
Узгоджено				
Узгоджено				