National Aviation University
Educational and Research Humanities Institute
Department of Foreign Languages and Applied Linguistics

AGREED
Director of ER IES

APPROVED
Vice-Rector for Academics
and Educative Activities

_____ O. Zaporozhets
"___"_____2017

_____ T. Ivanova
«___»_____2017

Quality Management System

COURSE TRAINING PROGRAM
on
"Business Foreign Language"

Fieldofstudy: 10 "NaturalSciences"
Speciality: 101 "Ecology"
Specialization: "Ecology and Environmetal Protection"

YearofStudy – 1st Semester – 1st, 2nd

Practicals   – 68   Graded Test   – 1st semester
Self-study   – 52   Examination   – 2nd semester
Total (hours/ ECTS credits) – 120/4

IndexECM-5-101/16-1.1

QMS NAU CTP 12.01.04 – 01-2017

TheCourseTrainingProgramon "Business ForeignLanguage" isbasedontheMasterCurriculum № ECM-5-101/16 forSpeciality 101 "Ecology" andSpecialization"Ecology and Environmental Protection", Syllabus for this Subject, IndexCM-5-101/16-1.1, approved by the Rector "__" _____ 2017, correspondent normative documents and the order №307/od dated on 20.06.2017.

Developed by:
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Discussed and approved by the Department of Foreign Languages and Applied Linguistics, Minutes № ____ of "____"___ ____ 2017.

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DiscussedandapprovedbytheGraduateDepartmentfortheSpeciality   101 "Ecology" and Specialization "Ecology and Environmental Protection" – Department forEcology, Minutes № ____ of "__" _____ 2017.

Head of the Department   _____S. Boichenko

DiscussedandapprovedbytheScientific-Methodological-Editorial Board of the Educational and Research Humanities Institute, Minutes № ___ of"___"____ _____2017.

HeadofSMEB   _____ S. Yahodzinskyi

Director of the Center
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Document level – 3b
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Master copy

Contents

1. INTRODUCTION

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

The grading system (GS) is an integral part of the course training program and it provides for assessment of student's knowledge and skills during the current, module and semester tests. Grading procedure is performed according to the national grading scale and European Credit Transfer System grading scale.

The grading system provides for the use of the module grades (current module grade, module test grade, total module grade) as well as the graded test or examination grade, and the total semester grade.

2. SUBJECTCONTENT

2.1. Training schedule of the subject

№	Topics	Academic Hours		
		Total	Practical	Self-study
1	2	3	4	5
1 Year				
1 semester				
Module №1 "Scientificconferences. Scientificlanguage"				
1.1	Education in Ukraine and abroad. Active Voice.	3	2	1
1.2	Higher education in the USA. Harvard University. Words order. Simple and Continuous tenses in Active Voice.	3	2	1
1.3	WashingtonStateUniversity. The types of questions. Perfect and Perfect Continuous tenses in Active Voice.	3	2	1
1.4	Conferences. Scientific meetings. Past Simple.Interrogative sentences (Active Voice). Article.	3	2	1
1.5	Scientificconferences. Scientific papers. Passive Voice.	3	2	1
1.6	Communicationwithconferenceorganizer. SimpleandContinuoustensesinPassiveVoice. Interrogatives.	3	2	1
1.7	Scientificeditions. Interrogatives. Adverbs.	3	2	1
1.8	Academic articles. Goal of academic articles.Dialogue. Activeand Passive Voices. Interrogative sentences.	3	2	1
1.9	Strategies for writing articles and research reports.	3	2	1
1.10	Abstracthandling. Conditional sentences.	3	2	1

1.11	Electronic scientific editions. Conditionals.	4	2	2
1.12	Preparationofpresentation. Infinitive (Active Voice).	4	2	2
1.13	Trip to conference.Infinitive (Active Voice).	4	2	2
1.14	Studentsscientificconferences. Infinitiveconstructions. Interrogative sentences.	4	2	2
1.15	Conducting of a section meeting.	4	2	2
1.16	Presentations on the module topic №1.	6	2	4
1.17	Module test №1.	4	2	2
Total for Module №1		**60**	**34**	**26**
2 semester				
Module №1 "ProfessionalCommunication"				
2.1	Business foreign language for employment. Usage of verbs tenses in Active and Passive Voices.	3	2	1
2.2	Business communication for для employment. Infinitive constructions.	3	2	1
2.3	Theory of motivation. Vallue of work. Complex Object.	3	2	1
2.4	Strategies for successful employment. Complex Object. Interrogative sentences in Passive Voice.	3	2	1
2.5	Criteria of self-analysis for employment. Passive Voice (Continuous tenses). Questions.	3	2	1
2.6	Job advertisement. Complex Subject. Questions.	3	2	1
2.7	Writingofcoverletters. ComplexSubject. Interrogative sentences (Simple and Perfect tenses).	3	2	1
2.8	ComposingofResume. Sequencesoftenses. General and special questions.	3	2	1
2.9	Writing a letter of recommendation. Indirect Speech.	3	2	1
2.10	Filling of an application form. Dialogues. Gerund.	3	2	1
2.11	Preparation for an interview. Діалоги. Герундій.	4	2	2
2.12	Interview.Dialogues. Modal verbs.	4	2	2
2.13	Culture of business communication. Modal verbs.	4	2	2
2.14	E-mail and telephone for business communication. Modal verbs.	4	2	2
2.15	Making presentations on a specialty. Modal verbs.	4	2	2
2.16	Presentations on the module topic №2.	6	2	4
2.17	Module test №2.	4	2	2
Total for Module №2		**60**	**34**	**26**
Total for the 2nd semester		**60**	**34**	**26**
Total for the subject		**120**	**68**	**52**

3. BASIC CONCEPTS OF GUIDANCE ON THE SUBJECT
3.1. Listofreferences
BasicLiterature

3.1.1. Снопченко В.І., Захарчук Н.В. ProfessionalEnglish: ProfessionalandScientificCommunication: Навч. посібник. – К.: Університет «Україна», 2011. – 242 с.

3.1.2. Шостак О.Г., Рибалко М.-М. О. ProfessionalEnglish. TheLandSurveyingandCadastre: Підручник –К.: Університет «Україна», 2013. – 432с.

3.1.3. Науменко Л.П. BusinessEnglishCourse: Бизнес-курс английского языка. – К.: А.С.К., 2005. – 448с.

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

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

3.1.6.Голіцинський Ю. "Граматичний збірник вправ". – К., 2004 – 477с.

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

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

AdditionalLiterature

3.1.9.Шостак О.Г., Базова В.І. ProfessionalEnglish/ MedicineandDiagnostics: Навч. Посібник – К.: НАУ, 2015. – 228с.

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

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

3.2. List of basic guidance materials for the subject

№	Name	Index of Topics where Guides are Used	Amount
1	2	3	4
1.	Table offormation and usage features of Active Voice.	1,2, 1,3, 1,4, 1,6, 1,8, 1,10, 1.14	1 copy
2	Table offormation andusage features of Pasive Voice.	2.1- 2.8	1 copy

4. RATING SYSTEM OF KNOWLEDGE AND SKILLS ASSESSMENT

4.1. Grading of different kinds of academic work performed by a student is done in accordance with Table 4.1

Таблиця 4.1

Module № 1 – №2		
Kind of Academic Activities	**Max Grade**	**Max Grade**
Texts Reading and Translation, knowledge of terminology (6 texts x5 grades)	30	
Text Retelling (2 texts x 5 grades)	10	
Conversationalspeech	8	
Grammar and thematic (testing)	10	
Preparing a Presentation on the topic	10	
A student is to gain not less than 41 grades to be allowed to write Module Test		
Module Test №1, №2	20	
Total for Module №1, №2	**88**	
Semester Graded Test / Semester Graded Examination		**12**
Total Semester Grade		**100**

4.2. A student is considered to have passed the module if both his/her Current Module Grade and Module Test Grade are positive (see Table 4.2).

Table 4.2

Correspondence between the Grades for different kinds of activities
and the National Scale

Grades			Module Test grade	National Scale Grade
TextsReadingand Translation, Text Retelling,knowledge of terminology	Conversational speech	Grammar and thematic (testing),Preparing a Presentationon the topic	M 1 – 2	
5	8	9-10	18 - 20	Excellent
4	6-7	8	15 -17	Good
3,5	5	6-7	12 - 14	Satisfactory
under3,5	under 5	under6	under12	Bad

4.3.ThegradesastudenthasbeengivenforthedifferentkindsofacademicworkaresummedupandtheresultconstitutingaCurrentModuleGradeisenteredintotheModuleGradeRegister.

4.4.The sum of the Current Module Grade and the Module Test Grade is the Total Module Grade (Table 4.3) whose grades and the National Scale is entered into the Module Grade Register.

Table 4.3

Correspondence between the Total Module Grades and the National Scale

Module №1	Module №2	National Scale
79-88	79-88	Відмінно
66-78	66-78	Добре
53-65	53-65	Задовільно
under 53	under 53	Незадовільно

4.5. A student is considered to have passed the module if both his/her Current Module Gradeand Module Test Grade are positiveaccording to the national scale (Table 4.2), which yields a positive Total Module Grade (Table 4.3).

4.6. The Semester Module Grade is calculated as the sum of the Total Module Grades. The correspondence between Semester Module Grade values and the National Scale is given in Table 4.4.

Table 4.4   Table 4.5
Correspondence betweenCorrespondencebetween
the SemesterModule GradestheGradedTest/ExaminationGrades
and the National ScaleandtheNationalScale

Grades	National Scale	Grades		National Scale
		Graded test	Exam	
79-88	Excellent	12	11-12	Excellent
66-78	Good	10	9-10	Good
53-65	Satisfactory	8	7-8	Satisfactory
under 53	Bad	-	under 7	Bad

4.7.The Semester Module Grade and the Examination Grade together make up a Total Semester Grade whose correspondence to the National Scale and the ECTS Scale is shown in Table 4.6.

4.8. The Total Semester Grade is entered into the Examination Register and into a student's record book in grades, National Scale grades, and ECTS grades.

4.9. The Total Semester Grade is entered into a student's record book, for example: **92/Ex/A, 87/Good/B, 79/Good/C, 68/Sat/D, 65/Sat./E**, etc.

Table 4.6

Correspondence of the Total Semester Grades to the National Scale
and the ECTS System

Total Semester Grades	National Scale	ECTS System	
		ECTS Scale	Explanation
90-100	**Excellent**	**A**	**Excellent** (excellent performance with insignificant shortcomings)
82 – 89	**Good**	**B**	**Very Good** (performance above the average standard with a few mistakes)
75 – 81		**C**	**Good** (good performance altogether with a certain number of significant mistakes)
67 – 74	**Satisfactory**	**D**	**Satisfactory** (performance meets the average standards)
60 – 66		**E**	**Sufficient** (performance meets the minimal criteria)
35 – 59	**Unsatisfactory**	**FX**	**Bad** (bad performance; a second testing is required)
1 – 34		**F**	**Bad** (very bad performance; a student shall retake the course)

4.10. The Total Semester Grades of discipline are defined as the arithmetic average grade of the total semester grades in points (the first and second semesters – for this subject) with its transfer into National Scale and ECTS Scale.

The indicatedTotal Semester Grade of the subject is entered in the Diploma Supplement.

(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 ознайом-лення	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	Анульо-ваного			

(Ф 03.02 – 32)

УЗГОДЖЕННЯ ЗМІН

	Підпис	Ініціали, прізвище	Посада	Дата
Розробник				
Узгоджено				
Узгоджено				
Узгоджено				