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

APPROVED

Vice-Rector for Academics
and Educative Activity
_____ T. Ivanova
«___»_____2017.

Quality Management System

COURSE TRAINING PROGRAM
on
"Business Foreign Language"

Field of Study: 15 "Automation and Instrumentation"
Speciality: 151 "Automation and Computer-integrated Technologies"
Specialization: "Computer-integrated Technological Processes of Production"

Year of Study – 1st   Semester – 1st, 2nd

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

Index ECM-1-14-14-151/17-1.1

QMS NAU CTP 12.01.04–01-2017

The Course Training Program on "Business Foreign Language" is based on the Educational Program and Master Extended Curriculum № ECM-1-14-14-151/17 for Speciality 151 "Automation and Computer-integrated Technologies" Specialization "Computer-integrated Technological Processes of Production", and correspondent normative documents.

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Discussed and approved by the Graduate Department for the Speciality 151 "Automation and Computer-integrated Technologies" Specialization "Computer-integrated Technological Processes of Production" – Department of Aviation Computer-Integrated Complexes, Minutes № ___ of "___"_____20__.

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Discussed and approved by the Scientific-Methodological-Editorial Board of the Educational and Research Humanities Institute, Minutes № ___ of "___"_____2017.

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Director of ER HI   Director of the Center
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"____" _____ 2017.   "_____" _____ 2017.

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INTRODUCTION

The Course Training Program on "Business Foreign Language" is developed on the basis of "Methodical Instructions for the Development and Preparation of a Course Training Program of a Subject" approved by № 37/order from 13.07.2017 and corresponding normative documents.

Explanatory Notes

1.1.   Planned results.

Subject status in the system of professional training of an expert.

Teaching English is of great importance in the higher educational system of Ukraine. Being directed on communication and linked with social and special subjects the subject "Business Foreign Language" makes significant contribution into the education of young people.

Learning a profession-oriented foreign language is an integral part of students' preparing for the transition from learning a foreign language as a subject to its practical use for the professional purpose.

Practical knowledge of a foreign language makes it possible to study world standards, informative literature in order to make an independent professional decision. Learning a foreign language extends students' horizons and erudition, develops their interest in the future profession, and increases their cultural level. This discipline is the addition to the compulsory course on a foreign language, which gives students the opportunity to improve their existing knowledge and have learn the terminology of business and scientific communication

The **objective** of teaching "Business Foreign Language" for students of the speciality 151 "Automation and Computer-integrated Technologies" Specialization "Computer-integrated Technological Processes of Production" is the formation of students' foreign language professional competence, adequate to the general purpose of foreign language studying as a means of intercultural communication, personal development and self-realization, as well as to the needs of the labour market in experts who are ready to continue their education and professional activities in the foreign language environment.

The tasks of mastering the subject are the following:

– to learn professional terminology and everyday English words;

– to be able to comprehend the content of the original scientific texts and profession-oriented technical texts, obtain the necessary information from them, interpret and translate in the process of learning;

– to be able to understand recorded and live foreign speech;

– to be able to communicate within the learnt topic in the form of monologue, dialogue and polylogue speech.

Studying "Business Foreign Language" results in step-by-step formation of the main components of students' foreign language professional competence, namely:

• *linguistic competence*: development and improvement of basic knowledge of the phonetic, lexical, grammatical and spelling system of a foreign language and the ability to apply them skillfully in the production of their own utterances;

• *communicative competence*: improvement of speaking skills (monologue and dialogue speech), listening, reading and writing (writing of different types of written assignments to the topics of modules); the ability to use the linguistic material to achieve communicative, informative, cognitive and other goals;

• *sociolinguistic competence*: the ability to understand, choose and use language forms that are in line with the context of foreign communication, and transform them according to the needs;

• *sociocultural competence*: knowledge of the peculiarities of foreign-language professional communication in the field of information technologies, development of the ability to build the speech behaviour in accordance with the sociocultural specific character of the country the language of which students study;

• *strategic competence*: the ability to participate in foreign language communication, choosing the proper strategy of discourse, as well as an adequate strategy for improving the effectiveness of this communication;

• *professional competence*: the ability to set and solve applied professional tasks by means of a foreign language according to up-to-date professional requirements; the ability to continuous self-education and self-development.

Interdisciplinary links with other subjects.

The subject "Business Foreign Language" is based on the knowledge of the following subjects: "Fundamentals of Scientific Research", "Applied Theory of Identification", "Mathematical Methods of Design and Optimization of the Systems and Processes" and others.

1.2. Training schedule of the subject.

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

– training **module №1 "Professional Communication"**

– training **module №2 "Language for Writing Research Papers. Presentations"**, which are logically complete, relatively independent, integral parts of the subject, learning of which provides for the module test and the analysis of its implementation.

2.1. Module №1 "Professional Communication".
Topic 1. Applying for a Job. Stages in Job Application.

Stages in job application: researching the market, researching yourself, writing a CV and a cover letter, job interview. Selection procedures and its main phases (job advertisement, review of CVs, invitation to the interview.

Topic 2. The Area of Professional Activity for Students of the speciality "Automation and Computer-integrated Technologies". Researching Yourself.

Jobs for graduates of the speciality "Automation and Computer-integrated Technologies". Self-analysis of one's strengths and weaknesses, qualifications, knowledge and skills required for the profession of an engineer. Search for vacancies, post advertisements in newspapers and the Internet. Internet advertisement: advantages and disadvantages. Required and desirable qualification requirements.

Topic 3. Types of CVs.

Definition and types of CVs. Features, structure, advantages and disadvantages of the chronological and skill-based CVs. Requirements for writing CV in English. CV content, form and format. CV structure: objective, education and qualification, work experience, personality qualities and interests. Writing one's own CVs. Analysis of typical mistakes in CVs. Requirements for filling in application forms.

Topic 4. A Cover Letter to a CV.

The culture of business correspondence. Types of business letters and their special features. The structure of business letters. Formal and informal styles. Business e-correspondence and its special features. The function of a cover letter, its structure, content, size, and requirements. The analysis of common mistakes when writing cover letters.

Topic 5. An Interview with an Employer.

Useful tips for the effective interview. Typical questions of a job interview. Requirements to language and speech at the interview. Types of interviews (individual, group, preliminary, selection). Special features of verbal and non-verbal communication. Intercultural characteristics and problems of business communication.

Topic 6. Business Trips Abroad.

Travelling by plane. Ticket and flight booking. At the airport (check-in, filling declaration, passport control and customs inspection). At a hotel (reserving a room on the phone or online booking, staying at a hotel, checking-in at a hotel, using hotel services, checking-out). At a restaurant (menu, orders).

Module №2. Language for Writing Research Papers. Presentations.
Topic 1. Scientific language. Academic writing.

Language and styles; special features of formal and informal styles in English. Lexico-grammatical features of a foreign scientific text. Features of academic writing, selection of vocabulary and grammatical structures. The rules for writing scientific research (master's thesis). References in English.

Topic 2. Conference Abstracts. Articles. Reports.

Writing conference abstracts and articles in English. Article paraphrasing and abstracting. Writing scientific reports; the structure of a report, grammatical constructions in scientific reports.

Topic 3. Abstracting of the Material.

Abstracting with the aim of its further use in master's work. The special features of paraphrasing. Writing an abstract in English for a master's work. Writing an abstract for research. Styles of an abstract, its structure and content.

Topic 4. Academic and Professional Conferences.

Academic conferences and their types. Professional conferences. Conventions. Seminars. Planning of the conference participation. The importance of scientific conferences in the life of a researcher. The aim of scientific conferences. Writing abstracts, search for a conference, journey and registration. Invitation to the conference. Networking at the conference.

Topic 5. A Presentation as a Kind of Professional Communication. Classification of Presentations.

Presentation and the requirements to its preparation. The requirements to the structure of the presentation, language and speech, body language of a speaker. The beginning and end of the presentation. Informative presentations, commercial business presentations, marketing presentations, training presentations and corporate presentations. Multimedia, text and combined presentations. Speeches. Posters.

Topic 6. MS Power Point Presentation. Presentation Delivery.

The purpose and capabilities of MS Power Point package. Tips for Power Point presentation. Creation of slides. The principles of slide design. Presentations at student conferences. Presentation of the scientific material or research on speciality. Presentation of a master thesis report.

2. SUBJECT CONTENT

2.1. Subject Structure.

Table 2.1

№	Topic	Academic Hours		
		Total	Practicals	Self-study
1	2	3	4	5
1 Year				
1 Semester				
Module №1 "Professional Communication"				
1.1	Applying for a Job. Stages in Job Application.	8	4	4
1.2	The Area of Professional Activity for Students of the speciality "Automation and Computer-integrated Technologies". Researching Yourself.	6	4	2
1.3	Types of CVs.	11	6	5
1.4	A Cover letter to a CV.	14	8	6
1.5	An Interview with an Employer.	7	4	3
1.6	Business trips abroad. Intercultural business communication.	10	6	4
1.7	Module test №1.	4	2	2
Total for Module №1		**60**	**34**	**26**
Total for the 1st Semester		**60**	**34**	**26**
2 Semester				
Module №2 "Language for writing research papers. Presentations"				
2.1	Scientific language. Academic writing.	11	6	5
2.2	Conference Abstracts. Articles. Reports.	7	4	3
2.3	Abstracting of the Material.	7	4	3

2.4	Academic and Professional Conferences.	10	6	4
2.5	A Presentation as a Kind of Professional Communication. Classification of Presentations.	6	4	2
2.6	MS Power Point Presentation. Presentation Delivery.	15	8	7
2.7	Module test №2.	4	2	2
	Total for Module №2	**60**	**34**	**26**
	Total for the 2nd Semester	**60**	**34**	**26**
	Total for the Year	**120**	**68**	**52**

2.2. Practicals, their subject matters and planned hours

№	Topic	Academic Hours	
		Practicals	Self-study
1 Semester			
Module №1 "Professional Communication"			
1.1	Applying for a job. Stages in job application.	2	2
1.2	The process of recruiting employees. Умовні речення. 0th type of conditional sentences.	2	2
1.3	The Area of Professional Activity for Students of the speciality "Automation and Computer-integrated Technologies". Researching yourself.	2	1
1.4	Job search, post advertisement. Qualification requirements. 1st type of conditional sentences.	2	1
1.5	Types of CVs.	2	2
1.6	Main requirements for CVs.	2	2
1.7	The analysis of written CVs. Filling in application forms. 2nd type of conditional sentences.	2	1
1.8	The culture of business correspondence.	2	1
1.9	Business e-correspondence.	2	2
1.10	Cover letter. Tenses in cover letters.	2	2
1.11	Writing and the analysis of a cover letter. 3rd type of conditional sentences.	2	1
1.12	Preparation for an interview. Mixed conditional sentences.	2	1
1.13	An interview with the employer. Verbal and non-verbal communication. Grammatical construction of "I wish".	2	2
1.14	Intercultural business communication.	2	1
1.15	Business trips abroad. At the airport.	2	1
1.16	At a hotel. At a restaurant.	2	2
1.17	Module test №1.	2	2
	Total for Module №1	**34**	**26**
	Total for the 1st semester	**34**	**26**
2 Semester			
Module №2 "Language for writing research papers. Presentations"			
1.1	Scientific language.	2	2
1.2	Academic writing.	2	2

1.3	References in English.	2	1
1.4	Conference abstracts. Articles.	2	1
1.5	Report.	2	2
1.6	Writing an English abstract for the master's thesis.	2	2
1.7	Abstracting.	2	1
1.8	Academic and professional conferences.	2	1
1.9	Planning of the conference participation.	2	2
1.10	Invitation to the conference.	2	1
1.11	Classification of presentations.	2	1
1.12	A presentation as a kind of professional communication.	2	1
1.13	MS Power Point presentation.	2	1
1.14	Presentations at student conferences.	2	2
1.15	Presentation of the project of a building or engineering structure**.**	2	2
1.16	Guidelines for master thesis report and presentation.	2	2
1.17	Module test №2.	2	2
Total for Module №2		**34**	**26**
Total for the 2nd semester		**34**	**26**
Total for the year		**68**	**52**

2.3. Student self-study, its content and planned hours

№	Self-study Content	Academic hours
1st Semester		
1.	Preparation to Practicals.	24
2.	Preparation to Module Test № 1.	2
Total for the 1st Semester		**26**
2nd Semester		
1.	Preparation to Practicals.	24
2.	Preparation to Module Test № 2.	2
Total for the 2nd Semester		**26**
Total for the Subject		**52**

3. BASIC CONCEPTS OF GUIDANCE ON THE SUBJECT

3.1. Teaching Methods

The subject "Business Foreign Language" is a resource for the replenishment of professional knowledge, as well as the formation and development of communicative skills. Therefore, it is necessary to direct students' training to the formation of professional foreign language communicative competence. The effective methods for forming this competence are interactive technologies of teaching a foreign language. The interactive methods and technologies used in teaching this discipline include case study, brainstorming, project method, discussion (in the form of a "round table", "panel discussion", etc.), role plays, work in pairs and small groups, etc

3.2. List of references

Basic Literature

3.2.1. Снопченко В.І. Professional English. Professional and Scientific Communication : навч. посіб. / В.І. Снопченко, Н.В. Захарчук. – К.: НАУ, 2010. – 240 с.

3.2.2. Шостак О.Г. Англійська мова для студентів технічних спеціальностей: навч. посібн. у 2-х ч. / О.Г. Шостак, В.О. Кузнецов. – К.: Вид-во Європ. Ун-ту, 2009. – Ч. 2. – 217 с.

3.2.3. Шостак О.Г. Professional English: Information Technology Language : навч. посіб. / О.Г. Шостак, Б.В. Бистрова, О.В. Сарсадських. – К. : «Талком», 2014. – 374 с.

3.2.4. Colm Downes. Cambridge English for Job-hunting. – Cambridge : Cambridge University Press, 2008. – 112 p.

Additional Literature

3.2.5. Bailey, Stephen. Academic Writing. A handbook for International Students. – London : New York : Routledge, 2006. – 260 p.

3.2.6. Buhlmann, Rosemarie. Wirtschaftsdeutsch Von A-Z : Lehr- und Arbeitsbuch. – Stuttgart, 2013. – 192 p.

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

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

3.2.9. Wallwork, Adrian. English for Presentations at International Conferences. – New York : Springer, 2001. – 180 p.

3.2.10. Wallwork, Adrian. English for Writing Research Papers. New York : Springer, 2011. – 348 p.

3.2.11. Wallwork, Adrian. English for Writing Research Papers. New York : Springer, 2011. – 348 p.

3.3. Internet Information Resources

3.3.1. https://www.coursera.org/learn/how-to-write-a-scientific-paper
3.3.2. https://www.coursera.org/learn/careerdevelopment
3.3.3. https://www.coursera.org/learn/successful-interviewing
3.3.4. http://er.nau.edu.ua/

4. RATING SYSTEM OF KNOWLEDGE AND SKILLS ASSESSMENT

4.1. Control methods and the scheme of grades assessment.

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

Table 4.1

1, 2 semester		
Module №1, 2		Max Grade
Kind of Academic Activities	Max Grade	
Text Reading and Translation (8 texts x 3 grades), Knowledge of Terms	24 (total)	
Text Retelling (3 texts x 5 grades)	15 (total)	
Article Retelling, Abstracting and Annotating (2 articles ×5grades)	10 (total)	
Conversational speech	5	
Knowledge of Grammar (testing)	5	
Preparing a Presentation on the topic	9	
A student is to gain not less than 41 grades to be allowed to write Module Test №1		
Module Test № 1,2	20	
Total for Module №1,2	**88**	
Semester Graded Test / Semester 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				National Scale
Text Reading and Translation, Knowledge of Terms	Text Retelling, Article Retelling, Abstracting and Annotating, Conversational speech, Knowledge of Grammar (testing)	Preparing a Presentation on the topic	Module Test grade M №1–2	
3	5	9	18–20	Excellent
2,5	4	7–8	15–17	Good
2	3	6	12–14	Satisfactory
under 2	under 3	under 6	under 12	Bad

4.3. The grades a student has been given for the different kinds of academic work are summed up and the result constituting a Current Module Grade is entered into the Module Grade Register.

4.4. The sum of the Current Module Grade and the Module Test Grade is the Total Module Grade (Table4.3) 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 №1-2	National Scale
79 - 88	Excellent
66 - 78	Good
53 - 65	Satisfactory
Under 53	Bad

4.5. 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

Correspondence between the Semester Module Grades and the National Scale

Grades	National Scale
79-88	Excellent
66-78	Good
53-65	Satisfactory
under 53	Bad

Table 4.5

Correspondence between the Graded Test / Examination Grades and the National Scale

Grades		National Scale
Raded Test	Exam.	
12	11-12	Excellent
10	9-10	Good
8	7-8	Satisfactory
-	under 7	Bad

4.6. The Semester Module Grade and the Graded Test / Examination Grades (Table 4.5) together make up a Total Semester Grade whose correspondence to the National Scale and the ECTS Scale is shown in Table 4.6.

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)

4.7. 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.

4.8. 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.

4.9 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 indicated Total 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				