




	Syllabus of Academic Discipline “BUSINESS FOREIGN LANGUAGE” Educational and Professional Program: “Industrial and Civil Engineering” Field of Study: 19 “Architecture and Construction” Speciality: 192 “Building and Civil Engineering”
Higher Education Level (first (Bachelor), second (Master))	Second (Master)
Discipline status	Academic discipline of the compulsory component of the Educational and Professional Program
Year	1
Semester	2
Total (ECTS Credits / Hours)	3.5 credits/ 105 hours
Language of Teaching	English
What Will be Studied (Subject of Study)	Business English for future professionals working in the field of civil engineering. The subject of study is a foreign business discourse necessary for developing professionally oriented communicative language competence (linguistic, sociolinguistic and pragmatic), which will contribute to effective communication in academic and professional environments.
Rationale (Learning Objective)	The academic discipline contributes to the development of a set of knowledge and skills that form the profile of an expert in the field of civil engineering.
What Can be Learnt (Learning Outcomes)	<p>Practical learning outcome 1. <i>To know and understand</i> surveying methods for the design of buildings and engineering structures, analysis of initial data, and assessment of natural, economic, and technological risks.</p> <p>Practical learning outcome 6. <i>To develop</i> engineering skills and approaches to designing, constructing, reconstructing, and maintaining buildings and engineering structures, <i>to apply</i> methods for investment assessment of construction projects.</p> <p>Practical learning outcome 7. <i>To apply knowledge and understand</i> work organization aimed at fostering creativity in the activities of teams working in the building industry, <i>to use</i> traditional and innovative methods in the managerial activities of the enterprise leaders, scientific or construction organization, required to perform all functions and directions of their activities.</p> <p>Practical learning outcome 20. <i>To form judgments</i> regarding readiness for systematic improvement of professional skills, and professional self-improvement; <i>to be able to assess</i> the level of one's activities, abilities, and <i>identify</i> the reasons for drawbacks in one's work.</p>
How to Use the Acquired Knowledge and Skills (Competences)	<p>Integrated competency:</p> <p>IC1. Ability to competently solve complex tasks and problems in building and civil engineering, guided by the principles of communication, creative and innovative professional activities in production situations under uncertain conditions and requirements.</p> <p>Generic competencies, provided by the discipline:</p> <p>GC 1. Ability to use forms, methods, technologies, and consider the principles of scientific research, identify trends in the development</p>

	<p>of processes and regularities in the building and civil engineering system.</p> <p>GC 4. Ability and readiness to apply modern methods, technologies, techniques, means of education, and upbringing in higher education.</p> <p>GC 5. Ability and readiness to improve and develop one's intellectual and cultural level, strive for moral and physical improvement of one's personality and possess communication skills in both the native and one of the foreign languages.</p> <p>GC 8. Ability for self-development, creativity, self-determination, self-education, competitiveness.</p> <p>Professional competencies:</p> <p>PC 6. Mastery of the culture of professional safety, ability to identify hazards, and assess risks in the field of professional activity.</p>
Academic Logistics	<p>Contents:</p> <p>Module №1 “Business Communication”.</p> <p>Topic 1. The Area of Professional Activity of Civil Engineers.</p> <p>Topic 2. Applying for a Job in Civil Engineering.</p> <p>Topic 3. Researching yourself.</p> <p>Topic 4. Soft Skills for the Successful Career of a Civil Engineer.</p> <p>Topic 5. Writing a Professional CV.</p> <p>Topic 6. A Cover Letter to a CV.</p> <p>Topic 7. Business Correspondence Culture in the Field of Construction and Civil Engineering.</p> <p>Topic 8. Job Interview.</p> <p>Topic 9. Common Mistakes in Job Interviews.</p> <p>Topic 10. Intercultural Communication.</p> <p>Topic 11. Business Trips.</p> <p>Topic 12. Communication with Clients and Customers.</p> <p>Topic 13. Scientific Communication in Professional Activities.</p> <p>Topic 14. Writing Abstracts for Scientific Conferences.</p> <p>Topic 15. Abstracting and Summarizing Papers on Professional Topics.</p> <p>Topic 16. Presentation as a Type of Professional Speaking for Civil Engineers.</p> <p>Topic 17. The Language of a Presentation.</p> <p>Type of classes: practicals</p> <p>Teaching methods: interactive and communicative methods (discussions, games, brainstorming, dialogues, presentations); work in pairs and small groups; TPS (think-pair-share), TBLT (task-based language learning).</p> <p>Mode of study: full-time</p>
Prerequisites	<p>General knowledge of English at B1 level according to the Common European Framework of Reference for Languages, a professional foreign language, and a cycle of professional training disciplines.</p>
Post-requisites	<p>Knowledge of the Business Foreign Language course is useful in preparing presentations, writing abstracts, articles in a foreign language, and abstracts to a master's thesis, as well as for applying for a job and communicating in a foreign language in academic and professional settings.</p>
Information Support from the Fund and Repository of STL NAU	<p>References:</p> <ol style="list-style-type: none"> 1. Конопляник Л.М., Харицька С.В., Глушаниця Н.В. English for Professional Communication: навч. посіб. Київ: НАУ, 2019. 224 с. 2. Colm, D. Cambridge English for Job-hunting. Cambridge:

	<p>Cambridge University Press, 2009.</p> <p>3. Dubicka, I., Rosenberg, E., Dignen, B., Hogan, M., Wright, L. Business Partner B2. Coursebook. Longman (Pearson Education), 2019. 160 p.</p> <p>4. O’Keeffe, M., Lansford, L., Wright, R., Frendo, E., Wright, L. Business Partner B1. Coursebook. Longman (Pearson Education), 2020. 160 p.</p> <p>5. Eastwood, J. Oxford Practice Grammar. Oxford: Oxford University Press, 2019.</p> <p>6. Mascull, B. Business Vocabulary in Use. Cambridge: Cambridge University Press.</p> <p>7. Murphy, R. English Grammar in Use. 5th ed. Cambridge: Cambridge University Press, 2019. 380 p.</p> <p>8. Pincus, A. Essential Managers: Presenting. New edition. London: Dorling Kinderslev Ltd, 2022. 96 p.</p> <p>9. Шостак О. Г., Конопляник Л.М. Professional English of the Construction Industry: навч. посіб. Київ: Вид-во «НАУ-друк», 2019. 308 с.</p> <p>10. Шостак О., Конопляник Л., Пришупа Ю.Ю. Professional English. Architecture and City Planning: навч. посіб. Київ: НАУ, 2022. 220 с.</p> <p>11. https://www.coursera.org/learn/careerdevelopment</p> <p>12. https://www.coursera.org/learn/successful-interviewing</p> <p>13. http://www.bbc.co.uk/worldservice/learningenglish/business/getthatjob/</p> <p>14. https://pitch.com/blog/presentation-design-tips</p> <p>15. https://venngage.com/blog/presentation-design/</p>
Location and Material and Technical Support	National Aviation University, Building 8, Room. 8.1106
Semester Control, Exam Procedure	Examination
Department	Foreign Languages and Translation
Faculty	Linguistics and Social Communications
Teachers	<div style="display: flex; align-items: center;">  <div> <p>KONOPLIANYK LESIA MYKOLAIIVNA</p> <p>Position: Associate Professor Academic degree: Ph.D. in Pedagogics Academic rank: Associate Professor Profile: Phone number: + 380 96 772 70 12 E-mail: lesia.konoplianyk@npp.nau.edu.ua Workplace: Building 8, Room 1512.</p> </div> </div>
Discipline Uniqueness	The originality of the discipline lies in the opportunities for students to improve English language proficiency, learn world standards, read and understand informative literature to make independent professionally meaningful decisions; broaden their horizons, stimulate their interest in the profession, and increase their cultural level.
Link	Google Classroom