

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
STATE HIGHER EDUCATIONAL INSTITUTION
«VASYL STEFANYK PRECARPATHIAN NATIONAL UNIVERSITY»**

Faculty of Economics

Department of Management and Marketing

SYLLABUS OF THE DISCIPLINE

Business Foreign Language

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| Educational program | <u>Management of organizations and administration</u> |
| Specialty | <u>073 Management</u> |
| Field of knowledge | <u>07 Management and administration</u> |

Approved at the conference of the department
The protocol N1 on August 27, 2020

Ivano-Frankivsk - 2020

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| 1. General information | |
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| Title of the discipline | Business Foreign Language |
| Lecturer | Solomiia Matsola Ph.D. in Economics |
| Lecturers contact number | +38(095)716 72 49 |
| Lecturers E-mail | solomiia.matsola@pnu.edu.ua |
| Discipline format | Full-time, part-time |
| Amount of credits | 3 ECTS |
| Link to the distance learning site | http://www.d-learn.pu.if.ua |
| Consultations | Consultations according to the consultation schedule |
| 2. Annotation to the course | |
| <p>"Business foreign language" is one of the mandatory disciplines and is concluded taking into account the requirements of the educational process. The discipline is included in the curriculum for the preparation of applicants for the second (masters) level of higher education. The discipline is taught on the basis of fundamental and professionally-oriented disciplines that provide deep integration of scientific and professionally-oriented knowledge. The discipline is taught with the peculiarities of the management and the contextual approach to teaching English.</p> | |
| 3. The purpose and objectives of the course | |
| <p>The purpose of the discipline "Business Foreign Language" is to form the professional language competencies of future managers, what will contribute to their effective functioning in the cultural diversity of business, educational and professional environments as well as to improve communicative competence skills and deepen knowledge of a foreign language (English) in the context of business communication in oral and written forms. The main objectives of the course are to improve communication skills and foreign language skills when communicating at the business and professional levels; supplement personal lexical bases with terminology and idioms expressions used in business communicative situations; to form students' modern ideas about business etiquette in Ukraine and foreign countries; develop the ability to behave professionally in a variety of business communication situations; learn to conclude an individual business portfolio in a foreign language: autobiography, resume, application, cover letter, etc.; contacts.</p> | |
| 4. Learning outcomes (competencies) | |
| <p>Program competencies</p> <p>IC. Ability to solve complex problems and problems in the field of management or in the learning process, involving research and / or innovation under uncertain conditions and requirements.</p> <p>GC 1. Ability to conduct research at the appropriate level.</p> <p>GC2. Ability to communicate with representatives of other professional groups of different levels (with experts from other fields of knowledge / types of economic activity).</p> <p>GC 7. Ability to abstract thinking, analysis and synthesis.</p> <p>SC 3. Ability for self-development, lifelong learning and effective self-management.</p> <p>SC 5. Ability to create and organize effective communications in the management process.</p> <p>Learning outcomes</p> <p>PRR 1. Critically comprehend, select and use the necessary scientific, methodological and analytical tools for management in unpredictable conditions.</p> <p>PRR 3. Design effective management systems for organizations.</p> <p>PRR 7. Organize and carry out effective communication within the team, with representatives of various professional groups and in the international context.</p> <p>PRR 9. Be able to communicate in professional and scientific circles in the state and foreign languages.</p> <p>PRR 11. To provide personal professional development and planning of own time.</p> | |
| 5. Organization of course learning | |
| Total mount – 90 h | |
| | Total number of hours |
| lectures | - |
| practical classes | 30 |
| individual work | 60 |

| Course information | | | | | |
|--|-------------------|---------------|---|--------------------|--------------------------------|
| Semester | Specialty | Year of study | Normative / selective | | |
| I | 073 Management | first | normative | | |
| Course topics | | | | | |
| Theme, plan | Form of classes | Literature | Task | Weight of the mark | Deadline |
| Unit 1. COMPANY: types of organizations, organisational structure and communication, types of organisations chart, relationship in a business organisation. | Practical classes | [1,2,3,6] | Study material, prepare for practical class | 5 points | To the next lesson on schedule |
| UNIT 2. BUSINESS ETIQUETTE: office manners, hints for the office manager, training global managers, sorts of report: analytical, informational, formal, factual, scientific style, monthly report, brief report | Practical classes | [1,2,3,7] | Study material, prepare for practical class | 5 points | To the next lesson on schedule |
| UNIT 3. BUSINESS CONTACTS: making contacts, methods of business communication, modern means of communication, language of the business message, formal and informal conversation etiquette. | Practical classes | [3,4,5,7] | Study material, prepare for practical class | 5 points | To the next lesson on schedule |
| UNIT 4. CORRESPONDENCE: Hints of Business Correspondence, general rules of Business Correspondence, styles of letters. | Practical classes | [4,5,6,8] | Study material, Pass a test on the topic | 5 points | To the next lesson on schedule |
| UNIT 5. BUSINESS NEGOTIATIONS. Skills of negotiations. Business negotiations and talks. Business Negotiations with representatives of different cultures. | Practical classes | [1,4,5,7,8] | Study material, Pass a test on the topic | 5 points | To the next lesson on schedule |
| UNIT 6. CONTRACTS: contracts in foreign economic activity, structure of the contract, articles of the contract, Incoterms, payment conditions, arbitration, sanctions and claims. | Practical classes | [5,6,9,11] | Study material, Pass a test on the topic | 5 points | To the next lesson on schedule |
| UNIT 7. DEALING WITH NUMERICAL DATA. Search of information. Dealing with business. Corporations. Careers in business. Computer-based information search. The internet. Electronic mail | Practical classes | [5,6,7] | Study material, prepare for practical class | 5 points | To the next lesson on schedule |
| UNIT 8. SYSTEM OF HIGHER EDUCATION. SCIENTIFIC | Practical classes | [4,6,8] | Study material, | 5 points | To the next lesson on schedule |

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| <p>PAPER AND ABSTRACTS Higher education in Great Britain. System of education in USA. Special features of higher education in Ukraine. Bologna process. What is a scientific paper. Suggestions for writing research paper.</p> | | | prepare for practical class | | |
| 6. Course evaluation system | | | | | |
| General course evaluation system | <p>100 points - 70 points during the semester and 30 points for the final test</p> <p>"Excellent" - the student demonstrates complete and in-depth knowledge of the material, a reliable level of development of skills, correct and reasonable formulation of practical conclusions, provides a complete reasonable solution of examples and problems, analyzes causal relationships; fluent in scientific terms;</p> <p>"Good" - the student demonstrates complete knowledge of the material, but allows minor omissions of factual material, is able to apply it to solve specific examples and problems, in some cases vaguely formulates generally correct answers, makes some minor mistakes and inaccuracies in solutions;</p> <p>"Satisfactory" - the student has most of the factual material, but does not teach it consistently and logically, allows significant gaps in the answer, does not always know how to properly apply the acquired knowledge to solve specific examples and problems, vaguely and sometimes incorrectly formulates basic allegations and causation;</p> <p>"Unsatisfactory" - the student does not have a sufficient level of necessary knowledge, skills, abilities, scientific terms.</p> | | | | |
| Requirements for individual work | <p>The student performs 3 individual works (Resume, Business Letter, Contract) which are an admission to the test. Their main purpose is to check the independent work of students in the learning process, to identify the degree of mastery of the theoretical provisions of the course.</p> | | | | |
| Practical classes | <p>The practical lesson is held in order to form students' skills in the subject, solve problems, check and evaluate them. The purpose and structure of practical classes is a chain that connects theoretical training and teaching practice in the discipline, as well as provides prior control students' knowledge. The grade for the practical lesson is taken into account when setting the final grade for the discipline</p> | | | | |
| Conditions of admission to the final control | <ul style="list-style-type: none"> - evaluation for answers and reports during classroom classes (40 points); - assessment for individual work - 10 points per each task (30 points) - Final test (30 points) | | | | |
| 7. Course policy | | | | | |
| <ul style="list-style-type: none"> - independent performance of educational tasks, tasks of current and final control of learning outcomes (for persons with special educational needs this requirement is applied taking into account their individual needs and opportunities); - links to sources of information in the case of the use of ideas, developments, statements, information; - providing reliable information about the results of their own educational (scientific, creative) activities, used research methods and sources of information. <p>Assimilation of the missed topic of the lecture for a good reason is checked during the final control. The omission of the lecture for a disrespectful reason is completed by the student in accordance with the requirements of the department, established at the meeting of the department (interview, abstract, etc.).</p> | | | | | |

Missed practical classes, regardless of the reason for the omission, the student works according to the schedule of consultations. Current "2" academic groups.

8. Recommended literature

1. Allison J., Emmerson P. The business 2.0. B1+ Intermediate. Macmillan Education, 2015. 160 p.
2. Bartram M. Business result. Upper-Intermediate. Oxford: Oxford University Press, 2018. 161 p.
3. Wallwork A. English for Academic Research: Writing Exercises. Springer New York Heidelberg Dordrecht London, 2016. 197 p. DOI 10.1007/978-1-4614-4298-1
4. Англійська мова ділової кореспонденції = Advanced business english : навч. посіб. / Л. А. Колот, Л. В. Кушмар. – Вид. 3-тє, допов. – Київ : Київ. нац. торг.-екон. ун-т, 2020. – 228 с.
5. Муқан Н.В., Балацька Л.П., Гаврилюк М.В. та ін. Іноземна мова за професійним спрямуванням (англійська мова для менеджерів) :: Foreign Language for Specific Purposes (English for managers): підручник. Львів: Видавництво Львівської політехніки, 2020. 496 с
6. Петрова Н.Д. Ділове листування / Н.Д. Петрова // Київ: КиМУ, 2015. 75 с.
7. Буданов С.І., Борисова А.О. Ділова англійська мова. Business English. – Х. : Торсінг Плюс, 2009. – 288 с.
8. Nguyen, T. D. (2010). The Language of business correspondence in English (6th ed.). Labour and Social Affairs Publishing House.
9. A.Ashley. Oxford handbook of Commercial Correspondence/ New edition 2011

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10. Bailey Stephen. Academic Writing for International Students of Business. Oxfordshire: Routledge, 2015. 326 p.
11. David Cotton, David Falvey, Simon Kent Market Leader (UpperIntermediate. Business English Course Book, FT Publishing, Pearson Education limited, 2014, 176 pages.
12. Mark Tulip, Louise Green, Richard Nicholas. Heads Up: Student Book 2: Spoken English for Business. Surrey: Delta Publishing, 2015. 104 p.
13. Mascull Bill. Business Vocabulary in Use. Intermediate. Cambridge: Cambridge University Press, 178.
14. McCarthy M., McCarten J., Clark D., Clark R. Grammar for business. Cambridge: Cambridge University Press, 2012. 169 p.
15. Tim Banks. Professional English: Writing for Impact. Cambridge: Cambridge University Press, 2016. 169 p.
16. Matsola S., Shelenko D., Matsola M. The role of information support in the management of foreign economic activities of enterprises. Науковий журнал «Причорноморські економічні студії». Вип. 57, 2020. С. 72–75.

ІНФОРМАЦІЙНІ РЕСУРСИ В ІНТЕРНЕТІ

- <https://www.businessenglishpod.com/> - Business English pod
- https://www.businessenglish.com/index_en.html - Business English.
- <https://learnenglish.britishcouncil.org/business-english> - Business English.
- <https://dictionary.cambridge.org/> - Cambridge Dictionary.
- <https://www.collinsdictionary.com/> - Collins Dictionary.
- <https://www.ldoceonline.com/> - Longman Dictionary of Contemporary English Online.
- <https://www.englishclub.com/business-english/correspondencesamples.htm> - Sample Business Letters.
- <https://www.fluentu.com/blog/business-english/business-englishletter/> - Secrets to Writing Flawless English Letters for Business Purposes
- <https://www.thoughtco.com/vocabulary-for-writing-business-letters1210145> - Vocabulary for Writing Business Letters.