

Description of Discipline

Title of Discipline: <i>Professional Ukrainian Language and Basics of Business Communication</i>					
Semester	Duration	Type of Discipline	ECTS Credits	Academic Workload	Language of Instruction
4	90 hrs.	compulsory	3	30 hours of classroom training, 60 hours of self-study	Ukrainian

Learning Outcomes	Teaching Methods	Evaluation Methods
LO18. To be a part of public society, scientific community, to accept the rule of law especially in the professional activity, to understand and be able to exercise one's own rights and freedoms, show respect to rights and freedoms of other people, in particular group members.	Practical classes where students solve cases and participate in business games that develop communication and teamwork skills.	Individual and group evaluation, pass-fail test
LO19. To reproduce moral, cultural, scientific values, multiply the achievements of society in the social-economic field, promote a healthy lifestyle.	Practical classes where students do exercises, solve problem educational tasks and participate in discussions.	Oral evaluation, essays, abstracts, reports, pass-fail test
LO20. To master the skills of oral and written professional communication in the state and foreign language.	Exercises and educational practice, work with literary sources: reading, summarizing, citation, making a plan, abstracting	Combined and group evaluation, presentations, pass-fail test
LO23. To demonstrate self-study skills, critical, creative, self-critical thinking.	Trainings that develop creative and critical thinking, exercises, problem tasks, practice and discussion	Essays, reports, presentations, pass-fail test

Title of Discipline / Business Ukrainian Language and Basics of Business Communication				
Semester	Duration	Type of Discipline	ECTS Credits	Student Workload
4	90 hrs.	mandatory	3	30 hours of practical classes, 60 hours of self-study

Requirements for Participation	Type of examination (oral, written, term paper, etc.)	Methods of teaching and learning (lectures, seminars, etc.)	Discipline Coordinator
Complete general secondary education	Pass-fail test	Seminars	Hatsenko I.O.

Learning Outcomes

GC5. Ability to communicate in the state language both orally and in writing.

GC10. The ability to be critical and self-critical.

GC13. The ability to act socially responsibly and consciously.

SC1. Ability to show knowledge and understanding of the problems of the subject area, the basics of the modern economy at the micro, meso, macro and international levels.

PLO30. To reproduce moral, cultural, scientific values, to increase the achievements of society in the socio-economic sphere, to promote a healthy lifestyle.

PLO31. Master the skills of oral and written professional communication in state and foreign languages.

PLO32. Demonstrate basic skills of creative and critical thinking in research and professional communication.

PLO33. Ability to organize and conduct conferences, round tables, seminars, etc. in native and foreign languages.

PLO35. Discuss, explain, reproduce the results of their research, decisions.

PLO36. Ability to present and discuss the results obtained and transfer the acquired knowledge.

PLO38. Show skills of independent work, demonstrate critical, creative, self-critical thinking.

PLO39. Demonstrate the ability to act socially responsibly and consciously on the basis of ethical principles, to value and respect cultural diversity, individual differences.

PLO40. Demonstrate high social responsibility and adherence to the principles of academic integrity.

PLO42. Ability to adapt to new conditions, make decisions independently and initiate original research and innovation complex projects.

Contents

The purpose of the discipline is to provide students with knowledge about peculiarities of oral and written forms of professional Ukrainian language (scientific and official business styles) taking into account a specific professional activity; to help students acquire communicative experience that promotes creative skills and encourages personal fulfillment, activates cognitive interests, develops the skills of optimal linguistic behavior in the professional field.

Contents

1. The state-making role of language. Language functions.
2. Standard language. Language norms. Language culture. Speech culture during the discussion.
3. Styles of written and oral forms of Ukrainian standard language. Features of official business and scientific styles. Linguistic and structural features of scientific papers. Requirements for a scientific texts.
4. Vocabulary in terms of stylistic use. Vocabulary in terms of its origin. Ways to enrich the vocabulary of the Ukrainian language.
5. Features of professional's speech (according to the field of study).
6. Culture of oral professional communication. Ethics of business communication, its subject and objectives. Structure of business communication. Speech ethics.
7. Vocabulary in terms of its active and passive use. Terms and terminology. General scientific terms. Specific terms and professionalisms (according to the field of study). Types of terminological dictionaries (according to the field of study).
8. Speech accuracy and relevance. Difficult cases of word use. Paronyms and homonyms. The choice of synonyms.
9. Spelling and orthoepic standards of the Ukrainian language. Spelling and orthoepic dictionaries.
10. Morphological standards of the Ukrainian language, variants of standards.
11. Syntactic standards of the Ukrainian language in professional communication.
12. General requirements for completion of documents. Document text. Basic details. Types of documents.

13. Features of completing personnel documents.
14. Completion of background documents.
15. Features of completing administrative and organizational documents.
16. Completion of professional documents according to the field of study.

Exemplary Literature

1. Azarova L.E. "Ukrainian language (for professional purposes) in tables and schemes" for first-year students [Text]: textbook / L.E. Azarova, A.S. Stadniy, L.A. Radomska. - Vinnytsia: VNTU, 2018. - 176 p.
2. Hritsenko T.B. Ukrainian language for professional purposes: Textbook. - Kyiv: Center for Educational Literature, 2017. - 624p.
3. Humeniuk I.M. Ukrainian language (for professional purposes): Training manual. - 4th, ed. / I.M. Humeniuk, H.V. Bilavich. - Ivano-Frankivsk: NAIR, 2015. - 208 p.
4. Ukrainian language (for professional purposes): manual / G.L. Vozniuk, S.Z. Bulyk-Verkhoh, I.P. Vasylyshyn, M.V. Hnatyuk, I.B. Mentinska, I.D. Shmilyk. - 5th ed. - Lviv: Lviv Polytechnic Publishing House, 2014. - 308 p.
5. Ukrainian language for professional purposes: a textbook / L.B. Kostyk. - K.: MAUP, 2015. - 220 p.
6. Shevchuk S.V., Klimenko I.V. Ukrainian language for professional purposes. Textbook. According to the program of the Ministry of Education and Science. 4th edition. - K: Alerta, 2014. - 696 p.

Dictionaries

1. Large explanatory dictionary of the modern Ukrainian language / V.T. Busel. - K.: Irpin: VTF "Perun", 2007. - 1736 p.
2. Grinchishin D.G., Serbenskaya O.A. Dictionary of paronyms of the Ukrainian language. - K., 2000.
3. Dictionary of phraseology of the Ukrainian language / Compiled by: V.M. Bilonozhenko and others. - K.: Naukova ddumka, 2003. - 1104 p. - (Dictionaries of Ukraine).

Web resources

1. <http://ulif.org.ua>
2. <http://yak-my-hovorymo.wikidot.com/>
3. <http://chak-chy-pravylno-my-hovorymo.wikidot.com/>
4. <http://kultura-movy.wikidot.com/>
5. <http://rodovyi-vidminok.wikidot.com/>
6. <http://www.madslinger.com/mova/pravopys-2007/>

Academic staff

Name	Academic degree	Position	Qualification / Academic Discipline	Full-time / Part-time	Area of Teaching
Hatsenko Iryna Oleksandrivna	PhD in Philology	Associate Prof.	Taras Shevchenko National University of Kyiv, specialty –Ukrainian Language and Literature, qualification	Full-time	Business Ukrainian Language and Basics of Business Communication

			<p>– Philologist, Teacher of the Ukrainian Language and Literature; PhD in Philology, specialty 10.02.15 General Linguistics; Associate Prof. at the Department of Ukrainian Studies</p>		
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