Ministry of Education and Science of Ukraine
Sumy National Agrarian University
Faculty of Economics and Management
Department of Management named after Professor L.I. Mykhailova
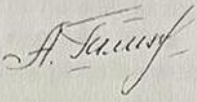
Work program (syllabus) of the educational component
Foreign language in the business environment
status - mandatory

Implemented within the educational program   "Management"
(name)

by specialty   073 «Management»
(code, name)

to the First (bachelor) level of higher education
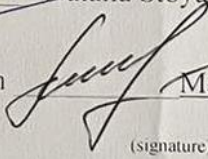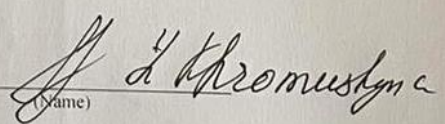
Sumy – 2024

Developer: Halynska A.V., PhD of Economics, Associate Professor, Associate Professor of the Department of Management named after Professor L.I. Mykhailova

Considered and approved at the meeting of the Department of Management named after Professor L.I. Mykhailova	protocol dated 18.06.2024 No. 17		
	Head of the department	*(signature)*	**Alvina Oriekhova**
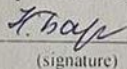
Agreed:

Guarantor of the educational program Natalia Stoyanetz

Dean of the faculty where the educational program is implemented Marharyta Lyshenko
(signature)

A review of the work program (attached) is provided: L. Khromushyna
(Name)

 Dashutina L.
(Name)

Methodist of the Education Quality Department, licensing and accreditation _____ (Надія Баранік)
(signature) *(Name)*

Registered in the electronic database: date: ____ 31.07. ____ 2024.

Information on viewing the work program (syllabus):

The academic year in which the changes are made	The number of the appendix to the work program with a description of the changes	The changes were reviewed and approved		
		Date and number of the protocol of the meeting of the department	Head of Department	Guarantor of the educational program

1. GENERAL INFORMATION ABOUT THE EDUCATIONAL COMPONENT

1.	The name of EC	Foreign language in the business environment
2.	Faculty/department	Faculty of Economics and Management/ Department of Management named after Professor L.I. Mykhailova
3.	The status of EC	<u>Mandatory</u> / optional
4.	Program/Specialty (programs) of which the EC is a component (to be filled in for mandatory ECs)	Educational and professional programme 'Management', specialty 073 'Management'
5.	EC can be offered for (to be filled in for selective EC)	-
6.	Level of EC	First (bachelor) level of higher education
7.	Semester and duration of study	<u>Full-time/part-time</u> 1 semester, 18 weeks/-
8.	Number of ECTS credits	5

9.	The total number of hours and their distribution	Contact work (class)						Independent work	
		Lectures		Practical/ seminar		Lectures			
		Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
		12	-	12	-	-	-	126	-

10.	Language of education	English
11.	Teacher/Coordinator of the educational component	Halynska Anhelina Viktorivna, Candidate of Economics, Associate Professor, Associate Professor of the Department of Management named after Professor L.I. Mykhailova Consultation hours are every Tuesday at 12:15 p.m., room 303 e
11.1	Contact Information	vlalinka@ukr.net
12.	General description of the educational component	The educational component 'Foreign Language in the Business Environment' is an important part of a specialist's training and takes a significant place in his/her future practical activities. It develops the ability to

		communicate professionally in English, with professional groups of different levels (with experts from other fields of knowledge/types of economic activity) using information and communication technologies.
13.	The purpose of the educational component	Formation of the necessary communicative capacity in the areas of professional and situational communication in oral and written forms, skills of practical knowledge of a foreign language in various types of speech activities in the scope of topics related to professional needs; mastering the latest professional information through foreign sources.
14.	Prerequisites for studying of EC, connection with other educational components of EC	A foreign language is the basis for studying such educational components as Social Responsibility and Leadership and Teamwork Management.
15.	Policy of academic integrity	Mandatory compliance with academic integrity by higher education students, namely: - independent performance of all types of work, tasks, forms of control provided for by this syllabus; - references to sources of information when using ideas, developments, statements, information; - compliance with the laws on copyright and related rights; - providing reliable information about the results of their own learning activities, research methods and sources of information. Practical work is carried out according to individual assignments that higher education students receive from the teacher. The individual task consists of two parts: 1) to prepare a research paper in accordance with the topic of the class; 2) to defend the paper in front of the teacher and the audience. All papers are checked for plagiarism and are allowed to be defended if the textual borrowings do not exceed 20%. In case of non-compliance with these requirements, the work is returned for revision. If a repeated violation of the requirements of academic integrity is detected, the higher education student is not allowed to defend. In the case of practical work not in accordance with the assignment, the results are cancelled, and the higher education student receives a new topic for study. For violations of academic integrity, higher education students may be held academically liable, namely

		- academic cheating (using a telephone when writing written work) will result in resubmission of the work; - cheating - from the first warning to cancellation of the work; - plagiarism will lead to cancellation of the work
16.	Link to the course at the Moodle system	https://cdn.snau.edu.ua/moodle/course/view.php?id=1475

2. LEARNING RESULTS UNDER THE EDUCATIONAL COMPONENT AND THEIR RELATIONSHIP WITH PROGRAM RESULTS

Study results for OK: After studying the educational component, the higher education student is expected to be able to...'	Programme learning outcomes to be achieved by the EC (indicate the number according to the numbering given in the OP)[1]			How the RE is evaluated
	PRE2 To preserve moral, cultural, scientific values and multiply the achievements of society, to use various types and forms of physical activity for a healthy lifestyle	PRE 11 Demonstrate skills of situation analysis and communication in various areas of the organisation	PRE 13 Communicate orally and in writing in the state and foreign languages	
DRE 1. Master the norms of business communication, know about the peculiarities of formal business and scientific styles, classification and structure of documents of different levels, requirements for the design and preparation of business papers, mastering the etiquette of business correspondence.	x	x		*Performing individual tasks and cases*
DRE 2. Organise and carry out effective communications with representatives of various professional groups in the international context,			x	*Performing tests Project (preparation, presentation, defence)*

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[1]Must correspond to the Matrix of ensuring the programme learning outcomes with the relevant components of the educational programme, is indicated for compulsory educational components of the I and II level EPs, for all (compulsory and elective ECs) of the III level EP

apply information and communication technologies to solve management problems in the field of management.				
DRE 3. Have the skills to work independently with the lexical and grammatical features of formal business and scientific styles in the field of management		x	x	*Multiple choice test (certificatio n)*
DRE 4. Possess knowledge of language norms in correspondence and oral communication, be able to communicate in professional and academic circles in a foreign language.	x	x		*Control testing*

3. CONTENT OF THE EDUCATIONAL COMPONENT (COURSE PROGRAM)

Topic. List of issues to be considered within the topic	Distribution within the general time budget				Recommended Books[2]
	Auditory work			Independent work	
	Lec.	Prac. / sem.	Lab.		
Topic 1: People and companies *1.Business sectors. The main motives for starting a business.* *2.Text 'People and Companies.' (reading, translation, discussion). Monologue. Writing an autobiography*	2/-	-/-		6/-	1, 2, 3, 4, 5, 6, 8, 9
Topic 2. Employment and personnel. 1.Plural of nouns. 2.Degrees of comparison of adjectives. Training exercises.	2/-	-/-		6/-	1, 2, 3, 4, 5, 6, 8, 9
Topic 3. Principles of management in an organisation 1.The structure of the company. Activation of vocabulary. Text 1 'Different Companies.' (reading, translation, discussion). 2.Text 2 'Company Structure' (reading, translation, discussion). Monologue. Writing a CV.	2/-	-/-		6/-	1, 2, 3, 4, 5, 6, 8, 9
Topic 4. Formation of tense forms in the active voice 1.Indefinite, long, perfect and perfect-long tenses. Features of their use. 2.Word order in affirmative and interrogative sentences. Training exercises.	2/-	-/-		6/-	1, 2, 3, 4, 5, 6, 8, 9
Topic 5. Intercultural competence in business 1.Vocabulary development on the topic. Text 1 'Intercultural competence in business' (reading, translation, discussion). Monologue. 2.Text 2 'Cultural differences' (reading, translation), writing a cover letter.	2/-	-/-		6/-	1, 2, 3, 4, 5, 6, 8, 9
Topic 6. Modal verbs and their equivalents 1.Characteristics of modal verbs. 2.Modal verbs can, may, must, should, ought to, to be to and their equivalents. Training exercises	2/-	-/-		6/-	1, 2, 3, 4, 5, 6, 8, 9
Topic 7. Management functions	-/-	-/-		6/-	1, 2, 3, 4, 5, 6, 8, 9

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[2]Specific source from the main or further recommended reading

1.Vocabulary development. Text 1 'Business. Forms of Business' (reading, translation, discussion). 2.Monologue on text 1.					
Topic 8: Business organization 1.Activation of vocabulary. Text 'Organization of business' (reading, translation, discussion). 2.Monologue. Conclusion of a contract	-/-	-/-		6/-	1, 2, 3, 4, 5, 6, 8, 9
Topic 9: Passive voice of the verb 1.Formation of the passive voice. 2.Features of the passive voice. Training exercises	-/-	-/-		6/-	1, 2, 3, 4, 5, 6, 8, 9
Topic 10. Management and the manager 1.Management styles. Activation of vocabulary. Text 'Management and Manager' (reading, translation, discussion). 2.Text 2 'What is a manager?' (reading, translation, discussion). Monologue. Formatting envelopes for business correspondence.	-/-	-/-		6/-	1, 2, 3, 4, 5, 6, 8, 9
Topic 11: Peculiarities of using the passive voice 1.Passive voice with two objects. 2.Passive voice with adverbs. Training exercises.	-/-	-/-		6/-	1, 2, 3, 4, 5, 6, 8, 9
Topic 12: Business conversation on the phone 1.Leaving a message. Working on vocabulary. Text 'Business Telephoning' (reading, translation, discussion). 2.Dialogue. Writing an order letter (signing a contract).	-/-	-/-		6/-	1, 2, 3, 4, 5, 6, 8, 9
Topic 13. Business meetings 1.Activation of language skills. Text 'Business meeting in the office' (reading, translation, discussion). Role play. 2.Monologue. Formatting an electronic business letter.	-/-	-/-		6/-	1, 2, 3, 4, 5, 6, 8, 9
Topic 14. Coordinating tense forms. Direct and indirect speech 1.Rules for agreeing tense forms (affirmative sentences). 2.Training exercises (affirmative sentences).	-/-	-/-		6/-	1, 2, 3, 4, 5, 6, 8, 9
Topic 15: Business negotiations 1.Vocabulary development. The text 'The Art of Negotiating in the business world' (reading, translation, discussion, paraphrase). 2.Golden rules of successful negotiations. Dialogues. Role play. Drafting a business letter	-/-	-/-		6/-	1, 2, 3, 4, 5, 6, 8, 9

Topic 16. Direct and indirect language 1: Rules for converting questions (general and special) and orders from direct to indirect speech. 2.Training exercises	-/-	-/-		6/-	1, 2, 3, 4, 5, 6, 8, 9
Topic 17. Business presentations. Infinitive. 1.Vocabulary revision. Text 'Business Presentations' (reading, translation, discussion). Preparation of a presentation. Monologue. 2.The concept of the infinitive. The use of the infinitive. Training exercises. Writing a business letter	-/-	2/-		6/-	1, 2, 3, 4, 7, 8, 9
Topic 18: Safety and health in the workplace. Forms of the infinitive. 1.Vocabulary learning. Text 1 'A guide to office health and safety: your rights and responsibilities' (reading, translation, discussion). 2.Text 2 'Stress In the Workplace' (reading, translation, discussion). Monologue. Functions of the infinitive in a sentence. Training exercises. Writing a CV for the 21st century	-/-	2/-		6/-	1, 2, 3, 4, 5, 6, 8, 9
Topic 19: Constructions with the infinitive. 1.Object infinitive complex. Subjective infinitive complex. 2.Prepositional infinitive complex. Training exercises	-/-	2/-		6/-	1, 2, 3, 4, 5, 7, 8, 9
Topic 20: Recruitment of staff. 1.Interviewing for a job. Development of vocabulary. Text 1 'Recruiting the stuff. Finding the Right People' (reading, translation, discussion). 2.Text 2 'Job interview' (reading, translation, discussion). Monologue. Dialogue. Writing a recommendation	-/-	2/-		6/-	1, 2, 3, 4, 5, 6, 8, 9
Topic 21: Gerunds. Forms of the gerund. 1.The gerund as a non-personal form of the verb. Forms of gerund. 2.The use of the gerund. Training exercises	-/-	2/-		6/-	1, 2, 3, 4, 5, 7, 8, 9
Topic 22. Management of advertising and promotion of goods. 1.Vocabulary development. Text 1 'Advertising' (reading, translation, discussion). 2.Text 2 'Advertising Strategies for Small Business' (reading, translation, discussion). Monologue. Writing an advert	-/-	2/-		-/-	1, 2, 3, 4, 5, 6, 8, 9
In total	12/-	12/-		126/-	

4. МЕТОДИ ВИКЛАДАННЯ ТА НАВЧАННЯ

DRE	Teaching methods (work to be carried out by the teacher during classroom classes, consultations)	The number of hours	Teaching methods (what types of educational activities should a student of higher education perform independently)	The number of hours
DRE 1. Master the norms of business communication, know about the peculiarities of formal business and scientific styles, classification and structure of documents of different levels, requirements for the design and preparation of business papers, mastering the etiquette of business correspondence.	Thematic discussion, 'round table, analysis of specific communication situations, solving situational tasks, translation of texts, dialogue.	2/-	Independent work with literature, completion of individual tasks	30/-
DRE 2. Organize and carry out effective communications with representatives of various professional groups in the international context, apply information and communication technologies to solve management problems in the field of management.	A problematic lecture, thematic discussion, analysis, testing and analysis of the results, dialogue, translation of professional texts and articles.	4/-	Independent work with literature, completion of individual tasks	32/-
DRE 3. Have the skills to work independently with	A problematic lecture,	2/-	Independent work with literature,	32/-

the lexical and grammatical features of formal business and scientific styles in the field of management	thematic discussion, communication in the speciality, translation of professional texts.		completion of individual tasks	
DRE 4. Possess knowledge of language norms in correspondence and oral communication, be able to communicate in professional and academic circles in a foreign language.	A meaningful lecture, thematic discussion, translation of professional literature, testing and analysis of results.	4/-	Independent work with literature, completion of individual tasks	32/-
Всього		12/-		126/-

5. EVALUATION BY THE EDUCATIONAL COMPONENT

5.1. Summative assessment

5.1.1. To assess the expected learning outcomes, it is provided

№	Methods of summative assessment	Points / Weight in the overall assessment	Compilation date
1.	Execution of individual tasks	*25 points / 10%*	*For 4 weeks*
2.	Multiple choice test	*25 points / 10%*	*For 7 weeks*
3.	Control testing	*20 points / 10%*	*For 10 weeks*
4.	The exam is a multiple-choice test and a theoretical question	*30 points / 30%*	*For 15 weeks*

5.1.2. Evaluation criteria

Component	Unsatisfactory	Satisfactory	Good	Excellent
Execution of individual tasks	*<10 points*	*10-14 points*	*15-20 points*	*21-25 points*
	Basic numerical problems are not solved	*Solve basic numerical problems using appropriate methods*	*Solve a number of numerical problems using appropriate methods*	*Solve complex numerical problems using appropriate methods.*
Multiple choice test	*<10 points*	*10-14 points*	*15-20 points*	*21-25 points*
	<12 correct answers	*12-14 correct answers*	*14-18 correct answers*	*18-20 correct answers*
Project (preparation, presentation, defense)	*<10 points*	*10-13 points*	*14-16 points*	*17-20 points*
	Task requirements not met	*Present research results in different ways*	*Present the results of investigations in an appropriate format*	*Present research results in a way that is most appropriate under certain circumstances, using different forms of information presentation*
	<12 correct answers	*12- correct answers*	*14-18 correct answers*	*18- correct answers*
The exam is a multiple-choice test and a theoretical question	*<19 points*	*19-23 points*	*24-28 points*	*29-30 points*
	Task requirements not met	*Most of the requirements are met, but individual components are missing or insufficiently*	*All requirements of the task have been fulfilled*	*All the requirements of the task were met, creativity, thoughtfulness was demonstrated, and an own solution to*

		disclosed, there is no analysis of other approaches to the issue		*the problem was proposed*

5.1. Formative assessment:

To assess the current progress in learning and understand the directions for further improvement is provided

№	Elements of formative assessment	Date
1	Testing in Quizizz	Periodically during the semester
2	Verbal feedback from the teacher and applicants regarding the performance of individual tasks	During the 9th week
3	Verbal feedback from the teacher and students regarding the completion of the individual task of preparing the questionnaire	During the 11th week
4	Verbal feedback from the teacher and students regarding the preparation of the presentation	During the 14th week

6. LEARNING RESOURCES (LITERATURE)

6.1 Main sources

6.1.1 Textbooks, manuals

1. Cate O'Brien. 5 Ways your website can show company culture (and why it's so important). Oct 21 / 2021. Retrieved on 03.03.2023. from: https://www.brightscout.com/insight/ways-website-show-company-culture

2. CHRON: Cultural Barriers in the Workplace. Retrieved on 03.03.2023. from: https://smallbusiness.chron.com/cultural-barriers-workplace-22617.html

3. Fiona Talbot. How to Write Effective Business English: The Essential Toolkit for Composing Powerful Letters, E-mails and More, for Today's Business Needs (Better Business English). Retrieved on 03.03.2023. from: https://ztcprep.com/library/bec/How_to_Write_Effective_Business_English/How_to_Write_Effective_Business_English_(www.ztcprep.com).pdf

5. How to Introduce Yourself in A Meeting with Examples. Updated 1 October 2022.
Published 3 May 2022 Retrieved on 03.03.2023.
from: https://in.indeed.com/career-advice/career-development/how-to-introduceyourself-in-a-meeting

6. Insight: Employee timekeeping software. - Retrieved on 03.03.2023. from: https://www.adp.com/resources/articles-and-insights/articles/t/timekeepingsoftware.aspx

6.1.2 Other sources

1. Anhelina Halynska, Huang Xiang. Strengthen of human resources management and improve enterprise competitiveness. *Електронний науково-практичний журнал «Причорноморського науково-дослідного інституту економіки та інновацій».* Інфраструктура ринку, 2020. № 48. С87-90.

2. Anhelina Halynska, Zhao Bingxu. The characteristics of Chinese sports psychology of management and its application in training and competition. *Збірник наукових праць Державного університету інфраструктури та технологій:* Серія «Економіка і управління». Вип. 51. К.: ДУІТ, 2022. С. 14-19.

3. 12. Halynska A. Psychology Managing social conflicts through mediation. *Збірник наукових праць Державного університету інфраструктури та технологій:* Серія «Економіка і управління». Вип. 51. К.: ДУІТ, 2022. С. 71-74.

4. Anhelina Halynska, Zhao Binghu. Conflict principle and psychology of management sports stadium in China. Наукові перспективи: журнал. 2023. № 5(35) 2023. с. 121-132.
https://doi.org/10.52058/2708-7530-2023-5(35)-121-132

6.2 Additional sources

5. http://www.g1.umbc.edu/~kpokoyl/grammarl.htm
6. http://www.englishtips.com/
7. http://www.workplace-english-training.com
8. http://kims.net.pk/LM%20ShortCours/English/BookGuffey.pdf
9. https://pdfcoffee.com/business-english-students-bookpdf-pdffree.html
10. http://www.workplace-english-training.com

6.1. Methodological support

1. Platform for organizing a Zoom video conference.
2. Internet service for online testing and creation of quizzes Quizizz.com

Review of the work program (syllabi) OK Organizational psychology
Developed by A.V. Halynska, a teacher at the Department of Management named after Professor L.I.Mykhailova.

The parameter by which the work program (syllabus) of the educational component is evaluated by the guarantor or a member of the project team	Yes	No	Comment
Learning outcomes for the educational component (DRE) correspond to the NRC			
The learning outcomes of the educational component (DRE) correspond to the prescribed PRN (for mandatory OK)			
Learning outcomes by educational component provide an opportunity to measure and evaluate the level of their achievement			

Member of the EP project group _____ _____   _____
                                                                                          (name)   (Full name)   (signature)

The parameter by which the work program (syllabus) of the educational component is evaluated by the guarantor or a member of the project team	Yes	No	Comment
General information about the educational component is sufficient			
Learning outcomes for the educational component (DRE) correspond to the NRC			
The results of training according to the educational component (DRE) provide an opportunity to measure and evaluate the level of their achievement			
Learning outcomes (DRE) refer to the competencies of higher education seekers, not the content of the educational component (contain knowledge, skills, abilities, and not the topics of the curriculum of the educational component)			
The content of the EC is formed in accordance with the structural and logical scheme			
Educational activity (teaching and learning methods) enables students of higher education to achieve the expected learning outcomes (DRE)			

The educational component involves learning through research that is appropriate and sufficient for the relevant level of higher education			
The assessment strategy within the educational component is in accordance with University/faculty policy			
The provided assessment methods make it possible to assess the degree of achievement of learning outcomes by educational component			
The workload of higher education applicants is adequate to the volume of the educational component			
The recommended learning resources are sufficient to achieve the learning outcomes (DRE)			
The literature is relevant			
The list of educational resources contains the software products necessary to achieve the DRE			

Reviewer (teacher of the department) _____ _____ _____

(name)   (Full name)   (signature)