

# FOREIGN LANGUAGE FOR PROFESSIONAL COMMUNICATION

## COURSE SYLLABUS

|                                   |  |                                |  |
|-----------------------------------|--|--------------------------------|--|
| <b>Code and name of specialty</b> | 122 Computer Science                       | <b>Institute</b>               | Faculty of Computer Science and Software Engineering         |
| <b>Program name</b>               | «Computer Science and Intelligent Systems» | <b>Department</b>              | Software Engineering and Management Information Technologies |
| <b>Type of program</b>            | Educational and Professional               | <b>Language of instruction</b> | Ukrainian/English  |

### LECTURER

Tetiana Goncharenko

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Ph.D. (Pedagogics), Head of the Department of Foreign Languages (NTU "KhPI"), Associate Professor. Work experience since 1990. Author (co-author) of 50 publications, 3 textbooks. Extensive teaching at all university levels: Bachelor/Master/PhD: "English for Specific Purposes", "English for Academic Purposes", "English for Young Scientists".

### GENERAL DESCRIPTION OF THE COURSE

|                                     |   |  |  |  |  |  |
|-------------------------------------|---|--|--|--|--|--|
| <b>Summary</b>                      | The course "English for Professional Purposes" covers all aspects of language proficiency: listening, dialogic and monologue speech, various types of reading, written communication, information retrieval in a foreign language, academic oral and written communication and is a discipline of special compulsory training for specialty 121 "Software Engineering". The course is taught in 3,4,5 semesters, 270 hours in total (9 ECTS credits), in particular: practical classes - 192 hours, independent work – 78 hours. The study of the discipline ends with an exam. |  |  |  |  |  |
| <b>Course objectives</b>            | To develop students' general and professionally-oriented communicative language competences to enable them to communicate effectively in their academic and professional environment.   |  |  |  |  |  |
| <b>Types of classes and control</b> | Workshops, classes, consultations. Formative assessment: practice tests. Final assessment: credit test/exam.  |  |  |  |  |  |
| <b>Terms</b>                        | 3,4,5   |  |  |  |  |  |

|  |  |                         |     |                            |     |                           |    |
|--|--|-------------------------|-----|----------------------------|-----|---------------------------|----|
| <b>Student workload (credits) / Type of course</b> | 12 / Mandatory   | <b>Lectures (hours)</b> | ___ | <b>Classes (hours)</b>     | 192 | <b>Self-study (hours)</b> | 78 |
| <b>Program competences</b>                         | GC3. Knowledge and understanding of the subject area and understanding of professional activity.<br>GC5. Ability to communicate in foreign language. |                         |     |                            |     |                           |    |
| <b>Learning outcomes</b>                           | <b>Teaching and learning methods</b>   |                         |     | <b>Forms of assessment</b> |     |                           |    |

|   |  | <b>(formative assessment CAS, final assessment FAS)</b>  |   |
|---|--|--|---|
| <p>PLO21. Apply the principles of moral, cultural, scientific values and increase the achievements of society, use different types and forms of physical activity to lead a healthy lifestyle and professional activities in the field of information technology.</p>   |  |  |   |
| <p>It is expected that as a result of successful training in the course program, along with other professional skills, the student will be able to communicate in a foreign language on professional issues orally and in writing, will have skills to work with foreign technical publications and online sources, namely:</p> |  | <p>Conversations (with the teacher and classmates), work in pairs and groups, performing situational tasks, working with textbooks and manuals, role-playing games, writing letters, documents, annotations, abstracts, searching for information in printed literature on the assignment, speaking with a short presentation, etc</p> | <p>Survey (CAS), exercises and tasks (CAS), self-control (CAS), mutual control of students (CAS), writing of independent works(CAS), current testing (CAS), modular testing (CAS), exam (credit / exam) (FAS)</p> |
| <ul style="list-style-type: none"> <li>• discuss general academic and specialization issues in order to gain understanding;</li> </ul>  | <p>Conversations (with the teacher and classmates), work in pairs and groups, performing situational tasks, role-playing games</p>                           | <p>Oral individual tasks (CAS), assessment of knowledge in practical classes (CAS), online tests (CAS), credit in the form of a written test and role-playing tasks (FAS)</p>  |   |
| <ul style="list-style-type: none"> <li>• prepare public speeches on a number of general issues in the field of education and future profession using appropriate means of verbal and non-verbal communication;</li> </ul>   | <p>Short public speeches and presentation, etc.</p>  | <p>Oral and written individual tasks (CAS), assessment of knowledge during practical classes (CAS), (CAS), online tests (CAS), presentation (FAS)</p>  |   |
| <ul style="list-style-type: none"> <li>• find new textual, graphic, audio and video information on issues related to general academic and professional activities contained in foreign materials (both in printed and electronic form), using appropriate search methods;</li> </ul>  | <p>Search for information in printed literature and the Internet according to the task</p>   | <p>Oral and written individual tasks (CAS), assessment of knowledge in practical classes(CAS), problem letters (CAS), online tests (CAS), oral and written report using the material found (FAS)</p>   |   |
| <ul style="list-style-type: none"> <li>• analyze information from foreign sources to obtain the data necessary to perform general academic and professional tasks;</li> </ul>   | <p>Search and analysis of information in printed literature and the Internet on the instructions, work in pairs and groups, performing situational tasks</p> | <p>Written individual assignments(CAS), assessment of knowledge in practical classes(CAS), problem letters(CAS), online tests (CAS), description of graphic information and production processes (FAS)</p>   |   |
| <ul style="list-style-type: none"> <li>• write in a foreign language a number of documents required for participation in international academic events, student exchange programs and for employment.</li> </ul>  | <p>Writing letters, documents, abstracts</p>   | <p>Written individual tasks (CAS), assessment of knowledge in practical classes (CAS), writing semi-formal letters (CAS), online tests (CAS), filling out questionnaires (CAS), writing essays (CAS), writing a letter (FAS)</p>   |   |

### ASSESSMENT AND GRADING

| <b>Ranges of points</b> | <b>Total score (points) for all types of learning activities</b> | <b>ECTS grading scale</b> | <b>The national grading scale</b> | <b>Allocation of grade points</b> |   |
|-------------------------|--|---------------------------|-----------------------------------|-----------------------------------|---|
|                         |  |                           |                                   |                                   | 100% Final assessment as a result of Final exam (40%) and Continuous assessment |

|                                |        |    |  |  |  |
|--------------------------------|--------|----|--|--|--|
| <b>corresponding to grades</b> | 90-100 | A  | excellent  |  | (60%).<br>40% - final exam<br>60% - formative assessment |
|                                | 82-89  | B  | good   |  |  |
|                                | 74-81  | C  |  |  |  |
|                                | 64-73  | D  | satisfactory   |  |  |
|                                | 60-63  | E  |  |  |  |
|                                | 35-59  | FX | Unsatisfactory (with the exam retake option)             |  |  |
|                                | 0-34   | F  | Unsatisfactory (with mandatory repetition of the course) |  |  |

**Course policy** Students must attend all classes according to the study schedule and adhere to the norms of academic ethics. Students must work with compulsory and recommended reading, including Internet resources. Students must complete and submit all individual tasks during the semester in which the course is taught, before the examination session. Final assessment is not carried out without the personal presence of students.

### COURSE STRUCTURE AND CONTENT

|                          |                        |                      |  |              |   |
|--------------------------|------------------------|----------------------|--|--------------|---|
| <b>Content block № 3</b> | Wording Ideas          | <b>Classes 33-36</b> | Topic 12. Discovering the Past.                                  | Self - study | Describing the history of your family, city, country etc. Complete a chronological table                                    |
|                          |                        | <b>Classes 37-39</b> | Topic 13. Job Satisfaction.                                      |              | Explain why you have chosen your major. Write a letter of application   |
|                          |                        | <b>Classes 40-42</b> | Topic 14. Promoting Ideas.                                       |              | Advertising of various events and organizations (e.g. your university, department etc.)                                     |
|                          |                        | <b>Classes 43-45</b> | Topic 15. Environmental problems. Alternative viewpoints.        |              | Describe the ecological situation of your city (country) and possible ways to solve them                                    |
|                          |                        | <b>Classes 46-48</b> | Topic 16. Working environment.                                   |              | Describe your possible working place  |
| <b>Content block № 4</b> | Presenting Information | <b>Classes 47-49</b> | Topic 17 Preparing and Delivery. Using Body Language.            |              | Individual task: Prepare a presentation on your major<br>Prepare the beginning of a presentation based on Text of the topic |
|                          |                        | <b>Classes 50-51</b> | Topic 18. Introducing a presentation. Greeting.                  |              | Prepare a short report with numeric information based on the text of the topic  |
|                          |                        | <b>Classes 52-53</b> | Topic 19. Introducing a presentation. Organizing a presentation. |              | Prepare the introduction to your presentation   |
|                          |                        | <b>Classes 54-56</b> | Topic 20. Structuring the Body of presentation. Signposting.     |              | Make several variants of a plan of your future presentation   |
|                          |                        | <b>Classes 57-58</b> | Topic 21. Using visual aids.                                     |              | Prepare your suggestions on effective use of visuals  |
|                          |                        | <b>Classes 59-61</b> | Topic 22. Interpreting graphical information.                    |              | Prepare a part of a presentation describing a graph or a pie-chart  |
|                          |                        | <b>Classes 62-64</b> | Topic 23. Organizing a Conclusion.                               |              | Formulate your own tips for a good conclusion. Prepare the answers to possible questions                                    |
|                          | <b>Content block</b>   | Let's communicate    | <b>Classes 65-68</b>   |              | Topic 24. Understanding virtual communication.  |

|             |                        |                      |   |  |   |
|-------------|------------------------|----------------------|---|--|---|
| <b>No 5</b> | professionally!<br>p.1 |                      |   |  |   |
|             |                        | <b>Classes 69-72</b> | Topic 25. Preparing for successful communication. |  | Study the situation and discuss it in groups: Keeping people focused.                               |
|             |                        | <b>Classes 73-76</b> | Topic 26. Working in virtual groups.              |  | Study the situation and discuss it in groups: Success factors in virtual meetings.                  |
|             |                        | <b>Classes 77-80</b> | Topic 27. Working with technology.                |  | Study the situation and discuss it in groups. Choosing technology for collaboration and engagement. |

**RECOMMENDED READING**

1. Лазарева, О. Я., Ковтун, О. О., Мельник, С. С. (2014). English for Technical Students [Англійська мова для студентів технічних ВНЗ]. Харків: НТУ "ХПІ".
2. Frances Eales, Steve Oakes. (2011). Speak Out. Elementary. Students' book. Pearson Education Limited.
3. Sylee Gore, David Gordon Smith. (2009). English for Socializing. Oxford University Press, USA.
4. Clive Oxenden, Christina Latham-Koenig, Paul Seligson. (2006). New English File: Elementary. Oxford University Press.
5. Dinos Demetriades. (2003). Information Technologies. Oxford University Press.
6. Michael Black, Wendy Sharp. (2009). Objective. Students' book. Cambridge University Press.
7. Michael Black, Wendy Sharp. (2009). Objective. Work book. Cambridge University Press.
8. Terry, M., Wilson, J. (2006). IELTS Practice Tests Plus 2, Longman.
9. P. Cullen. (2008). Vocabulary for IELTS, Cambridge University Press.
10. Лазарева О. Я., Ковтун О.О., Дьомочка Л.В. (уклад.). (2019). Functional structures of academic English. Методичні вказівки до практичних занять з курсу «Англійська мова за професійним спрямуванням» для студентів всіх спеціальностей. Харків: НТУ "ХПІ".
11. Marion Grussendorf. (2007). English for presentations. Oxford University Press.
12. Virginia Evans, Jenny Dooley. (2011). Enterprise. Grammar 4. Student's Book. Express Publishing.
13. Colm Downes. (2008). Cambridge English for Job-Hunting. Cambridge University Press.
14. Lazareva, O., Kovtun, O., Dyomochka, L. 2019). Science speaks English. Kharkiv: NTU "KhPI",.
15. Беркутова, Т. І., Гончаренко, Т. Є. (2007). «Англійська мова для студентів 1 курсу комп'ютерних та економічних спеціальностей». Харків, НТУ «ХПІ».
16. (2010). INFORMATION TECHNOLOGY, THE INTERNET, AND YOU. by The McGraw-Hill Companies, Inc.
17. Lazareva, O., Kovtun, O., Dyomochka, L. (2019). Science speaks English. Kharkiv: NTU «KhPI».
18. Jackie Black, Jonathan Dyson. (2015). Working Virtually. CEFR B2-C1. Delta Publishing.
19. Diana Hopkins, Pauline Cullen. (2008). Grammar for IELTS. Cambridge University Press.

1. Кострицька, С. І., Зуєнок, І. І., Швець, О. Д, Поперечна, Н. В. (2015). Англійська мова для навчання і роботи: підручник для студ. вищ. навч. закл.: (Т. 1-4). Т. 1. Спілкування в соціальному, академічному та професійному середовищах [English for Study and Work] (Vol. 1-4) books. Book 1 Socialising in Academic and Professional Environment] Дніпропетровськ: НГУ.
2. Ягельська, Н. В. (2004). Європейський мовний портфель. Київ. Ленвіт.
3. Ek, J. A. van and J.L.M.Trim. (2001). Vantage. Cambridge: Cambridge University Press.
4. IELTS (2003). IELTS Handbook [online]. Available from: [http://www.ielts.org/library/handbook\\_2003.pdf](http://www.ielts.org/library/handbook_2003.pdf). Accessed 15 Apr 2004.
5. Holett, V. (2001). Business Basics. St's book Oxford: Oxford University Press.
6. Holett, V. (2001) Business Basics. Workbook Oxford: Oxford University Press.
7. Jakeman, V. & McDowell, C. (2000). Cambridge Practice Tests for IELTS 1. Cambridge: Cambridge University Press.
8. Kay, S. & Jones, V. (2001). Inside Out. Oxford: MacMillan Publishers Limited.
9. Murphy, R. (2018). English Grammar in Use. CEF Level: B1 Intermediate - B2 High Intermediate. Cambridge University Press.
10. Quick Placement Test (2001) Oxford: Oxford University Press.

## **ACADEMIC INTEGRITY**

Students are expected to adhere to the Code of Ethics of Academic Relations and Integrity of NTU “KhPI”.

The content of this syllabus is consistent with the course program.