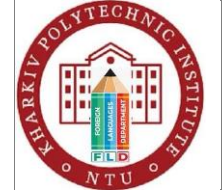




## Syllabus Course Program



# FOREIGN LANGUAGE FOR PROFESSIONAL COMMUNICATION

**Specialty**

121 Software Engineering

**Educational program**

Software Engineering

**Level of education**

Bachelor's level

**Semester**

6,7,8

**Institute**

Educational and Scientific Institute of International Education

**Department**

Department of Foreign Languages (275)

**Course type**

Mandatory

**Language of instruction**

English / Ukrainian

## Lecturers and course developers

**Tetiana Goncharenko**

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Ph.D. (Pedagogics), Head of Foreign Languages Department, Associate Professor of the Department of Foreign Languages (NTU "KhPI"), Associate Professor of the Higher Attestation Commission. Author (co-author) of 50 publications, 3 textbooks. Work experience since 1991. Extensive teaching at all university levels: Bachelor/Master/PhD: "English for Specific Purposes", "English for Scientific Research", "English for Corporate Systems Development", "English for Business Communications", "English for Professional Communication", "English for Academic Purposes", "English for Young Scientists".

[More about the lecturer on the department's website](http://web.kpi.kharkov.ua/foreign/shtat-kafedri/)

<http://web.kpi.kharkov.ua/foreign/shtat-kafedri/>

**Olga Lazaryeva**

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Ph.D. (Technical Sciences), Associate Professor of the Department of Foreign Languages (NTU "KhPI"), Associate Professor of the Higher Attestation Commission.

Author (co-author) of 48 publications, 3 textbooks. Work experience since 2006. Extensive teaching at all university levels: Bachelor/Master/PhD: "English for Specific Purposes", "English for Scientific Research", "English for Corporate Systems Development", "English for Business Communications", "English for Professional Communication", "English for Academic Purposes".

[More about the lecturer on the department's website](http://web.kpi.kharkov.ua/foreign/shtat-kafedri/)

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## General information

### Summary

The course " Foreign Language for Professional Communication" 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 6,7,8 semesters, 180 hours in total (6 ECTS credits), in particular: practical classes - 168 hours, independent work - 12 hours. The study of the discipline ends with an exam. |

### Course objectives and goals

To develop students' professionally-oriented communicative skills and competences in English to ensure effective communication in education and professional activity.

### Format of classes

Classes, consultations, independent work. Formative assessment: practice tests. Final assessment: credit test /exam.

### Competencies

K02. Ability to apply knowledge in practical situations.

K04. Ability to communicate in a foreign language both orally and in writing.

K05. Ability to learn and master modern knowledge.

K06. Ability to search, process and analyze information from various sources.

K12. Ability to preserve and increase moral, cultural, scientific values and achievements of society based on an understanding of the history and patterns of development of the subject area, its place in the general system of knowledge about nature and society and in the development of society, technology and technology, to use various types and forms of physical activity for active recreation and healthy lifestyle.

K17. Ability to comply with specifications, standards, rules and guidelines in the professional field when implementing life cycle processes.

### Learning outcomes

PLO01. Analyze, purposefully search and select information and reference resources and knowledge necessary for solving professional problems, taking into account modern achievements of science and technology.

PLO23. Be able to document and present the results of software development.

### Student workload

The total volume of the course is 180 hours (6 ECTS credits): practical classes - 168 hours, self-study- 12 hours. |

### Course prerequisites

Knowledge and practical skills from the disciplines "Foreign language for scientific research ", "Foreign language for corporate systems development", "Foreign language for business communication" are necessary for successful course completion.

### Features of the course, teaching and learning methods, and technologies

- Detailed analysis of printed information from professional literature, internet etc.
- Summarizing information taken from different printed and audio sources.
- Comparing information from different sources.
- Maintaining professional discussion using wide range of vocabulary.
- Developing writing skills including writing essays, short reviews, cover letters, resume, abstracts with high level of accuracy.

- Making reports on professional issues with preset requirements, e.g. duration, audience etc.

## **Program of the course**

### **Topics of the workshops**

#### ***Content block № 1 (Communication in a professional environment)***

Classes 1-7

Topic: Effective writing communication.

Classes 8-15

Topic: Building relationship.

Classes 16-24

Topic: Managing diversity.

Classes 25-30

Topic: Teams and leadership

#### ***Content blocks № 2-3 (Getting ready for international exam):***

Classes 31-35

Topic: Listening for specific information. Answering specific question

Classes 36-42

Topic: Listening for general information. Reproducing the information heard

Classes 43-50

Topic: Developing dialogical speech.

Classes 51-57

Topic: Critical listening. Expressing and explaining ideas.

Classes 58-63

Topic: Reading for specific information. Completing forms

Classes 64-70

Topic: Reading for general information. Writing reports.

Classes 71-78

Topic: Critical reading. Writing abstracts, essays.

Classes 79-84

Topic: Extensive reading. Writing summaries ]

### **Self-study**

Classes 1-7

Study the situation and discuss it in groups: Choosing the right content

Classes 8-15

Study the situation and discuss it in groups: Creating and sustaining trust.

Classes 16-24

Study the situation and discuss it in groups: Using diversity for effective collaboration.

Classes 25-30

Study the situation and discuss it in groups: Team-building in a virtual environment.

Classes 31-35

Prepare 10 questions to your group-mates based on the text of the topic

Classes 36-42

Retell the texts of the topic

Classes 43-50

Prepare a dialogue discussing the current topic

Classes 51-57

Prepare the explanation of your attitude to the ideas discussed

Classes 58-63

Find the information on the topic discussed in different sources and complete the form

Classes 64-70

Read the materials on the topic of your bachelor's theses and make a short report

Classes 71-78

Write an abstract on your theses

Classes 79-84

Write an extended abstract on several papers on the topic of your research

## Course materials and recommended reading

### Compulsory materials:

1. O'Dell Felicity. Objective Advanced. Student's Book. 4th ed. / O'Dell Felicity, Broadhead Annie. - Cambridge University Press, 2014. - 232p.
2. O'Dell Felicity, Broadhead Annie. Objective IELTS Advanced Workbook / O'Dell Felicity, Broadhead Annie. - Cambridge University Press. 2016. - 101с.
3. Functional structures of academic English. Методичні вказівки до практичних занять з курсу «Англійська мова за професійним спрямуванням» для студентів всіх спеціальностей / уклад. Лазарева О. Я., Ковтун О.О., Дьомочка Л.В., Харків: НТУ «ХПІ», 2019. - 44с.
4. Allsop J. BEC Vantage Testbuilder / J. Allsop, T. Aspinall. - Oxford: Macmillan, 2015. - 154 p.
5. Pauline Cullen. Common Mistakes at IELTS Intermediate Paperback with IELTS General Training Testbank: And How to Avoid Them. - Cambridge English, 2016. - 64p.
6. Bazin A. Achieve IELTS. Practice Tests / A. Bazin, E. Boyd. - London: Marshal Cavendish Ltd, 2017. - 114 p.
7. O.Lazareva, O.Kovtun, L.Dyomochka. Science speaks English. Kharkiv: NTU "KhPI", 2019. - 276p.
8. Jackie Black. Working Virtually International management English. / Jackie Black. - Delta Publishing, 2020. - 119p.
9. Diana Hopkins, Pauline Cullen. IELTS Grammar for Bands 6.5 and above. Cambridge University Press, 2021. - 268p.
10. Brown R. IELTS Advantage. Writing skills / R. Brown, L. Richards. - Cambridge: Cambridge University Press, 2015. - 129 p.
11. Terry M. Focus on academic skills for IELTS / M.Terry, J. Wilson. - London: Pearson Longman. 2017. - 91 p.
12. Gear J. Cambridge Preparation for the TOEFL Test / J. Gear, R. Gear. - Cambridge: Cambridge University Press, 2017. - 120 p.

### Additional materials:

1. David Grant, Robert McClarty. Business Basics. Student's book. New Edition. Oxford: Oxford University Press, 2015. - 176p.
2. Scott L. Girard. International Business Basics / Scott L. Girard, Jr. Michael F. O'Keefe, Marc A. Price, Kate Scribner. Career Press, 2015. - 192p.
3. James P. Neelankavil. Basics of International Business: 2nd edition / James P. Neelankavil and Anoop Rai: Sheron Enterprises, Inc. 2013. - 236p.
4. Shad Morris. International Business, 2nd Edition / Shad Morris, James Oldroyd. Wiley, 2020. - 432p.
5. Murphy R., English Grammar in Use. CEF Level: B1 Intermediate - B2 High Intermediate. Fifth edition. Cambridge University Press, 2019p. - 399p.
6. Brook-Hart G. Business Benchmark / G. BrookHart, N. Whitby. - Cambridge: Cambridge University Press, 2017. - 145 p.
7. Brook-Hart G. Complete Advanced / G. Brook-Hart, S. Haines. - Cambridge: Cambridge University Press, 2017. - 145 p.
8. Whitehead R. Pass Cambridge BEC Higher / R. Whitehead, M. Black. - Cambridge: Summertown Publishing, 2016. - 48 p. |

## Assessment and grading

### Criteria for assessment of student performance, and the final score structure

exam (40%) and Continuous assessment (60%).

40% - final exam

60% - formative assessment

### Grading scale

Total points	National	ECTS
90-100	Excellent	A
82-89	Good	B
74-81	Good	C
64-73	Satisfactory	D
60-63	Satisfactory	E
35-59	Unsatisfactory (requires additional learning)	FX
0-34	Unsatisfactory (requires repetition of the course)	F

## Norms of academic integrity and course policy

The student must adhere to the Code of Ethics of Academic Relations and Integrity of NTU "KhPI": to demonstrate discipline, good manners, kindness, honesty, and responsibility. Conflict situations should be openly discussed in academic groups with a lecturer, and if it is impossible to resolve the conflict, they should be brought to the attention of the Institute's management.

Regulatory and legal documents related to the implementation of the principles of academic integrity at NTU "KhPI" are available on the website: <http://blogs.kpi.kharkov.ua/v2/nv/akademichna-dobrochesnist/>

## Approval

Approved by

Date, signature

27.04.2023

Head of the department

Tatiana GONCHARENKO

Date, signature

08.06.2023

Guarantor of the educational program

Uliya LITVINOVA