

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**

**NATIONAL TECHNICAL UNIVERSITY  
KHARKIV POLYTECHNIC INSTITUTE**

Department of Ukrainian Language

(the name of the department providing the teaching of the discipline)

**THE EDUCATIONAL SUBJECT WORKING PROGRAM**  
**«Business Ukrainian language and professional communication»**

(title of the educational subject)

higher education level first (bachelor's)

first (bachelor's) / second (master's)

field of knowledge all

(code and name)

specialty all

(code and name)

educational program all

(names of education programs/ specialty)

type of subject general training ; required

(general training / professional training; required / optional)

form of education full-time

(full-time / part-time/ distance)

Kharkiv - 2023

## APPROVAL LIST

the educational subject on working program

«Business Ukrainian language and professional communication»

(title of the subject)

Developers:

PhD in Philology, associate professor

of the chair of Ukrainian Language

(position, academic degree and academic title)

(signature)

Oksana Krymets

(full name)

Senior Lecturer

(position, academic degree and academic title)

(signature)

Mykola Zaveriushchenko

(full name)

The working program was considered and approved at the department meeting

Ukrainian Language

(the name of the department providing the teaching of the discipline)

Report from « 31 » August 2023 No 1

Head of the department

of Ukrainian Language

(name of the department)

(signature)

Svitlana CHERNIAVSKA

(full name)

## LETTER OF AGREEMENT

Code and name of the educational program \_\_\_\_\_  
\_\_\_\_\_

Department \_\_\_\_\_

Head of the educational program \_\_\_\_\_  
(full name) (signature, data)

Head of the department \_\_\_\_\_  
(full name) (signature, data)

## CONFIRMATION LETTER OF THE WORKING EDUCATION PROGRAM

| № | Date of meeting<br>of department<br>-developer of<br>working plan and<br>educational<br>discipline | Protocol<br>number | Head of the<br>department<br>Signature<br>(which<br>teaches) | Head of the<br>department<br>Signature<br>(on which it<br>is taught) | Head of the<br>educational<br>program<br>Signature |
|---|--|--------------------|--|--|--|
| 1 |  |                    |  |  |  |
| 2 |  |                    |  |  |  |
| 3 |  |                    |  |  |  |
| 4 |  |                    |  |  |  |
| 5 |  |                    |  |  |  |

## **OBJECTIVE, COMPETENCE, LEARNING RESULTS AND STRUCTURAL-LOGICAL SCHEME OF EDUCATIONAL DISCIPLINE**

### **Purpose:**

- to form specialists’-to-be professionally oriented skills and abilities of language proficiency of the Ukrainian standard language in the professional sphere;
- to develop skills of optimal speech behavior in professional activities.

### **Competencies:**

- ZK02. Ability to apply knowledge in practical situations.
- ZK05. Ability to conduct research at an appropriate level.
- ZK07. Ability to search, process and analyze information from various sources.
- FK03. The ability to choose and apply mathematical methods for solving applied problems, modeling, analysis, design, management, forecasting, decision-making.
- FK05. Ability to develop algorithms and data structures, software tools and software documentation.

### **Learning achievements:**

- PH12. Solve individual engineering problems and/or problems arising in at least one subject area: in sociology, economics, ecology, and medicine.

As a result of studying the discipline «Business Ukrainian language and professional communication» learners must:

Know:

- rules for drafting scientific papers and business papers;
- basic concepts and categories of terminology;
- Ukrainian professional terminology;
- types of lexicographic works;
- types and rules of scientific and technical translation;
- lexical, grammatical, and stylistic norms of modern Ukrainian literary language.

Be able to:

- conclude scientific papers and business papers in the state language;
- use the terminology of his/her specialty in professional activity;
- create, translate and edit professional texts;
- use modern lexicographic works.

### **Structural-logical scheme of educational subject**

| The study of this subject is based directly: | The results of the study of these subjects are based directly on: |
|--|---|
| -  | -   |
|  |   |
|  |   |

**DESCRIPTION OF THE EDUCATIONAL SUBJECT**  
**(Distribution of teaching time per semester classes and types)**

| Semester | Total amount<br>(hours) ECTS credits | From this                    |                          | By type of<br>classroom studies<br>(hours) |                 |                             | Individual student task (CP, CW, CG,<br>C, report) | Current<br>control<br><br>(number of works) | Semester control |       |
|----------|--------------------------------------|------------------------------|--------------------------|--|-----------------|-----------------------------|--|---|------------------|-------|
|          |                                      | Classroom studies<br>(hours) | independent work (hours) | Lectures                                   | Laboratory work | Practical studies, seminars |  |   | Pass             | Exams |
| 1        | 2                                    | 3                            | 4                        | 5  | 6               | 7                           | 8  | 9   | 10               | 11    |
| 6        | 90/3                                 | 32                           | 58                       | -  | -               | 32                          | +  | 2   | -                | +     |

The ratio of hours of class to total is 35,5 (%):

**STRUCTURE OF THE EDUCATIONAL SUBJECT**

| No | Types of training (Lectures,<br>Laboratory works, Practical<br>works, independent work) | hours | Semester number (if subject is taught<br>in several semesters).<br>Content module names.<br>Name of themes and questions of each lesson. Tasks<br>for independent work.   | Recommended literature<br>(basic, auxiliary) |
|----|---|-------|---|--|
| 1  | 2   | 3     | 4   | 5  |
| 1. | Practical<br>works  | 2     | Content module No 1. (Scientific and business<br>communication as components of professional activity)<br><u>Theme 1.</u> The state language as the language of<br>professional communication.<br>1. The subject, the structure, and the tasks of the course.<br>2. Language legislation in Ukraine.<br>3. The concept of "national language." Ukrainian<br>literary language, its features (normality, superduality,<br>oral and written forms, standard, multifunctionality,<br>stylistic differentiation). | 2, 3, 7, 11,<br>12, 14, 16                   |
| 2. | Independent<br>work   | 5     | <u>Theme 1.</u> The state language as the language of<br>professional communication.<br>1. Features of language policy in Ukraine.  | 2, 3, 7, 11,<br>12, 14, 16                   |

|     |                  |   |  |                                 |
|-----|------------------|---|--|---------------------------------|
|     |                  |   | 2. The system of styles of the Ukrainian literary language. Its characteristics.   |                                 |
| 3.  | Practical works  | 2 | Theme 2. Scientific literature as the main source of professional knowledge.<br>1. Scientific style of the language (purpose, scope, features, language tools, substrates).<br>2. Types of scientific works.<br>3. Features of the scientific text.<br>4. Plan as a structural element of scientific research. Types of plans, rules for their preparation.  | 2, 7, 9, 10, 11, 16, 17, 22     |
| 4.  | Independent work | 4 | Theme 2. Scientific literature as the main source of professional knowledge.<br>1. Standard backgrounds of the scientific style.   | 2, 7, 9, 10, 11, 16, 17, 22     |
| 5.  | Practical works  | 2 | Theme 3. Written representation of research results.<br>1. Abstract of the scientific source. Structure and types of abstracts. Rules for abstracting scientific information.<br>2. Structure of course and diploma works.<br>3. Summary of scientific information. Types of notes. Rules for summarizing lectures and scientific works. Requirements for the notes.   | 4, 7, 11, 12, 14, 16, 21        |
| 6.  | Independent work | 4 | Theme 3. Written representation of research results.<br>1. Registration of other types of scientific works (article, abstracts, review).   | 4, 7, 11, 12, 14, 16, 21        |
| 7.  | Practical works  | 2 | Theme 4. Rules of registration of scientific works.<br>1. Annotation of the scientific source. Types of annotations. Annotation rules.<br>2. Making a bibliographic description of scientific work.  | 5, 11, 12, 14, 16, 21           |
| 8.  | Independent work | 5 | Theme 4. Rules of registration of scientific works.<br>1. Making quotes and references.<br>2. Punctuation in sentences with quotations.  | 5, 11, 12, 14, 16, 21           |
| 9.  | Practical works  | 2 | Theme 5. Theoretical principles of office work.<br>1. Officially-business style of language: purpose, the scope of application, signs, language tools, substrates.<br>2. Basic concepts of record-keeping (document, props, form).<br>3. National Standard of Ukraine (DSTU 4163-2003. State Unified Documentation System). Rules for registration of basic details.<br>4. Requirements for the conclusion of documents. | 2, 8, 9, 10, 12, 14, 16, 17, 20 |
| 10. | Independent work | 4 | Theme 5. Theoretical principles of office work.<br>1. Statement. Rules for making applications.<br>2. Classification of documents.<br>3. Language clichés of official business style.  | 2, 8, 9, 10, 12, 14, 16, 17, 20 |
| 11. | Practical works  | 2 | Theme 6. Rules for making business papers.<br>1. Autobiography. Rules for registration of autobiography.<br>2. Summary. Rules for concluding a resume.   | 2, 8, 10, 12, 14, 16, 17, 20    |

|     |                  |   |   |                              |
|-----|------------------|---|---|------------------------------|
|     |                  |   | 3. Rules for referring to officials (formation of patronymic names, abolition of surnames, rules for the reproduction of borrowed surnames, vocative case of nouns).  |                              |
| 12. | Independent work | 4 | Theme 6. Rules for making business papers.<br>1. Explaining note. Rules for making an explanatory note.   | 2, 8, 10, 12, 14, 16, 17, 20 |
| 13. | Practical works  | 2 | Theme 7. Normative professional speech.<br>1. Formation of a specialist's linguistic personality under conditions of bilingualism. Causes of language interference. Surzhik.<br>2. Culture of language as one of the criteria of an employee's professional skill. Signs of speech culture (correctness, meaningfulness, accuracy, logic, wealth, expressiveness, purity, relevance, appropriateness, observance of language etiquette, imagery). The reasons for the insufficient level of speech culture of a specialist, ways to improve it.<br>3. Language norm. Types of norms (graphic, orphoepic, accentual, lexical, orthographic, verbal, morphological, syntactic, stylistic, punctuation). | 2, 9, 11, 12, 14, 15, 16     |
| 14. | Independent work | 4 | Theme 7. Normative professional speech.<br>1. Features of some norms of the Ukrainian literary language: orphoepic norms (rules for emphasizing certain terms); spelling norms (writing terms together, separately, or through a hyphen); lexical norms (distinction of paronymous terms); stylistic norms (tautology and pleonasm).  | 2, 9, 11, 12, 14, 15, 16     |
| 15. | Practical works  | 2 | Module control №1.  |                              |
| 16. | Practical works  | 2 | Content module No 2. (Basics of terminological and linguistic training of a specialist)<br>Theme 8. Theoretical foundations of terminology science.<br>1. Terminology as a science.<br>2. Term, its features, and functions. The concept of "definition."<br>3. Types of terms (general scientific, interdisciplinary, highly specialized).<br>4. The concept of "term element". Structural types of terms (simple, complex, composite, etc.).<br>5. Requirements for the term.   | 10, 11, 12, 14, 16, 17       |
| 17. | Independent work | 4 | Theme 8. Theoretical foundations of terminology science.<br>1. Other language means of expressing special concepts: nomenclature names and professionalism.<br>2. Links of terminology with other scientific disciplines.   | 10, 11, 12, 14, 16, 17       |

|     |                  |   |   |                               |
|-----|------------------|---|---|-------------------------------|
| 18. | Practical works  | 2 | Theme 9. Ways of the formation of new terms.<br>1. Ways of creating terms through the use of internal resources of the Ukrainian language. The concept of "terminology", "transterminology."<br>2. Borrowing: attitude to them, types, their appropriate application. Internationalism. National and international in the term-making process.<br>3. The meaning of the most common Greek-Latin terms.  | 9, 10, 11, 12, 14, 16, 17, 19 |
| 19. | Independent work | 4 | Theme 9. Ways of the formation of new terms.<br>1. Reduction of complex and composed terms in the scientific text, requirements for their creation, and spelling.<br>2. Terms spelling of a foreign origin.   | 9, 10, 11, 12, 14, 16, 17, 19 |
| 20. | Practical works  | 2 | Theme 10. Terminological planning in Ukraine.<br>1. The concept of "terminology" and "terminosystem."<br>2. Standardization of terms. State standards of Ukraine.<br>3. Language and scientific pictures of the world.<br>4. Formation of the terminological base of the specialist (mathematical, physical, chemical, general technical terms; economic terms; terms of computer technology; terms of the chosen specialty).<br>5. Modern Ukrainian terminology: history, state, problems, prospects. Outstanding terminologists of Ukraine.   | 9, 11, 12, 13, 15, 16, 17, 18 |
| 21. | Independent work | 4 | Theme 10. Terminological planning in Ukraine.<br>1. Mastering 50 professional terms with definitions.   | 9, 11, 12, 13, 15, 16, 17, 18 |
| 22. | Practical works  | 2 | Theme 11. Theoretical issues of translation studies. Topic.<br>1. Intercultural communication of a specialist, its tasks. The concept of "translating" and "translation".<br>2. Types of translation: according to the method of execution (human, machine, combined); according to the form of presentation (oral and written); by the degree of completeness of information transfer (full, abstract, annotative); genre-stylistic features (business, publicistic, conversational, etc.); for the purpose of translation (special, or technical; artistic).<br>3. Types of interpretation: advantages and disadvantages.<br>4. Computer translation of the text: types and causes of errors.<br>5. Types of equivalence. Translation of different types of lexical units. Lexical (terminological) parallels. Examples of "false friends of the translator." | 1, 7, 10, 11, 12, 14, 16, 17  |
| 23. | Independent work | 4 | Theme 11. Theoretical issues of translation studies.<br>1. Methods of translation (transcoding, calculating, descriptive translation).<br>2. Translation transformations.   | 1, 7, 10, 11, 12, 14, 16, 17  |



|                      |                  |           |   |                               |
|----------------------|------------------|-----------|---|-------------------------------|
| 24.                  | Practical works  | 2         | Theme 12. Dictionaries in professional discourse.<br>1. Lexicography as the science of compiling dictionaries. Types of lexicographic works. Structure of the dictionary article.<br>2. Terminography. Types of terminological dictionaries. Principles of compiling terminology dictionaries.<br>3. Electronic dictionaries.<br>4. Problems of using dictionaries at the present stage of development of the Ukrainian language. The meaning of dictionaries in the professional activity of a specialist. | 9, 10, 11, 12, 13, 14, 16, 17 |
| 25.                  | Independent work | 4         | Theme 12. Dictionaries in professional discourse.<br>1. Features of creation and use of names of people by type of activity (profession, position, rank), names of tools, devices, details.   | 9, 10, 11, 12, 13, 14, 16, 17 |
| 26.                  | Practical works  | 2         | Theme 13. Grammar difficulties in translating terms.<br>1. Terms translation rules.<br>2. Translation of the names of process concepts and consequences of actions.<br>3. Peculiarities of using adjectives in a scientific style.  | 1, 7, 10, 11, 12, 14, 16, 17  |
| 27.                  | Independent work | 4         | Theme 13. Grammar difficulties in translating terms.<br>1. The main mistakes in the translation of terms.<br>2. Editing of scientific and technical texts.  | 1, 7, 10, 11, 12, 14, 16, 17  |
| 28.                  | Practical works  | 2         | Theme 14. Grammar difficulties in the use of terms and commonly used words in scientific texts.<br>1. Difficulties in using noun terms (the genitive case of masculine singular nouns).<br>2. Rules for using numerals in the speech of a specialist.<br>3. Errors in the content and structure of statements (word order; active and passive structures; features of control in the Ukrainian language; rules of application of Ukrainian prepositions).   | 2, 6, 9, 11, 12, 13, 16       |
| 29.                  | Independent work | 4         | Theme 14. Grammar difficulties in the use of terms and commonly used words in scientific texts.<br>1. Adjectives and pronouns in scientific and business texts.<br>2. Features of the use of verbal forms in the speech of a specialist. Ways of expressing the order.  | 2, 6, 9, 11, 12, 13, 16       |
| 30.                  | Practical works  | 2         | Module control №2.  |                               |
| <b>Total (hours)</b> |                  | <b>90</b> |   |                               |

## INDEPENDENT WORK

| Order No | Name of types of independent work                      | hours     |
|----------|--|-----------|
| 1        | Elaboration of educational material.                   | 9         |
| 2        | Preparation for practical classes.                     | 9         |
| 3        | Independent study of topics and non-teaching questions | 20        |
| 4        | Performance of an individual task                      | 10        |
| 5        | Exam preparation                                       | 10        |
|          | Together   | <b>58</b> |

## TEACHING METHODS

**Lectures** presentation of theoretical material by the lecturer according to the curriculum and the distribution of hours between topics. Various interactive forms of audience activation are used. The lecturer has his/her compendium, which reflects the main content of the topic, students write new information in their notes.

**Practical classes** are conducted in the form of performing practical tasks and exercises. For practical classes, students study lecture material, prepare performances using educational and scientific literature, perform exercises and tasks. The lecturer evaluates the activity of students during the lesson on the accepted score scale. During the lesson, the level of knowledge of students is necessarily evaluated on each topic using test tasks, exercises, and written independent work on knowledge of the main concepts on the topic.

**An individual task** is a type of independent work outside the classroom, when a student, using lecture material and additional sources of knowledge, develops a personal topic.

**Preparation of the presentation** is a type of independent work performed by a student (or 2-3 students) outside the auditorium hours. The student freely chooses topics from the number of topics offered by plans for practical classes or agrees with the teacher on initiative topics. The next step of the student is to search bibliographically using library funds or Internet resources. It also creates a presentation plan or asks questions on which to get a reasoned answer. Having mastered the sources on the topic, the student reveals the content of the questions and presents the work done at the practical lesson. The volume of the presentation is 16-25 slides, the text of the report is 4-6 standard pages typed on the computer. The main content of the presentation is reported in free form during the lesson, and the student receives an assessment from the teacher.

**Distance learning** is a form that can be introduced as a result of the introduction of quarantine restrictions related in particular to the spread of COVID-19. It involves training using computer and telecommunication technologies (Office-365), which provide interactive interaction between the teacher and the student at different stages of studying the discipline and self-contained work with educational and methodological materials, performing practical tasks, test control, etc.

**Innovative methods** - modern methods of learning, which include:

- structural and logical technologies: step-by-step organization of the learning system, which contributes to the logical sequence of setting and solving didactic problems based on the selection of their content, forms, methods, and means of learning at each stage of the process, taking into account the step-by-step diagnostics of results;

- integration technologies: didactic systems that provide integration of inter-representative knowledge and skills, various activities at the level of integrated courses (including electronic ones);

- professional-business gaming technologies: didactic systems for the use of various "games," during which the ability to solve problems based on compromise (business and role-playing games, simulation exercises, individual training, computer programs, etc.);

- training technologies: a system of activities for the development of certain algorithms for solving typical practical tasks using a computer (psychological training of intellectual development, communication, solving managerial problems);

- information and computer technologies are implemented in didactic systems of computer learning based on the dialogue "man-machine" with the help of various training programs (training, controlling, information, etc.).

## **CONTROL METHODS**

**1. Final (semester) control is carried out in the form of an exam or by accumulating points under the current control of meaningful modules.**

**Exam** is a written or oral answer to the questions contained in the exam ticket. Questions of exam tickets are brought to students in advance. Examination tickets are prepared by the lecturer, they are approved at the meeting of the department and signed by the head of the department. The examiner is appointed by the head of the department. It should assess the quality of the student's response based on the accepted scale of academic grades.

### **Control questions from course to exam.**

1. The concept of "national language." Ukrainian literary language, its features (normality, superdiality, oral and written forms, standard, multifunctionality, stylistic differentiation).
2. Language legislation in Ukraine. Features of language policy in Ukraine.
3. The system of styles of the Ukrainian literary language.
4. Scientific style of the language (purpose, scope, features, language tools, substrates). Types of scientific works. Features of the scientific text. Standard backgrounds of the scientific style.
5. Plan as a structural element of scientific research. Types of plans, rules for their preparation.
6. Abstract of the scientific source. Structure and types of abstracts. Rules for abstracting scientific information.
7. Registration of other types of scientific works (article, abstracts, review). Structure and types of abstracts. Rules for abstracting scientific information.
8. Summary of scientific information. Types of notes. Rules for summarizing lectures and scientific works. Requirements for the notes.

9. Annotation of the scientific source. Types of annotations. Annotation rules.
10. Making a bibliographic description of scientific work.
11. Making quotes and references. Punctuation in sentences with quotations.
12. Officially-business style of language: purpose, the scope of application, signs, language tools, substrates.
13. Classification of documents. Requirements for the conclusion of documents. Language clichés of official business style.
14. National Standard of Ukraine (DSTU 4163-2003. State Unified Documentation System). Rules for registration of basic details.
15. Basic concepts of record-keeping (document, props, form).
16. Application (definition, details, requirements for registration).
17. Summary (definition, details, requirements for registration).
18. Autobiography (definition, details, requirements for registration).
19. Explaining note (definition, details, requirements for registration).
20. Rules for referring to officials (formation of patronymic names, abolition of surnames, rules for the reproduction of borrowed surnames, nicknames).
21. Formation of a specialist's linguistic personality under conditions of bilingualism. Causes of language interference. Surzhik.
22. Culture of language as one of the criteria of professional skills of the employee. Signs of speech culture. The reasons for the insufficient level of speech specialist culture, ways to increase it.
23. Language norm. Types of norms (graphic, orphoepic, accentual, lexical, orthographic, verbal, morphological, syntactic, stylistic, punctuation).
24. Terminology as a science. Links of terminology with other scientific disciplines.
25. Term, its features, and functions. The concept of "definition." Types of terms (general scientific, interdisciplinary, highly specialized).
26. The term element. Structural types of terms (simple, complex, composite, etc.).
27. Requirements for the term. Formation of the terminological base of the specialist (mathematical, physical, chemical, general technical terms; economic terms; terms of computer technology; terms of the chosen specialty).
28. Terms and other language means of expressing special concepts: nomenclature names and professionalism.
29. Ways of creating terms through the use of internal resources of the Ukrainian language. The concept of "term-gization," "transterminology."
30. Borrowing: attitude to them, types, their appropriate application. Internationalism. National and international in the term-making process. The meaning of the most common Greco-Latin terms.
31. Terms spelling of a foreign origin.
32. Reduction of complex and composed terms in the scientific text, requirements for their creation, and spelling.
33. The concept of "terminology" and "terminosystem."
34. Standardization of terms. State standards of Ukraine.
35. Language and scientific pictures of the world.
36. Modern Ukrainian terminology: history, state, problems, prospects. Outstanding terminologists of Ukraine.

37. Intercultural communication of a specialist, its tasks. The concept of "translation".
38. Types of translation: according to the method of execution (human, machine, combined); according to the form of presentation (oral and written); by the degree of completeness of information transfer (full, abstract, annotative); genre-stylistic features (business, publicistic, conversational, etc.); for translation (special, or technical; artistic). Types of interpretation: advantages and disadvantages.
39. Computer translation of the text: types and causes of errors.
40. Types of equivalence. Translation of different types of lexical units. Lexical (terminological) parallels. Examples of "false friends of the translator."
41. Methods of translation (transcoding, calculating, descriptive translation).
42. Translation transformations.
43. Lexicography as the science of compiling dictionaries. Types of lexicographic works. Structure of the dictionary article. Electronic dictionaries.
44. Terminography. Types of terminological dictionaries. Principles of compiling terminology dictionaries. Problems of using dictionaries at the present stage of development of the Ukrainian language. The meaning of dictionaries in the professional activity of a specialist.
45. Features of creation and use of names of people by type of activity (profession, position, rank), names of tools, devices, details.
46. Terms translation rules. The main mistakes in the translation of terms. Editing of scientific and technical texts.
47. Peculiarities of using adjectives in a scientific style.
48. Translation of the names of process concepts and consequences of actions.
49. Difficulties in the use of noun terms (generic cancellation of masculine nouns singular).
50. Rules for using numerals in the speech of a specialist.
51. Errors in the content and structure of statements (word order; active and passive structures; features of control in the Ukrainian language; rules of application of Ukrainian prepositions).
52. Adjectives and pronouns in scientific and business texts.
53. Features of the use of verbal forms in the speech of a specialist. Ways of expressing the order.

**2. Flow control is carried out according to the results of students' "work in practical classes, by the method of evaluation of control work, evaluation of tests, independent robots, individual tasks, presentations.**

**Control at practical lessons** is evaluation of students' performances, answers to questions posed by the teacher, evaluation of test tasks, assessments during independent robots, evaluation of the contribution of individual students to group work in the preparation of a team project, activity in a business game.

**Control work** is a type of current control of students "knowledge, which aims to identify the level of knowledge of students obtained from the passed material. The date of the control work is given to the students and assigned upon completion of the study of the meaningful module. Questions and test tasks are prepared by the teacher conducting practical classes, they are consistent with lectures and topics of seminar classes. The control work is carried out in writing in the presence of the

teacher, evaluated on the accepted scale and the assessment can be used by the teacher to calculate the cumulative score based on the results of the study of the discipline.

**Individual tasks** are evaluated by the teacher or by the results of the report at a practical lesson or for separate work.

## **DISTRIBUTION OF POINTS THAT STUDENTS RECEIVED AND KNOWLEDGE AND SKILLS SCALE (NATIONAL AND ECTS)**

Table 1. - Points distribution for student achievement evaluation for passing

| Control in practical classes | Control works |    | Individual task | Exam | Sum |
|------------------------------|---------------|----|-----------------|------|-----|
|                              | M1            | M2 |                 |      |     |
| 32                           | 15            | 15 | 10              | 28   | 100 |

### **Criteria and system for assessing students' knowledge and skills.**

According to the guidelines of ECTS, an assessment system should be understood as a set of methods (written, oral and practical tests, examinations, projects, etc.) used in assessing the achievement of the expected learning outcomes by the students.

Successful assessment of learning outcomes is a precondition for awarding credits to a person under study. Therefore, statements of learning outcomes of programme components should always be accompanied by clear and appropriate **assessment criteria** for awarding credits. This makes it possible to state that the learner has acquired the necessary knowledge, understanding, competences.

**Assessment criteria** are descriptions of what a person who is learning is expected to do in order to demonstrate the achievement of a learning outcome.

The main conceptual statements of the student's knowledge and skills assessment system are:

1. Improving the quality of training and competitiveness of specialists by stimulating independent and systematic work of students during an academic semester, establishment of constant feedback from teachers to each student and timely correction of his/her learning activities.

2. Improving the objectivity of students' knowledge assessment takes place through monitoring during a semester with the use of a 100-point scale (Table 2). Grades are necessarily translated into the national scale (with the state semester grades "excellent", "good", "satisfactory" or "unsatisfactory") and the ECTS scale (A, B, C, D, E, FX, F).

Table 2 - Knowledge and skills assessment scale: national and ECTS rating

| Rating Assessment, points | ECTS assessment and its definition | National assessment | Evaluation criteria  |  |
|---------------------------|------------------------------------|---------------------|--|--|
|                           |                                    |                     | positive   | negative   |
| 1                         | 2                                  | 3                   | 4  | 5  |
| 90-100                    | A                                  | Excellent           | <ul style="list-style-type: none"> <li>- <b>Deep knowledge</b> of the educational material of the module contained in the <b>main and additional literature sources</b>;</li> <li>- <b>ability to analyze</b> the phenomena being studied in their relationship and development;</li> <li>- <b>ability to perform theoretical calculations</b>;</li> <li>- <b>answers to questions are clear, concise, logically consistent</b>;</li> <li>- <b>ability to solve complex practical problems.</b></li> </ul> | Answers to questions may contain <b>minor inaccuracies</b>   |
| 82-89                     | B                                  | Good                | <ul style="list-style-type: none"> <li>- <b>Deep level of knowledge</b> in the amount of <b>required material</b> provided by the module;</li> <li>- ability to give <b>reasonable answers</b> to questions and perform <b>theoretical calculations</b>;</li> <li>- ability to solve <b>complex practical problems.</b></li> </ul>   | Answers to the questions contain <b>certain inaccuracies</b> ;   |
| 75-81                     | C                                  | Good                | <ul style="list-style-type: none"> <li>- <b>Strong knowledge</b> of the studied material and its <b>practical application</b>;</li> <li>- ability to give <b>reasonable answers</b> to questions and perform theoretical calculations;</li> <li>- ability to solve <b>practical problems.</b></li> </ul>   | - Inability to use theoretical knowledge to solve <b>complex practical problems.</b>   |
| 64-74                     | D                                  | Satisfactory        | <ul style="list-style-type: none"> <li>- <b>Knowledge of the basic fundamental provisions</b> of the studying material, and</li> </ul>   | <ul style="list-style-type: none"> <li>Inability to give <b>well-reasoned answers</b> to the questions;</li> <li>- inability to <b>analyse</b> the material presented</li> </ul> |

|       |                                     |              |  |  |
|-------|-------------------------------------|--------------|--|--|
|       |                                     |              | <p>their <b>practical application</b>;</p> <ul style="list-style-type: none"> <li>- the ability to solve simple <b>practical problems</b>.</li> </ul>  | <p>and <b>perform calculations</b>;</p> <ul style="list-style-type: none"> <li>- Inability to solve <b>complex practical problems</b>.</li> </ul>  |
| 60-63 | E                                   | Satisfactory | <ul style="list-style-type: none"> <li>- Knowledge of <b>the basic fundamental provisions</b> of the module material,</li> <li>- ability to solve the simplest <b>practical problems</b>.</li> </ul> | <p>Ignorance of <b>individual (non-principled) questions</b> from the module material</p> <ul style="list-style-type: none"> <li>- inability to make a <b>coherent and well-reasoned</b> opinion;</li> <li>- inability to apply theoretical statements in solving <b>practical problems</b></li> </ul>                                   |
| 35-59 | FX<br>(потрібне додаткове вивчення) | Fail         | <p><b>Additional study</b> of the module material can be performed <b>in the time provided by the educational curriculum</b>.</p>  | <p>Ignorance of the <b>basic fundamentals</b> of the module</p> <ul style="list-style-type: none"> <li>- <b>significant errors</b> in answering questions;</li> <li>- inability to solve <b>simple practical problems</b>.</li> </ul>  |
| 1-34  | F<br>(потрібне повторне вивчення)   | Fail         | -  | <ul style="list-style-type: none"> <li>- Complete <b>lack of knowledge</b> of a considerable part of the module's study material;</li> <li>- <b>significant mistakes</b> in answering the questions;</li> <li>-ignorance of the main fundamentals;</li> <li>- inability to orient while solving <b>simple practical tasks</b></li> </ul> |



## **EDUCATIONAL AND METHODOLOGICAL SUPPORT OF EDUCATIONAL SUBJECT**

1. Syllabus of the discipline «Business Ukrainian language and professional communication»
2. Educational program of the discipline «Business Ukrainian language and professional communication».
3. Methodological recommendations for practical classes.
4. Methodological recommendations for independent work of students.
5. Educational content of the discipline (compendium or extended lecture plan).
6. Tasks for modular control work №1 and №2.
7. Tasks for comprehensive control work on the discipline «Business Ukrainian language and professional communication».
8. Examination tickets in the discipline «Business Ukrainian language and professional communication».
9. Library fund of university and department.

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