

## Abstract of the academic discipline

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| Full name of the discipline | <b>Business Ukrainian language and professional communication</b>   |
| Teaching Staff              | Leading teachers:<br>PhD in Philology, associate professor Oksana Krymets<br>Senior lecturer Zaveriushchenko Mykola   |
| Specialty                   | all   |
| Educational program         | all   |
| Number of hours             | 90  |
| ECTS credits                | 3   |
| Summary                     | The study of the discipline includes students' mastery of professional language, distinctive features of scientific and technical translation and editing of texts, development of their terminological and professional vocabulary, mastering the norms of modern Ukrainian standard language, its functional styles and features of speech activity.  |
| 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.   |
| Learning achievements       | <p>Know:</p> <ul style="list-style-type: none"> <li>• rules for drafting scientific papers and business papers;</li> <li>• basic concepts and categories of terminology;</li> <li>• Ukrainian professional terminology;</li> <li>• types of lexicographic works;</li> <li>• types and rules of scientific and technical translation;</li> <li>• lexical, grammatical, and stylistic norms of modern Ukrainian literary language.</li> </ul> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• conclude scientific papers and business papers in the state language;</li> <li>• use the terminology of his/her specialty in professional activity;</li> <li>• create, translate and edit professional texts;</li> <li>• use modern lexicographic works.</li> </ul> |

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

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|                 | <p>methodological materials, performing practical tasks, test control, etc.</p> <p>Innovative methods - modern methods of learning, which include:</p> <ul style="list-style-type: none"> <li>- 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;</li> <li>- integration technologies: didactic systems that provide integration of inter-representative knowledge and skills, various activities at the level of integrated courses (including electronic ones);</li> <li>- 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.);</li> <li>- 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);</li> <li>- 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.).</li> </ul> |
| Type of subject | Required   |
| Final control   | Exam in 6 semesters  |