

ENGLISH FOR PROFESSIONAL PURPOSES

COURSE SYLLABUS

Code and name of specialty	073 – Management	Institute	Institute of Education and Science in Economics, Management and International Business
Program name	Management of Organizations and Administration / Business Administration	Department	Cross-Cultural Communication and Foreign Language
Type of program	Educational and Professional	Language of instruction	English

LECTURER

Name and surname, email **Tetiana Poliakova *tatyana_kharkov@outlook.com***



Associate Professor, Cross-Cultural Communication and Foreign Language Department, National Technical University “Kharkiv Polytechnic Institute”. Author of more than 120 research papers, 5 tutorials and 1 multi-authored monograph Courses taught: Language of Vocational Training, Professional English, English for Professional Purposes.

GENERAL DESCRIPTION OF THE COURSE

Summary	The study of foreign languages is a necessary and integral part of general educational professional training of bachelors. This is due to the internationalization of communication, the development of cooperation of specialists at the global level. Therefore, when learning a foreign language, the priority is to know the structures and strategies of professional discourse, forms and means of communication, as well as the skill to operate them. The course of learning a foreign language is, therefore, professionally oriented and communicative in nature, and the discipline is aimed at the integrated implementation of practical, educational, developmental and educational goals.
Course objectives	The purpose of teaching the discipline "English for Professional Purposes" is to prepare students for effective communication in their academic and professional environment. The main tasks of studying the discipline are mastering at the appropriate level the four types of speech activity in oral (listening and speaking) and written (reading and writing) forms; the use of sociocultural knowledge and skills in foreign language communication; assessment and analysis of their own educational experience and improvement of their educational strategies.
Types of classes and control	Lectures, workshops, consultations. The course ends with a final exam
Term	7

Student workload (credits) / Type of course	4 /Elective	Lectures (hours)	32	Workshops (hours)	16	Self-study (hours)	72
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Program competences	GC07. The ability to communicate in a foreign language. GC08. Skills in the use of information and communication technologies. GC09. The ability to learn and master modern knowledge. GC13. Appreciation and respect for diversity and multiculturalism.
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GC14. The ability to work in an international context.

Learning outcomes	Teaching and learning methods	Forms of assessment (continuous assessment CAS, final assessment FAS)
LO09 Demonstrate skills of interaction, leadership, teamwork.	Interactive work with presentations, discussions, practical work, feedback method, individual tasks	Written individual tasks (CAS), assessment of knowledge in practical classes (CAS), analysis and visualization of information (CAS), project work (FAS).
LO11. Demonstrate the skills of situation analysis and communication in various areas of the organization.	Interactive work with presentations, discussions, case-study, feedback method, individual tasks	Written individual tasks (CAS), assessment of knowledge in practical classes (CAS), analysis and visualization of information (CAS), project work (FAS).
LO13. Communicate orally and in writing in state and foreign languages	Interactive work with presentations, discussions, practical work, feedback method, individual tasks	Written individual tasks (CAS), assessment of knowledge in practical classes (CAS), analysis and visualization of information (CAS), project work (FAS).

ASSESSMENT AND GRADING

Ranges of points corresponding to grades	Total score (points) for all types of learning activities	ECTS scale	grading	The national grading scale	Allocation of grade points
	90-100		A	excellent	
	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)	

100% Final assessment as a result of Final exam (40%) and Continuous assessment (60%).
 40% Final exam: project work and its oral presentation
 60% Continuous assessment:
 • 40% practical assessment (including tasks, reporting on work, and case-studies);
 • 20% individual assignment

Course policy

Students are expected to attend classes regularly, to get to class on time and stay for the duration of the class. In the case of absence, students will be required to submit all assignments to make up for the missed classes. Students are also expected to come to class having read all the required material and being ready to productively participate in the class discussions. Written assignments should be submitted before the specified deadlines.

COURSE STRUCTURE AND CONTENT

Lecture 1-2	Cross-cultural aspects of business communication Cultural shock	Workshop 1	Cultural differences of business communication in multinationals	Self-study	Tenses Relative clauses Individual tasks on the topic
Lecture 3-4	HR department work Hiring and firing	Workshop 2	Hiring to a multinational company		Conditionals The usage of gerund and infinitive Individual tasks on the topic
Lecture 5-6	Working at the international market	Workshop 3	Written communication in international companies		Active and Passive voice Individual tasks on the topic
Lecture 7-8	Moral aspects of business	Workshop 4	Conflicts in the working environment		The construction “used to” and the verb “would” Individual tasks on the topic
Lecture 9-10	Communication styles	Workshop 5	Management style vs communication style		Prepositions Individual tasks on the topic
Lecture 11-12	Corporate ethics	Workshop 6	Corporate culture in the international company		Adjectives used with no nouns Individual tasks on the topic
Lecture 13-14	Professional ethics	Workshop 7	Dress code		Sequences of tenses Individual tasks on the topic
Lecture 15-16	Professional communication in multicultural environment	Workshop 8	Multicultural environment		Affirmative sentences of indirect speech Individual tasks on the topic

RECOMMENDED READING

Compulsory	<ol style="list-style-type: none"> Cotton, D. (2013) Market Leader (pre). Longman. Cotton, D. (2014) Market Leader (inter). Longman. Cotton, D. (2014) Market Leader (intermediate). Course Book. Longman. Cotton, D. (2014) Market Leader (intermediate). Practice File. Longman. Murphy, R. (2011) English Grammar in Use. CUP. Eastwood, J. (2010) Oxford Practice Grammar (inter). OUP. Jenny Dooley & Virginia Evans (1999) Grammarway 3. Express Publishing. Jenny Dooley & Virginia Evans (1999) Grammarway 4. Express Publishing. 	Recommended	<ol style="list-style-type: none"> Goroshko O.I. (2011) Anotuvannia ta referuvannia anhliiskoii movoiu zahalnonaukovoi ta fakhovoi literaturny Navchalnyi posibnyk, , Grebinnyk, H.Iu., Didovych, H.I. Komova, H.V. NTU «KhPI». Larchenko, V.V. (2011) Metodychni vkazivky do praktychnykh zaniat z anhliiskoi movy dlia studentiv ekonomichnykh spetsialnostei za temoiu «BRANDING». Kharkiv:NTU «KhPI». Tarasova, H.S. (2009). Metodychni vkazivky do praktychnykh zaniat ta samostiinoi roboty z kursu anhliiskoi movy za temoiu «Telefoni rozmovy ta elektronne spilkuvannia» dlia studentiv ekonomichnykh spetsialnostei ta fakultetu kompiuternykh ta informatsiinykh tekhnolohii. Tarasova H.S., Polousova, N.V. Kharkiv:NTU «KhPI». Peterson Ch. (2020) Lead to Leadership: The Essence of Positive Leadership. Rafael Cardoso. https://play.google.com/store/books/details/Chris_Peterson_Lead_to_Leadership?id=UgPzDwAAQBAJ FIVE STEPS TO BUILDING A BRAND (2014). HARRIMAN HOUSE LIMITED. https://play.google.com/store/books/details/Enterprise_Nation_Five_Steps_to_Building_a_Brand?id=T53bBQAAQBAJ
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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.

