

LANGUAGE OF VOCAL TRAINING

COURSE SYLLABUS

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| Code and name of specialty | 073.01 "Management of organizations and administration." 073.02 "Business administration." 073.03 "International business." 073.04 "Management of enterprises and organizations." | Institute | Institute of Economics, Management and International Business |
| Program name | for a bachelor's degree | Department | Cross cultural communications and foreign languages |
| Type of program | Educational and Professional | Language of instruction | English / Ukrainian |

LECTURER

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Senior Lecturer at the Department of Cross-Cultural Communication and Foreign Language.

Author of 12 scientific papers, one textbook, and one collective monograph. She has 15 years of practical experience in the business sector with foreign projects.

Main courses: Foreign Language (English), International Communication Management, PR, and Advertising Communication.

GENERAL DESCRIPTION OF THE COURSE

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| Summary | The course is communicative in nature. Considerable attention is paid to the formation of lexical competence of higher education students through the development of relevant lexical material and grammatical competence through the study of basic grammatical structures necessary for practical proficiency in a foreign language in various types of speech activities. The course also contributes to the formation of the necessary knowledge to master communicative skills. |
| Course objectives | The purpose of training is to master a foreign language as a means of intercultural, interpersonal and professional communication in various fields of scientific and practical activity, to form the necessary general communication competencies, to develop the skills to use a foreign language effectively and adaptively in various types of speech activities, to create a strategy for independent learning of a foreign language. |
| Types of classes and control | Practical lessons. The course ends with a final exam. |
| Term | 1 |

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| Student workload (credits) / Type of course | 7/ Mandatory | Lectures (hours) | | Practical lessons (hours) | 112 | Self-study (hours) | 98 |
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| Program competences | ZK-07. Ability to communicate in a foreign language. ZK-09. Ability to learn and master modern knowledge. ZK-13. Valuing and respecting diversity and multiculturalism. ZK-14. Ability to work in an international context. |
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| Learning outcomes | Teaching and learning methods | Forms of assessment (continuous assessment CAS, final assessment FAS) |
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| PRN -13. Communicate orally and in writing in the state and foreign languages. PRN-16. Demonstrate the skills of independent work, flexible thinking, openness to new knowledge, being critical and self-critical | Grammar-translation method combined with communicative and interactive methods, as well as mini-lectures, business and role-playing games; project method, case method or situational exercise method; individual, pair, group and team work for interviews, think-pair-share, brainstorming, inside/outside circles, jigsaw reading | Control work on the topics of the modules (CAS), oral test/exam, as well as by testing (FAS) |

ASSESSMENT AND GRADING

| Range of points corresponding to grades | Score (points) for all types of learning activities | ECTS grading scale | The national grading scale | Allocation of grade points | The points are distributed across the different activities in the following proportions: 20% in the form of an examination or test , which are conducted orally and by means of tests, and 80% of the current assessment , which includes: - 20% tests (2 module tests / semester); - 30% practical tasks - 30% individual tasks (independent work and defense of project works) |
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| | 90-100 | A | excellent | | |
| | 82-89 | B | good | | |
| | 74-81 | C | | | |
| | 64-73 | D | satisfactory | | |
| | 60-63 | E | | | |
| | 35-59 | FX | | | |
| | 0-34 | F | Unsatisfactory (with mandatory repetition of the course) | | |

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| 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. |
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| Practical lessons 1-4 | Topic 1. Familiarization with the content of the course. Vocabulary introduction. Tourism. Places of rest. | S e l f | Recreation. Present tense: forms of verbs. Adjectives Articles. |
| Practical lessons 5-9 | Topic 2. Stages of life. Family. Present tense: forms of verbs. Causes of conflicts in the family. How to communicate with parents. Phrasal verbs. | | Exchange programs. Tips for exchange students |

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| Practical lessons 10-15 | Topic 3. From love to hate. Physical activity and sports. Leisure. Talk about your own experience. Visiting different institutions and comparing them. Compound and compound nouns and adjectives. Team games: challenges. | - s t u d y | Reaching an agreement. Writing a blog post |
| Practical lessons 16-21 | Topic 4. Man. Body parts, treatment. Accidents and injuries. Visiting a doctor. Modal verbs. The first type of conditional sentences. Verb forms of the future tense. Famous families. Adjectives describing feelings. Internal clock. | | Homonymy in English. Photo description. Writing an essay that expresses one's own opinion |
| Practical lessons 22-27 | Topic 5. Houses and homes. Their types, parts, description of features. Degrees of comparison of adjectives. Social problem: young homeless people. The second type of conditional sentences. Alternative homes. | | Description and photo comparison. Writing a formal and informal email. |
| Practical lesson 28 | Module testing. | | |
| Practical lessons 29-33 | Topic 6. Computers. Digital activity. Gadgets. How to distinguish a fact from someone's opinion. Modal verbs: past tense. Combination of adjectives and prepositions. Smart devices. Tests on the level of intelligence. | | Description of opposite phenomena. Writing a post on an Internet forum |
| Practical lessons 34-38 | Topic 7. Human character. Nouns and adjectives to describe personal qualities. Linking words. Extraordinary achievements of personalities. Phrasal verbs. Women leaders. Discussion on a separate topic: rules of conduct. Interview with the employer. | | Pros and cons essay writing. Rhetorical questions. |
| Practical lessons 39-43 | Topic 8. Art, its forms. Artists Artistic activity. Cultural events. Passive state of verbs. Reflexive pronouns. Indefinite pronouns. Graffiti culture. Expression of one's opinion. | | Cultural events and shows. Writing a book review. |
| Practical lessons 44--49 | Topic 9. Telephone conversations. Clichés and phrasal verbs. Using a mobile phone. Indirect speech. Global network. Communication: problems and their solutions. Ideas for writing a book. | | Electronic forms of communication. Phone calls: urgent calls. Stylistic features of the story. |
| Practical lessons 50-54 | Topic 10. Travel and transport. Means of transport. Solving transport problems. The third type of conditional sentences. Miscalculations and critical errors. Units of measurement. | | Vacation planning. Writing a formal letter. |
| Practical lesson 55 | Module testing. | | |
| Practical lesson 56 | Project work. | | |

RECOMMENDED READING

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1. Academic Writing Course. R.N. Jordan, Longman, 2008.
2. Career Paths English: Information Technology. Virginia Evans, Jenny Dooley, Stanley Wright, Express Publishing, 2011.
3. Check Your English Vocabulary for Computers and Information Technology. Vocabulary Workbook. Jonathan Marks, A & C Black Publishers Ltd, 2007.
4. English for Emails. Oxford University Press, 2007.
5. English for Socialising. S. Gore, D.G. Smith, Oxford University Press, 2007.
6. English for Telephoning. Oxford University Press, 2006.
7. English for Telecoms and Information Technology. Tom Ricca-McCarthy
8. Michael Duckworth Oxford University Press, 2017.
9. English Grammar in Use. R. Murphy, Cambridge University Press, 2006.
10. Esteras S. R. Infotech 4. English for computer users. Cambridge, 2009
11. Esteras S. R. Infotech 4. English for computer users. Workbook- Cambridge, 2009
12. Exam Booster. Preparation for B2+ Level Exams. Virginia Evans, Jenny Dooley. Express Publishing, 2020.
13. Oxford English for Computing. Keith Boeckner, P. Charles Brown, Oxford University Press, 2005.
14. Professional English in Use ICT. For Computers and the Internet. Santiago Remacha Esteras, Elena Marco Fabre, Cambridge University Press, 2007.
15. Solutions. Intermediate. Student's Book/ Workbook. 3rd Edition. Tim Falla, Paul A Davies. Oxford University Press, 2017.

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1. Williams, E.Y. (2018) Presentations in English. Macmillan.
2. Grussendorf, M. (2017) English for Presentations. OUP.
3. Powell, M. (2012) Presenting in English. Thomson. Heinle.
4. Thomson, K. (2017) English for Meetings. OUP.
5. Thomson, K. (2018) English for Negotiations. OUP.
6. Murphy, R. (2012) English Grammar in Use. CUP.
7. Hewings, M. (2015) Advanced Grammar in Use. CUP.
8. Eastwood, J. (2016) Oxford Practice Grammar (inter). OUP.
9. Yule, G. (2016) Oxford Practice Grammar (adv). OUP.
10. Oxford Business English Dictionary. (2015) OUP.

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 Telecommunication and Radio Engineering course program.