

Ukrainian Language (Professional Direction)

COURSE SYLLABUS

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| Code and name of specialty | 073 – Management | Institute | Faculty of International Education |
| Program name | Organization management and administration / Business administration (in English) | Department | Ukrainian Language |
| Type of program | Professional | Language of instruction | English / Ukrainian |

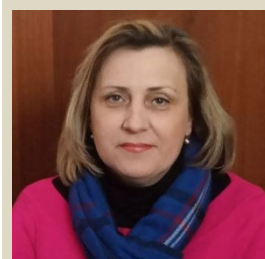
Teachers

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PhD in Philology, associate professor of the Ukrainian Language Department, NTU “KPI”. Professional experience – 31 years. The author and co-author of over 40 scientific publications. Courses: «Ukrainian Language (Professional Direction)», «Language of Professional Education», «Ukrainian as Foreign Language».

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PhD in Philology, associate professor of the Ukrainian Language Department, NTU “KPI”. Professional experience – 28 years. The author and co-author of over 70 scientific publications. Courses: «Ukrainian Language (Professional Direction)», «Language of Professional Education», «Ukrainian as Foreign Language».

GENERAL DESCRIPTION OF THE COURSE

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| 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. |
| Course objectives | <ul style="list-style-type: none"> - 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 |
| Types of classes and control | Workshops, consultations. The course ends with a final exam |
| Term | 1 |

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| Student workload (credits) / Type of course | 3 / Mandatory | Lectures (hours) | 0 | Workshops (hours) | 32 | Self-study (hours) | 58 |
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| Program competences | GC06. The ability to communicate by the national language both orally and in writing. GC09. The ability to learn and to master modern knowledge. GC11. The ability to adapt and perform in a new situation. |
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| Learning outcomes | Teaching and learning methods | Forms of assessment (continuous assessment CAS, final assessment FAS) |
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| LO 13. To communicate in an oral and written form in the state and foreign languages. | - presentation of new educational material; explanation; discussion (introductory, reproductive, heuristic, control discussions); - tables, diagrams, handouts, work with textbooks; - completion of exercises and written tasks, translation and editing of professional texts; - reproductive and problem-research methods; - cognitive games, educational discussions and debates, analysis of situations in professional activities, etc. | Assessment of knowledge during practical classes, checking of work-books, completion of exercises and tasks, abstracts, oral examinations, testing (CAS); exam in the form of exam paper tasks (FAS) |
| LO 16. To demonstrate skills of independent work, flexible thinking, openness to new knowledge, be critical and self-critical. | - presentation of new educational material; explanation; discussion (introductory, reproductive, heuristic, control discussions); - tables, diagrams, handouts, work with textbooks; - completion of exercises and written tasks, translation and editing of professional texts; - reproductive and problem-research methods; - cognitive games, educational discussions and debates, analysis of situations in professional activities, etc. | Assessment of knowledge during practical classes, checking of work-books, completion of exercises and tasks, abstracts, oral examinations, testing (CAS); exam in the form of exam paper tasks (FAS) |

ASSESSMENT AND GRADING

| Range s of points corres pondi ng to grades | Total score (points) for all types of learning activities | ECTS grading scale | 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 (28%) and Continuous assessment (72%).
28% Final exam: answers to control exam questions, practical / written / tasks
72% Continuous assessment:
 • 42% control assessment (topic tests)
 • 30% 2 control works (on modules)

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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 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 class discussions. Written assignments should be submitted before the specified deadlines. |
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COURSE STRUCTURE AND CONTENT

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| Workshop 1-2 | <p>Module 1. Scientific and business communication as components of professional activity.</p> <p>Topic 1. The state language as the language of professional communication. Topic 2. Scientific literature as the main source of professional knowledge.</p> | S e l f - s t u d y | <p>Knowledge of distinctive features of language policy in Ukraine, the system of styles in the Ukrainian standard language and its characteristics. Study of standard collocations of scientific style.</p> |
| Workshop 3-5 | <p>Topic 3. Written representation of research results. Topic 4. Rules of registration of scientific works. Topic 5. Theoretical principles of office work.</p> | | <p>Drawing up scientific works (article, thesis, review), quotations and references, punctuation marks in sentences with quotations. Completion of the submission, knowledge of the classification of documents, language clichés of official business style.</p> |
| Workshop 6-7 | <p>Topic 6. Rules for making business papers. Topic 7. Normative professional speech.</p> | | <p>Making an explanatory note. Study of the norms of the Ukrainian standard language</p> |
| Workshop 8-9 | <p>Module control №1. Module 2. Basics of terminological and linguistic training of a specialist. Topic 1. Theoretical foundations of terminology science.</p> | | <p>Study of nomenclature names and professional terms, connections of terminology science with other scientific disciplines.</p> |
| Workshop 10-11 | <p>Topic 2. Ways of the formation of new terms. Topic 3. Terminological planning in Ukraine.</p> | | <p>Studying the spelling of terms of foreign origin. Mastering 50 professional terms with definitions.</p> |
| Workshop 12-13 | <p>Topic 4. Theoretical issues of translation studies. Topic 5. Dictionaries in professional discourse.</p> | | <p>Working on translation methods (transcoding, calquing , descriptive translation). Study of the specific features of creation and use of names of persons by type of activity (profession, position, rank), names of tools, devices, and parts.</p> |
| Workshop 14-15 | <p>Topic 6. Grammar difficulties in translating terms. Topic 7. Grammar difficulties in the use of terms and commonly used words in scientific texts.</p> | | <p>Studying how to translate terms, edit scientific and technical texts. Knowledge how to use adjectives and pronouns in scientific and business texts, verb forms in the speech of a specialist. Learning ways how to express the order.</p> |
| Workshop 16 | <p>Module control №2.</p> | | |

RECOMMENDED READING

- 1 Bondarets O. V. Osnovy ukrainskoho terminoznavstva ta perekladu naukovo-tekhnicnoi literatury / O. V. Bondarets, L. Ya. Tereshchenko, V. V. Dubichynskiy, H. D. Pavlova. – Kh.: NTU «KhPI», 2006. – 136 s. (Hryf №14/18. 2 -1537)
- 2 Vasenko L. A. Fakhova ukrainska mova / L. A. Vasenko, V. V. Dubichynskiy, O. M. Krymets. – K.: Tsentr uchbovoi literatury, 2008. – 272 s. (Hryf MON Ukrainy № 1.4/18-H-8).
- 3 Homon A. M. Obroblennia naukovoï informatsii. Navchalno-metodychnyi posibnyk dlia studentiv I kursu z dystsypliny «Ukrainska mova za profesiinym spriamuvanniam» / A. M. Homon, O. M. Krymets. – Kh.: NTU «KhPI», 2008. – 82 s.
- 4 Dubichynskiy V. V. Ukrainska leksykohrafiia: Istoriia, suchasnist ta kompiuterni tekhnologii: navch. pos. / V. V. Dubichynskiy. – Kharkiv: NTU «KhPI», 2004. – 203 s.
- 5 Dubichynskiy V. V. Ukrainska mova. Suchasnyi dovidnyk. Orfohrafiia, stylistyka, hramatyka, punktuatsiia, slovnyk [Tekst] / V. V. Dubichynskiy. – Kharkiv: Knyzhkovyi klub «Klub simeinoho dozvillia», 2010. – 544 s.
- 6 Mykhailova T. V. Kultura movlennia fakhivtsia: navch. posib. / T. V. Mykhailova. – Kh.: NTU «KhPI», 2015. – 320 s.
- 7 Mykhailova O. H. Ukrainska naukova terminolohiia: navch. posibnyk / O. H. Mykhailova, A. A. Sydorenko, V. F. Sukhopar. – Kharkiv: NTU «KhPI», 2002. – 146 s.
- 8 Penkova E. H. Ukrainska mova: navch. posib. – Kh.: NTU «KhPI», 2014. – 280 s.
- 9 Pysarska N. V. Ukrainska mova za profesiinym spriamuvanniam: pysmove dilove movlennia: navch. posibnyk / N. V. Pysarska. – Kh.: NTU «KhPI», 2016. – 114 s.
- 10 Ukrainska mova. Entsyklopediia / H. A. Hubareva, O. M. Chuieshkova, T. V. Mykhailova ta in.; za red. I. V. Muromtseva. – K.: Maister-klas, 2011. – 400 s.
- 11 Shevchuk S. V. Ukrainska mova za profesiinym spriamuvanniam: pidruchnyk / S. V. Shevchuk, I. V. Klymenko. – 3-tie vyd., vyprav. i dopovn. – K.: Alerta, 2012. – 696 s.

- 1 Velykyi tlumachnyi slovnyk suchasnoi ukrainskoi movy / Uklad. i hol. red. V. T. Busel. – K.; Irpin: VTF «Perun», 2005. – 1728 s.
- 2 Haluzynska L. I. Ukrainska mova (za profesiinym spriamuvanniam): navch. posib. / L. I. Haluzynska, N. V. Naumenko, V. O. Kolosiuk. – K.: Znannia, 2008. – 430 s.
- 3 Hrytsenko T. B. Ukrainska mova za profesiinym spriamuvanniam. Navch. pos. – K.: Tsentr uchbovoi literatury, 2010. – 624 s.
- 4 Diakov A. S. Osnovy terminotvorennia: Semantychni ta sotsiolinhvistychni aspekty / A. S. Diakov, T. R. Kyiak, Z. B. Kudelko. – K.: Vyd. dim «KM Academia», 2000. – 218 s.
- 5 Zahnitko A. P. Ukrainske dilove movlennia: profesiine i neprofesiine spilkuвання / A. P. Zahnitko, I. H. Danyliuk. – Donetsk: TOV VKF «BAO», 2005. – 480 s.
- 6 Kultura fakhovoho movlennia: navch. posibnyk / N. D. Babych, K. F. Herman, M. V. Skab, K. M. Lukianiuk, N. I. Rublova; za red. N. D. Babych. – Chernivtsi: Knyhy–KhKhl, 2006. – 496 s.
- 7 Matsko L. I. Kultura ukrainskoi fakhovoi movy: navch. posibnyk / L. I. Matsko, L. V. Kravets. – K.: VTs «Akademii», 2007. – 360 s.
- 8 Matsiuk Z. Ukrainska mova profesiinoho spilkuвання: navch. posibnyk / Z. Matsiuk, N. Stankevych. – 2-e vyd. – K.: Karavela, 2008. – 352 s.
- 9 Nakonechna H. Ukrainska naukovo-tekhnicna terminolohiia. Istoriia i sohodennia / H. Nakonechna. – Lviv: Kalvariia, 1999. – 110 s.
- 10 Onufriienko H. S. Naukovyi styl ukrainskoi movy: Navch. posibnyk / H. S. Onufriienko. – K.: Tsentr navchalnoi literatury, 2006. – 312 s.
- 11 Ukrainska mova za profesiinym spriamuvanniam [Elektroni resurs] : navch. posibnyk / uklad.: N. M. Piven, S. V. Artiukh, H. Yu. Shelest ; DVNZ «Pryazovskyi derzhavnyi tekhnichniy universytet». – Mariupol: DVNZ «PDTU», 2014. – 280 s. – Rezhym dostupu: <http://umm.pstu.edu/handle/123456789/2979>
- 12 Ukrainska mova (za profesiinym spriamuvanniam): navch. posibnyk / upor.
- 13 Ukrainskyi pravopys / NAN Ukrainy, In-t movoznavstva im. O. O. Potebni; In-t ukr. movy. – K.: Nauk. dumka, 2003. – 240 s.

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 «Ukrainian Language (Professional Direction)» course program.