



Syllabus Course Program



Foreign language for professional purposes

Specialty

054 – Sociology

Institute

Educational and Research Institute of Social and Humanitarian Technologies

Educational program

Sociological support of economic activity

Department

Department of Sociology and Public Administration (305)

Level of education

Master's level

Course type

General training, Mandatory

Semester

1

Language of instruction

English, Ukrainian

Lecturers and course developers



Olena Goroshko

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Doctor of Sociology, Professor, Professor of the Department of Sociology and Public Administration (NTU "KhPI")

Author of more than 300 scientific and educational publications. Leading lecturer in the courses: "Sociology of Internet Communications", "Academic English", "Theory of Information Society", "Social Communications in a Global Society", "Business Communications".

[More about the lecturer on the department's website](https://web.kpi.kharkov.ua/sp/goroshko-olena-igorivna/)

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General information

Summary

The course is dedicated to the learning of the basics of communication in a foreign language professional and business environment

Course objectives and goals

Developing communicative foreign language competencies to meet the needs of professional communication and preparing students for effective oral and written communication in their academic and professional activities. As a result of studying the discipline "Foreign language for professional purposes" the student should: know/understand the language material of the target language (vocabulary, grammar, structural and speech patterns) in a professional context (grammatical structures typical for oral and written professionally oriented communication; international vocabulary; terminological vocabulary; rules of business etiquette and intercultural communication) speech features of professional communication, as well as communication on the Internet; commonly used, general economic and professional vocabulary in active and passive comprehension; the role of foreign language proficiency in the modern world, peculiarities of lifestyle, everyday life, culture of speech of English-speaking countries; be able to: use a foreign language in professional activities and in everyday communication: search for information on the task, collect, analyze data necessary for solving professional problems; work with foreign language sources of information;

understand the content of professionally oriented texts; present the professional information in English; perceive the content of educational audio and video materials of a professional nature; actively participate in discussions, present their own points of view; carry out effective professional communication; to carry out written communication (to compose CVs, statements; to write e-mails, business letters of professional nature)..

Format of classes

Lectures, practical classes, independent work, consultations. The final control is a credit in the form of test

Competencies

GC01. Ability to think abstractly, analyze and synthesize.

GC03. Ability to communicate with representatives of other professional groups of different levels (with experts from other fields of knowledge/ types of economic activity).

GC04. Ability to work in international context.

SC02. Ability to work autonomously.

SC05. - Ability to discuss the results of sociological research and projects in Ukrainian and foreign languages.

SC07. - Ability to develop and evaluate social projects and programs.

SC08. - Ability to cooperate with European and Euro-Atlantic institutions

Learning outcomes

PR03. To develop and implement social and interdisciplinary projects, taking into account social, economic, legal, environmental and other aspects of social life.

PR05. Search, analyze and evaluate the necessary information in scientific literature, databases and other sources.

PR06. To communicate fluently orally and in writing in Ukrainian and one of the foreign languages when discussing professional issues, research and innovation in the field of sociology and related sciences, including in the context of cooperation with European and Euro-Atlantic institution

Student workload

The total volume of the discipline is 90 hours (3 ECTS credits): lectures - 16 hours, practical classes - 16 hours, independent work - 58 hours

Course prerequisites

To successfully complete the course, you must have knowledge and practical skills in the following areas disciplines: Foreign language, Foreign language for researchers. English proficiency level - B2 ESP

Features of the course, teaching and learning methods, and technologies

Lectures are conducted interactively with the use of multimedia technologies. Practical classes use a project-based approach to learning, game methods, and focus on application of information technology in the English-speaking business environment. Training materials are available to students through Google Disk Drive and LMS (learning management systems). During lectures on the discipline, the following teaching methods are also used: explanatory and illustrative method (demonstration of presentation slides, visualization of educational material on the screen); method of problematic presentation; partially search, or heuristic method (lectures on certain topics are taught in a problematic form).

Practical classes - conducted in the form of seminars. For seminar classes, students work on lecture material, prepare speeches using educational and scientific literature, and make presentations. The lecturer evaluates the students' activity during the seminar according to the accepted grading scale. During the seminar, the level of students' knowledge is assessed for each topic using test tasks and written independent work to determine their knowledge of the basic concepts on the topic

Program of the course

Topics of the lectures

Topic 1. Foundations of Organizational Communication

*Understand that communication in an organization is highly complex.
Recognize how the changing nature of organizations impacts their communications.
Be familiar with current initiatives of quality and re-engineering as they affect organizational communication.
Be able to identify the linear, interactive, and transactional processes of communication.
Know that an organization's communication is modified by its culture, climate, communication channels, and communicators-at the executive, managerial, supervisory, and employee levels.*

Topic 2. Business Communication ...

*What are the main characteristics of business communication?
What types of business communication do you know?
What forms of business communication do you know?
What are the basic functions of communication?
What main communicative models can you describe?
What main business skills do you know?
Sub-topics / list of questions*

Topic 3. Business Communication Skills in Global Perspectives

*What business skills do you know?
What is the top of business skills 2020?
What are the main differences between Soft Skills and Hard Skills?
How does Globalization affect the business skill rating?
What does Emotional Intelligence mean?
What is more important for your career in global businesses: Soft Skills or Hard Skills?*

Topic 4. Verbal and Non-verbal Communication

*Discuss verbal communication and its role in business
Discuss nonverbal communication and its role in business
Discuss types of nonverbal communication
How to interpret non-verbal messages in the Workplace
How many non-verbal forms of communication do you use personally in your everyday life? .*

Topics of the workshops

Topic 1. Negotiation Skills

*Definition of Negotiation Skills;
Stages of Negotiation Process;
What skills are needed to be a good negotiator?
Top 12 Negotiation Skills You Must Learn to Succeed;
Things to avoid in Negotiation;
Characteristics of a good negotiator*

Topic 2. Conflict - Resolution and Cross-Cultural Skills

*WHAT IS CONFLICT RESOLUTION?
WHY SHOULD YOU RESOLVE CONFLICT?
WHEN SHOULD YOU RESOLVE CONFLICT?
HOW SHOULD YOU RESOLVE CONFLICT?
What are Conflict Resolution Skills?
Conflict Management Skills: Definition and Examples
How to improve conflict management skills
Cross-cultural Skills in Use*

Topic 3. Leadership and Presentation Skills...

*Leadership Skills: Definitions and Examples
What do leadership skills mean?
Description of some examples of skills that make a strong leader
What makes a good leader?*

Numerate Top Six Leadership Skills

Describe key skills related to being a strong leader through decisiveness

Presentation Skills in Use

Topic 4. Team-working, Team-building, and Time Management Skills

What are Team-working and Team-Building?

What are team-building skills and why are they important?

Delegation;

Motivation;

Teamwork;

Leadership;

Communication;

Reliability;

Importance of Team Building and Team-working

How to facilitate team building and teamwork

Topic 5. Time-Management Skills

What are the 4 components of time management?

What are the 7 key elements of time management?

What are the 3 P's of time management?

What are the 10 time management techniques?

How to build time-management skills in the workplace.

Topics of the laboratory classes

Laboratory work is not included in the course

Self-study

Independent work of students is carried out in the form of individual or group assignments - a type of independent work outside of classroom hours, when students, using lecture material and additional sources of knowledge, develop their own topic.

Preparation of a presentation is a type of independent work performed by a student (or 2-3 students) outside of class hours. The student freely chooses a topic from among the topics offered by the seminar syllabus or agrees with the teacher on an initiative topic. The next step is to conduct a bibliographic search using library collections or Internet resources. They also draw up a presentation plan or ask questions that need to be answered with reason. Having mastered the sources on the topic, the student reveals the content of the questions and presents the work done at the seminar. The volume of the presentation is 16-25 slides, the text of the report is 4-6 standard pages typed on a computer. The main content of the presentation is presented in a free form at the seminar, and the student receives a grade from the teacher

Course materials and recommended reading

Main literature:

1. *Argenti, P., (2016). Strategic Communication In Business and Professions (Looseleaf) - 8th edition, Pearson*
 2. *Business Writing and Communication (2010). 256 Pages <https://www.pdfdrive.com/business-writing-and-communicationpdf-e33410233.html>*
 3. *O'Hair, D. (2011). Organizational Communication: Approaches and Processes 6th Edition Cengage Learning; 6th edition (January 6, 2011) 336 pages*
 4. *Online English Grammar Book <https://www.englishpage.com/grammar/>*
- Supporting literature:*
5. *Clarke, T. (2022). Writing for Social Media: 7 Tips and Tools Available at: <https://blog.hootsuite.com/writing-for-social-media/>.*
 6. *Day, Ch., (2021). 10 Helpful Social Media Writing Tips For Businesses. Available at: <https://www.agorapulse.com/blog/social-media-writing-tips/>*

Assessment and grading

Criteria for assessment of student performance, and the final score structure

100% The final grade is composed of the assessment results in the form of a test (20%) and ongoing assessment (80%). The test includes completing an individual assignment in Grammar, Vocabulary, Writing, and Reading. Ongoing assessment involves completing an individual assignment in the form of a reports with a presentation (40%) and completing tasks on the topics during practical sessions (40%).

Grading scale

Total points	National	ECTS
90-100	Excellent	A
82-89	Good	B
75-81	Good	C
64-74	Satisfactory	D
60-63	Satisfactory	E
35-59	Unsatisfactory (requires additional learning)	FX
1-34	Unsatisfactory (requires repetition of the course)	F

Norms of academic integrity and course policy

The student must adhere to the Code of Ethics of Academic Relations and Integrity of NTU "KhPI": to demonstrate discipline, good manners, kindness, honesty, and responsibility. Conflict situations should be openly discussed in academic groups with a lecturer, and if it is impossible to resolve the conflict, they should be brought to the attention of the Institute's management.

Regulatory and legal documents related to the implementation of the principles of academic integrity at NTU "KhPI" are available on the website: <http://blogs.kpi.kharkov.ua/v2/nv/akademichna-dobrochesnist/>

Approval

Approved by

Date, signature

30.06.23



Head of the department
Volodymyr MOROZ

Date, signature

30.06.23



Guarantor of the educational program
Yuriy KALAHIN