

SYLLABUS

**INTERNATIONAL EUROPEAN
UNIVERSITY**



**EUROPEAN SCHOOL
OF BUSINESS**

**Ukrainian
(professional)**

2022-2023



SYLLABUS



Course Name				
		Ukrainian (professional)		
Lecturer (s)				
		Nataliia Khanykina, associate professor at the Department of Tourism, Social Sciences and Humanities		
Lecturer's profile				
		https://business.ieu.edu.ua/pro-yemsh/struktura-kafedry-vykladachi/kafedry/kafedra-turyzmu#zzz-hanykina		
Consultations				
online consulting		–		
offline consulting		Monday 11 a.m. – 1 p.m.		
Contact number				
		+380 96 4730 96 00		
E-mail				
		nataliakhanykina@ieu.edu.ua		
Discipline page				
		https://business.ieu.edu.ua/navchannia/orhanizatsiia-osvitnoho-protsesu/robochi-prohramy/bakalavrat		
Form of final control		test	def. test	exam
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



SYLLABUS



1 Brief discipline annotation

The Ukrainian (professional) discipline is the practical implementation of a set of knowledge and skills developing the profile of a marketing professional. The discipline provides students with the necessary practical skills, which is crucial to modern professionals. Knowledge of the discipline allows improving the quality of perception and operating of the required professional terms.

2 Background for studying discipline

Subject matter of the Ukrainian (professional) discipline: the foundation of modern professional speech, terms, rules of drawing up specialized documents, culture of scientific and professional Ukrainian language, development of skills and abilities in relevant types of professional speech activity.

3 Goal and objectives of the discipline

The goal of the Ukrainian (professional) discipline is to keep developing a national speech personality, communicative skills of future specialists, as well as studying particularities of professional language. Key objectives of the Ukrainian (professional) discipline: to learn key concepts of the Ukrainian (professional) course; to realize the importance of state language in professional communication; to master the basics of professional speech; to learn standards of drawing up documents required in the chosen profession.

Key objectives of the Ukrainian (professional) discipline:

- to teach students to independently navigate, analyze and observe the norms of modern Ukrainian professional speech;
- to develop skills and abilities of correct use of industry terms in oral and written speech, editing of scientific texts, drawing up of documents required for the chosen profession;
- to develop the ability to self-education and self-improvement, conscious and fluency in the state language in professional activities.

4 Learning outcomes

PLO 12. To show skills of independent work, flexible thinking, openness to new knowledge, be critical and self-critical.

PLO 17. To show written and oral professional communication skills in state and foreign languages, as well as the appropriate use of professional terms.

5 ECTS credits

4 ECTS credits / 120 academic hours

Content modules and topics	Amount of hours					
	full-time mode of study			part-time mode of study		
	total	including		total	including	
		p	i. w.		p	i. w.
1	2	3	4	5	6	7
Section 1. LEGISLATIVE AND STATUTORY STYLISTIC FOUNDATIONS OF PROFESSIONAL SPEECH. PROFESSIONAL COMMUNICATION						
Topic 1. The state language is a professional language.	6	2	4	9	2	7
Topic 2. Styles of modern Ukrainian literary language in professional communication.	6	2	4	7		7
Topic 3. Communication as a tool of professional activities.	6	2	4	7		7
Topic 4. Presentation as a kind of public speech.	6	2	4	7		7
Topic 5. Culture of oral professional communication.	6	2	4	9	2	7
Topic 6. Forms of collective discussion of professional problems.	8	4	4	7		7
Topic 7. Business papers as a means of written professional communication.	8	4	4	7		7
Topic 8. Documents on personnel and contractual issues.	8	4	4	7		7
Section 2. BASIC DOCUMENTS. SCIENTIFIC COMMUNICATION AS A COMPONENT OF PROFESSIONAL ACTIVITIES						
Topic 9. Reference and information documents.	7	2	5	7		7
Topic 10. Etiquette of official correspondence.	7	2	5	7		7
Topic 11. Terms of the chosen profession.	9	4	5	9	2	7
Topic 12. Scientific style and its means in professional communication.	9	4	5	9	2	7
Topic 13. Formalization of the results of scientific activities.	9	4	5	7		7
Topic 14. Formalization of bibliography.	7	2	5	7		7
Topic 15. Requirements for an article, term paper.	9	4	5	7		7
Topic 16. Translation and editing of scientific texts of the chosen profession.	9	4	5	7	2	5
Total hours	120	48	72	120	10	110



SYLLABUS



7 List of obligatory tasks

The state language is a professional language.
Styles of modern Ukrainian literary language in professional communication.
Communication as a tool of professional activities.
Presentation as a kind of public speech.
Culture of oral professional communication.
Forms of collective discussion of professional problems.
Business papers as a means of written professional communication.
Documents on personnel and contractual issues.
Reference and information documents.
Etiquette of official correspondence.
Terms of the chosen profession.

8 List of selective tasks

Work on topics submitted for independent work and fulfillment of corresponding practical tasks for each of the topics.

9 Discipline features

Period of teaching	Semester	International disciplinary integration	Year of study	Courses: general training/ professional training/elective
1 semester	1st semester	available	1st year	General training

10 Assessment system and requirements

As part of discipline teaching, one carries out current and final control of students' knowledge.
The final grade in the form of an exam is given according to the total rating of students.
QR Code: <https://ieu.edu.ua/docs/pol-mark-esb.pdf>
According to the results of current control during a semester, students can obtain 100 points maximally, the minimum sum of points allowing students to pass the discipline is 60 points.
Correlation between national and ECTS grades and student rating: QR Code: <https://ieu.edu.ua/docs/pol-mark-esb.pdf>

11 Admission to final control

The minimum amount of points that should be obtained by students for current educational activities during a semester to be admitted to the final control is 36 points. The grade for the discipline is defined as a sum of the final points for current activities and the points for the final control and is expressed due to the multipoint scale.
The grade for the discipline completing with the exam is determined as the sum of points for current learning activities (at least 36), points for individual independent work of students (no more than 6) and points for the test (at least 24).
The overall points of the discipline are 100. The total grade for the discipline is given according to the national and European scale.
The final control in the form of an exam is carried out after learning all the topics of the discipline, during the examination session.
QR Code: <https://ieu.edu.ua/docs/050.pdf>



SYLLABUS



12 Discipline policy

To ensure fruitful learning and cognitive activities of students while studying the discipline, one holds relevant lectures and seminars in the form of presentations, group work and discussion seminars.

During classes and at the University, students should respect lecturers, staff and other students, attend classes according to the schedule, come on time and not leave classes without lecturer's permission. All academic assignments should be performed by the deadlines.

The teaching staff should constantly advance their professional level, teaching skills, general culture, as well as provide students with appropriate conditions for learning educational programs according to the requirements for the content, level and capacity of education, and encourage their comprehensive professional development. Lecturers should follow the curriculum, not be late for classes, not allow any manifestations of corruption, discrimination, bullying, harassment and infringement of the students' rights.

13 Policy of absence and late task performance

Students who miss the current control for valid reasons confirmed by documents have the right to take current control within two weeks after returning to studying.

Students who have missed classes without valid reasons, have not participated in current control activities, have not liquidated academic failure are not admitted to the final semester control of this discipline. In this case, an academic staff member puts a mark 'non-admission' in the exam record.

Repeated taking of the exam in the discipline is appointed in case of accomplishing all types of educational, independent (individual) work stipulated by the working program of the academic discipline and is carried out according to the approved schedule of academic failure liquidation.

QR Code: <https://ie.u.edu.ua/docs/050.pdf>

14 Academic integrity policy

Participants in the educational process rely on the academic integrity principles QR Code: <https://ie.u.edu.ua/docs/011.pdf>

15 Recommended sources of information

Primary (basic) literature:

1. Shevchuk S.V., Klymenko I.V. Ukrainian (professional): textbook / S.V. Shevchenko, I.V. Klymenko. Kyiv: Alerta, 2022. – 536 p.
2. Ukrainian (professional). Study guide / V.Y. Pidhurska, I.V. Holubovska. – Zhytomyr: Publishing House of Zhytomyr Ivan Franko State University, 2022. – 192 p.
3. Hrytsenko T.B. Ukrainian (professional): textbook / T.B. Hrytsenko. Kyiv: Center for educational literature, 2019. 624 p.
4. Zaitseva I. Workshop on professional Ukrainian: Study guide / I. Zaitseva, O. Kalyta, H. Skuratovska. Kyiv: Center for educational literature, 2019. 396 p.
5. Kirsho S.M. Professional language of economists: Study guide / S.M. Kirsho, N.Y. Kuprata, Z.I. Vysotska, et al. – Odesa: ONEU, Rotaprint, 2016. 462 c.
6. Korzh A.V. Ukrainian (professional): Study guide / A.V. Korzh, KNT: Center for educational literature, 2017. 296 p.
7. Ukrainian spelling / NAS of Ukraine, Potebnia Institute of Linguistics; Institute of Ukrainian Language. K., 2019.
8. Cheremaska O.S. Ukrainian (professional): textbook / O.S. Cheremaska, V.H. Suhenko – Kharkiv: KhNUE named after S. Kuznets, 2018. 436 p.
9. Shevchuk S.V. Ukrainian (professional): Textbook / S.V. Shevchuk, I.V. Klymenko. – 2nd ed. 696 p.

Additional literature:



SYLLABUS



15

Recommended sources of information

1. Nesterenko N.P. Ukrainian (professional): Statutory stylistic basics of professional communication: textbook. [in 3 parts: Part 1] / N.P. Nesterenko, O.O. Polozova, P.B. Tkach. – Kh.: H.S. Skovoroda Kharkiv National Pedagogical University, 2012. – 106 p.
2. Nesterenko N.P. Ukrainian (professional): Professional communication: study guide. [in 3 parts: Part 2] / N.P. Nesterenko, O.O. Polozova, V.M. Tereshchenko. – Kh.: H.S. Skovoroda Kharkiv National Pedagogical University, 2010. – 110 p.
3. Nesterenko N.P. Ukrainian (professional): Scientific communication as a component of professional activities: study guide. [in 3 parts: Part 1] / N.P. Nesterenko, O.O. Polozova, P.B. Tkach. – Kh.: H.S. Skovoroda Kharkiv National Pedagogical University, 2012. – 106 p.
4. Shevchuk S.V. Workshop on Ukrainian business speech: Study guide / S.V. Shevchuk, O.O. Kabysh. – K.: Atika, 2007. – 160 p.

Dictionaries:

1. Vyrhan I.O. Russian-Ukrainian dictionary of constant expressions / I.O. Vyrhan, M.M. Pylynskyi. Kharkiv: Prapor, 2002.
2. Voloshchak M. Not correct – correct: Handbook of Ukrainian word usage: Based on mass media materials. Kyiv: Prosvita Publishing Center, 2000.
3. Holovashchuk S.I. Russian-Ukrainian dictionary of constant word combinations. K.: Naukova dumka, 2001. – 640 p.
4. Karavanskyi S. Practical dictionary of Ukrainian synonyms. K.: Ukrainian Book Publishing House, 2004.
5. Karavanskyi S. Russian-Ukrainian dictionary of complex vocabulary. Lviv: BaK, 2006.
6. Luchyk A. A. Russian-Ukrainian and Ukrainian-Russian dictionary of word equivalents. K: Dovira, 2004.

16

Tips on successful study during the course

If you want to succeed in this discipline, you should be:

- **persistent, attentive and curious;**
- **creative, cheerful, and open to communication and discussions;**
- **ready to acquire information and knowledge about the subject not only during lectures but also during extracurricular activities.**

See you at classes!