

**PJSC "Higher Education Institution "INTERREGIONAL ACADEMY  
OF PERSONNEL MANAGEMENT"**



***SYLLABUS OF THE ACADEMIC DISCIPLINE  
«BUSINESS FOREIGN LANGUAGE»***

Specialty: **C4 Psychology**

Educational level: **first (bachelor's) level**

Educational program: **Psychology**

## General information about the academic discipline

Name of the academic discipline	Business foreign language
Code and name of specialty	C4 Psychology
Level of higher education	First (bachelor's) level of higher education
Discipline status	selective
Number of credits and hours	3 credits/90 hours. Lectures: 20 hours. Practical classes: 14 hours. Independent work: 56 hours.
Term of study of the discipline	
Language of instruction	Ukrainian
Type of final control	Credit
Discipline page on the website	

## General information about the teacher. Contact information

Academic degree	
Academic title	
Position	
Disciplines taught by the NPP	
Areas of scientific research	
Links to identifier registries for scientists	
Teacher contact information:	
Email:	
Contact phone number	
Teacher's portfolio on the department's website	

**Course abstract.**Business foreign language is an elective discipline of the educational program, from the cycle of disciplines that form general competencies. Students receive theoretical knowledge and acquire competencies in the field of academic, professional and business communication in a foreign language.

**Subject of study of the academic discipline:**general and professionally-oriented communicative speech competencies (linguistic, sociolinguistic and pragmatic) to ensure effective and productive communication in academic and business environments.

**Course objective:**to form communicative competence in higher education students for effective communication in professional and academic environments, to develop and improve oral and written language skills for solving typical business tasks, such as negotiations, presentations, writing official documents (such as e-mail), as well as for accessing relevant international information and deepening intercultural understanding.

### **Objectives of the academic discipline:**

1. To improve the ability of higher education students to communicate in typical business situations, negotiate, and maintain a conversation.
2. Learn industry-specific terminology and business style grammatical structures.
3. Develop skills in writing resumes, emails, messages, and other official correspondence.
4. To familiarize with the norms of business etiquette and taking into account the cultural characteristics of foreign interlocutors.

5. Develop the ability to read professional literature, analyze professional news, and listen to oral speech.

**Prerequisites for the academic discipline:**

Studying the academic discipline "Business foreign language» is based on the knowledge and skills acquired by students during the first (bachelor's) level of higher education.

**Postrequisites of the academic discipline:**

The knowledge, skills, and competencies acquired within the course are an important foundation for the further personal and professional development of students, the formation of a responsible attitude towards future professional activities, interpersonal interaction, and successful mastery of educational components.

The knowledge, skills, and competencies acquired within this discipline are the basis for studying the discipline "Foreign Language" of the second (master's) level of higher education.

Software competencies:

<b>General competencies</b>	GC4. Ability to learn and master modern knowledge. GC7. Ability to generate new ideas (creativity). GC8. Interpersonal skills, GC9 Ability to work in a team.
<b>Special competencies</b>	SC4. The ability to independently collect and critically process, analyze and summarize psychological information from various sources SC10. Ability to adhere to professional ethics
<b>Learning outcomes</b>	LO3. Search for information from various sources, including using information and communication technologies, to solve professional tasks. LO4. Substantiate one's own position, draw independent conclusions based on the results of one's own research and analysis of literary sources. LO10. Formulate opinions logically and in an accessible manner, discuss, defend one's own position, modify statements in accordance with the cultural characteristics of the interlocutor. LO13. Interact, communicate, be understandable, and be tolerant of people with other cultural or gender-age differences

**Content of the academic discipline**

No.	Topic name	Number of hours, of which:			
		Lectures	Practical classes	Independent work	
<b>1 semester</b>			<b>Teaching methods:verbal (conversation; educational discussion); inductive</b>		
<b>Content module 1.</b> Lexical and grammatical minimum of the basics of business communication and writing					

Topic 1	Career choices. Transferable skills. Professional responsibilities	2	2	6	<p>method; deductive method; translational method; analytical; synthetic; practical (working with sample documents); explanatory-illustrative; reproductive; problem-based presentation method; partially search; research; interactive methods (situation analysis; discussions, synthesis of thoughts; brainstorming; practicing speaking, listening, writing and reading skills; situational modeling, working on discussion questions).</p> <p><b>Evaluation methods:</b> oral control (oral survey, assessment of participation in discussions, other interactive learning methods); written control (control, independent work); test control.</p>	
Topic 2	Career advice. Communication skills: building rapport.	2	1	6		
Topic 3	Writing emails. Writing: email introducing yourself.	2	1	6		
Topic 4	A formal and informal messages	2	1	4		
Topic 5	Telephoning. Business skills: voicemail messages	2	1	6		
<b>Content module 2.</b> Lexico-grammatical minimum of the basics of professional communication.						
Topic 6	Business meetings.	2	1	6		
Topic 7	Job interview. Job application forms. Writing CV and resume.	2	2	6		
Topic 8	Presentations. Dealing with interruptions. Solving conflicts.	2	1	4		
Topic 9	Working with foreign clients.	2	2	6		
Topic 10	Business trips.	2	2	6		
Modular test work						
<b>Total:</b>		<b>20</b>	<b>14</b>	<b>56</b>		
<b>Form of control:</b> credit						

### Technical equipment and/or software

The educational process uses classrooms, a library, a multimedia projector and a computer for conducting lectures and seminars with presentation elements. Studying individual topics and completing practical tasks requires access to information from the World Wide Web, which is provided by a free Wi-Fi network.

### Forms and methods of control

Monitoring the progress of students is divided into current and final (semester).

Current control is carried out during practical, laboratory and seminar classes, the purpose of which is to systematically check the understanding and assimilation of theoretical educational material, the ability to use theoretical knowledge when performing practical tasks, etc. The possibilities of current control are extremely wide: motivation for learning, stimulation of educational and cognitive activity, differentiated approach to learning, individualization of learning, etc.

Forms of student participation in the educational process that are subject to ongoing control:

- speech on the main issue;
- oral report;
- addition, question to the person answering;
- systematic work in seminar classes, activity during discussion of issues;
- participation in discussions, interactive forms of organizing classes;

- written assignments (tests, quizzes, creative works, essays, etc.);
- preparation of theses, abstracts of educational or scientific texts;
- independent study of topics.

Monitoring the progress of students is divided into current and final.

Methods of current control: oral control (survey, conversation, report, message, etc.); written control (test work, presentation of material on a given topic in writing, etc.); combined control; presentation of independent work; observation as a control method; test control; problem situations.

### **Evaluation system and requirements**

Table of distribution of points received by higher education applicants\*

Topics	Current knowledge control										Modular test work	Test	Total points
	Topic 1	Topic 2	Topic 3	Topic 4	Topic 5	Topic 6	Topic 7	Topic 8	Topic 9	Topic 10			
Work in a seminar class	3	3	3	3	3	3	3	3	3	3	20	20	100
Independent work	3	3	3	3	3	3	3	3	3	3			

\*The table contains information about the maximum points for each type of academic work of a higher education applicant.

When assessing the mastery of each topic for current educational activities, the student is given grades taking into account the approved assessment criteria for the relevant discipline.

The criteria for assessing the learning outcomes of students and the distribution of points they receive are regulated by the Regulations on the Assessment of Academic Achievements of Students of Higher Education at PJSC "Higher Education Institution "MAUP".

Module control is carried out in the last lesson of the module in written form, in the form of testing.

Evaluation criteria for the module test in the academic discipline "Business Foreign Language":

When evaluating a module test, the volume and correctness of the tasks are taken into account:

- the grade "excellent" (A) is given for the correct completion of all tasks (or more than 90% of all tasks);

- a grade of "good" (B) is given for completing 80% of all tasks;

- a grade of "good" (C) is given for completing 70% of all tasks;

- a grade of "satisfactory" (D) is given for the correct completion of 60% of the proposed tasks;

- the grade "satisfactory" (E) is given if more than 50% of the proposed tasks are completed correctly;

- an "unsatisfactory" (FX) grade is given if less than 50% of the tasks are completed.

Failure to appear for a module test - 0 points.

The above scores are converted into rating points as follows:

"A" - 18-20 points;

"B" - 16-17 points;

"C" - 14-15 points;  
 "D" - 12-13 points.  
 "E" - 10-11 points;  
 "FX" - less than 10 points.

The final semester assessment in the discipline "Business Foreign Language" is a mandatory form of assessing students' learning outcomes. It is conducted within the time frame specified in the curriculum and covers the scope of material specified in the course program.

The final assessment is carried out in the form of a test. A student who has completed all the required work is allowed to take the semester assessment.

The final grade is based on the student's performance during the semester. The student's grade consists of points accumulated from the results of the current assessment and incentive points.

Students who have completed all required assignments and received a score of 60 points or higher receive a grade corresponding to the grade received without additional testing.

For students who have completed all the required tasks but received a score below 60 points, as well as for those who wish to improve their score (result), the teacher conducts a final work in the form of a test during the last scheduled lesson in the discipline in the academic semester.

**Evaluation of additional (individual) types of educational activities.** Additional (individual) types of educational activities include the participation of applicants in scientific conferences, scientific circles of applicants and problem groups, preparation of publications, participation in All-Ukrainian Olympiads and competitions and International competitions, etc. in excess of the tasks established by the relevant work program of the academic discipline.

By decision of the department, students who participated in research work and performed certain types of additional (individual) educational activities may be awarded incentive (bonus) points for a specific educational component.

#### **Assessment of independent work**

The total number of points received by a student for completing independent work is one of the components of academic success in the discipline. Independent work on each topic, in accordance with the course program, is evaluated in the range from 0 to 3 points using standardized and generalized knowledge assessment criteria.

#### **Scale for evaluating the performance of independent work (individual tasks) evaluation criteria.**

Maximum possible assessment of independent work (individual tasks)	Execution level			
	Perfectly	Good	Satisfactorily	Unsatisfactorily
3	3	2	1	0

Forms of assessment include: ongoing assessment of practical work; ongoing assessment of knowledge acquisition based on oral responses, reports, presentations and other forms of participation during practical (seminar) classes; individual or group projects requiring the development of practical skills and competencies (optional format); solving situational tasks; preparing summaries of independently studied topics; testing or written exams; preparing draft articles, conference abstracts and other publications; other forms that ensure comprehensive mastery of the curriculum and contribute to the gradual development of skills for effective independent professional (practical, scientific and theoretical) activity at a high level.

To assess the learning outcomes of a higher education applicant during the semester, a 100-point, national and ECTS assessment scale is used.

**Final assessment scale: national and ECTS**

<b>Total points for all types of learning activities</b>	<b>ECT8 assessment</b>	<b>National scale assessment</b>	
		<b>for exam, course project (work), practice</b>	<b>for credit</b>
90 – 100	A	perfectly	
82-89	B	good	
75-81	C		
68-74	D	satisfactorily	
60-67	E		
35-59	FX	unsatisfactory with the possibility of reassembly	not accepted with the possibility of retaking
0-34	F	unsatisfactory with mandatory re-study of the discipline	not passed with mandatory re-study of the discipline

**Course policy**

For successful completion of the course "Business foreign language" the student must:

- regularly attend lectures and practical classes;
- work systematically, systematically and actively in lectures and practical classes;
- make up for missed classes or unsatisfactory grades received in classes;
- to fully perform the tasks that the teacher requires to prepare, their quality is appropriate;
- perform control and other independent work;
- adhere to the norms of academic conduct and ethics.

Course «Business foreign language» involves the assimilation and observance of the principles of ethics and academic integrity, in particular the orientation towards preventing plagiarism in any of its manifestations: all works, reports, essays, abstracts and presentations must be original and authorial, not overloaded with quotations, and must be accompanied by references to primary sources. Violations of academic integrity are considered to be: academic plagiarism, self-plagiarism, fabrication, falsification, copying, deception, bribery, and biased evaluation.

The assessment of the student is focused on receiving points for activity in seminar classes, completing tasks for independent work, as well as completing tasks that are capable of developing practical skills and abilities for which, at the teacher's decision, additional (bonus) points may be awarded (participation in round tables, scientific conferences, olympiads and scientific competitions among students).

**Recommended sources of information:**

**Main sources:**

1. Barrall, I., McLarty, R., Dubicka, I., Williamson, M., Rosenberg, M., Rogers, J., O'Keeffe, M., & Evans, L. *Business Partner (Levels B1-B2)*. Pearson Education Ltd, 2020. 164 p.
2. Stasyuk T.V., Rezunova O.S. *Business English: a textbook*. Dnipro: Publishing House. PP Vakhmistrov O. Ye. 2023. 268 p.
3. Oliveira Shayna. *Intermediate Book with Answers: Self-Study and Classroom Use*. 2022. 280 p.

4. Tracey Simon. Mastering Business English - Unlocking Powerful Idioms, Sayings, and Expressions to Build Your Vocabulary for Success! Independently published. 2023. 233 p.
5. DiGiacomo Michael. The English Grammar Workbook for Adults: A Self-Study Guide to Improve Functional Writing. Rockridge Press. 2020. 208 p.
6. Allison John, Townend Jeremy, Emmerson Paul. The Business. Upper-Intermediate. 2.0. MacMillan Education. 2019. 161 p.

**Auxiliary sources:**

1. Duckworth Michael. Business Grammar and Practice. Oxford. 2019. 232 p.
2. Roche Marc. Vocabulary Builder for Adults: Business Vocabulary Workbook + Digital Companion Book + FREE Business Plan Template. 2021. 287 p.
3. BBC Learning English. Business Language to Go.  
URL:[https://www.bbc.co.uk/worldservice/learningenglish/general/talkaboutenglish/2009/02/090211\\_tae\\_bltg.shtml](https://www.bbc.co.uk/worldservice/learningenglish/general/talkaboutenglish/2009/02/090211_tae_bltg.shtml)
4. Rumelt R. Good Strategy Bad Strategy: The Difference and Why It Matters. Redfern: Currency, 2021. 336 p.
5. Cambridge Business English Dictionary. [Cambridge Dictionary].  
URL:<https://dictionary.cambridge.org/dictionary/english/>. 2021.
6. Intelligent Business Coursebook" by Christine Johnson - [Pearson English].  
URL:[https://www.pearson.com/english/catalogue/business-english/intelligent-business.html\\_.2023.](https://www.pearson.com/english/catalogue/business-english/intelligent-business.html_.2023.)

**Internet resources:**

1. Business English Pod - Learn Business English Online - [Business English Pod].  
URL:<https://www.businessenglishpod.com/>.
2. Coursera - Business English Communication Skills - [Coursera]  
URL:<https://www.coursera.org/learn/business-english.>).
3. TED Talks - Business - [TED Talks] URL:<https://www.ted.com/topics/business>.
4. Harvard Business Review - Business English Articles - [Harvard Business Review]. URL:<https://hbr.org/>.
5. LinkedIn Learning - Business English Courses. [LinkedIn Learning].  
URL:<https://www.linkedin.com/learning/topics/business-english>.