



Practical course of foreign language business communication

Work program of the discipline (Syllabus)

Requisites for basic discipline

Level of higher education	<i>second (master's)</i>
Field of knowledge	16 Chemical and bioengineering
Specialty	163 Biomedical Engineering
Educational program	Medical engineering
Discipline status	Mandatory discipline
Form of study	full-time / day / mixed / remote
Year of preparation, semester	I course (I, II semester)
The scope of discipline	3 credits (ECTS). The total volume of the discipline is 90 hours: practical classes - 72 hours, independent work - 18 hours.
Semester control / control measures	abstract (I semester), test (II semester)
Schedule of classes	1 lesson per week according to the schedule http://rozklad.kpi.ua/
Language of instruction	English
Information about the course leader / teachers	Teachers of departments: KAMGS № 3 - http://kamgs3.kpi.ua/ Responsible: senior lecturer Kompanets Natalia Mykhailivna Contact phone: 050 836 77 51 E- mail: natali.kompanets@gmail.com
Course placement	The course is hosted on the Sikorsky platform

Curriculum of the discipline

1. Description of the discipline, its purpose, subject of study and learning outcomes

Discipline "Practical course of foreign language business communication" refers to the disciplines of basic training students-seekers educational degree Master and involves mastering language knowledge and speech skills at a level necessary for effective communication in a professional environment. The program of the discipline is developed in accordance with a comprehensive approach to the subject system of education and provides for the integration of social, natural, technical and other knowledge and their application comprehensively in solving professional problems.

The purpose of the discipline involves the formation of students' professionally-oriented foreign language competences in listening, speaking, reading, writing and translation at an advanced level (B2 +), the development of professionally-oriented linguistic and socio-cultural competence, educational-strategic and pragmatic competences.

In particular, after mastering the discipline, students are able to demonstrate the following **learning outcomes** :

- understand the main idea and identify relevant information during a discussion, debates, presentations, discussions, lectures for a theme associated with the training and specialization;
- clearly express and argue their own views and opinions on current topics in the professional environment (at seminars, conferences, meetings);
- speak with trained individual presentations on a wide range of topics of professional orientation;
- understand authentic texts related to education and specialty, from textbooks, popular and specialized magazines and Internet sources;
- write essays based on authentic technical literature in the specialty;
- prepare and produce business and professional correspondence (letters, reports, technical documentation, technical instructions);
- the ability to determine and translate the necessary meaning of polysemous words, as well as to know special ways of translating some forms and constructions that are associated with the reconstruction of the sentence;
- ability to translate sentence, complicated by the structure;
- knowledge of the functioning of texts of different types of scientific and technical literature: technical book, monograph, article from a technical journal, technical description, patent, technical reference book, catalog;
- knowledge of the peculiarities of the use of auxiliary literature, first of all, special dictionaries and reference books.

2. Prerequisites and postrequisites of the discipline (place in the structural and logical scheme of education according to the relevant educational program)

Prerequisites: level of foreign language proficiency not lower than B2, which is a standard for bachelor's degree, which is mastered as a result of successful study of the discipline "Foreign language of professional orientation" and is tested during the single entrance exam ("SEE").

Post-requisites: achieving the level of proficiency in a foreign language B2 + / C1, which according to the European assessment scale is necessary for effective foreign language communication of professionals in a professional environment.

3. The content of the discipline

I semester

- Topic 1. Getting started in research
- Topic 2. The scientific community
- Topic 3. Finding a direction for your research
- Topic 4. Designing an experiment
- Topic 5. Describing an experiment

II semester

- Topic 1. Writing up research 1: materials and methods
- Topic 2. Writing up research 2: presenting data
- Topic 3. Writing up research 3: results and discussion
- Topic 4. Writing up research 4: introduction and abstract
- Topic 5. Presenting research at a conference

4. Training materials and resources

English language

Basic literature :

1. Tamzen Armer Cambridge English for Scientists. (2011). England: Cambridge-University Press.
2. Ilchenko, O. M. (2009). The language of science. Київ: Наукова думка.

3. I, W., & Williams, I. (2007). English for Science and Engineering: Heinle, CengageLearning.
4. Ibbotson M. & Mark Ibbotson (2010). Cambridge English for Engineering. England: Cambridge UniversityPress.
5. Коваленко А. Я / А. Я. Коваленко (2002). Загальний курс науково-технічного перекладу . Україна: Фірма «ІНКОС».

Supporting literature :

1. Ільченко О.М. / Ольга Ільченко (2009). The language of Science: Semantics, Pragmatics. Translation. Англійська мова для науки. Семантика. Прагматика. (Підручник. Для студентів вищих навчальних закладів і науковців , Trans.). Україна: НВП "Видавництво "Наукова думка" НАН України".
2. Real Resumes for Computer Jobs. (2007): C&A black.
3. Williams I / Ivor Williams (2007). English for science and Engineering.
4. Brieger N / Nick Brieger, & Pohl, A. (2009). Technical English Vocabulary and Grammar . Oxford: Summertown Publishing.

Online resources :

- <https://learnenglish.britishcouncil.org/en/english-emails>
<https://www.teachingenglish.org.uk/resources/adults/english-business>
<https://learnenglish.britishcouncil.org/business-english>
<https://www.bbc.co.uk/learningenglish/>

Educational content

5. **Methods of mastering the discipline (educational component)**

The general methodological approach to teaching the discipline "Practical course of foreign language business communication" is defined as communicative-cognitive and professionally oriented, according to which the center of the educational process is the student - the subject of study and the future specialist.

The main method of teaching is the communicative method, which involves learning a foreign language as a skill and means of communication in a professional environment with the use of authentic professionally oriented materials.

Work in practical classes is aimed at acquiring knowledge, development and improvement of communication skills and abilities in a foreign language professional environment, effective development of authentic professionally oriented sources, development and improvement of skills and abilities of foreign language professional written communication.

6. **Independent student work**

The applicant 's independent work is the main means of mastering the study material in his free time and includes: processing additional material, preparation for practical classes, individual tasks (abstract, report on the specialty, tasks on the Sikorsky platform).

The purpose of preparing the abstract is:

- deepening and expanding the theoretical knowledge of students in certain disciplines of the training cycle through the search and analysis of foreign scientific literature and sources on the Internet;
- development and improvement of skills and abilities of reading professional literature in such types of reading as selective reading and review;
- development and improvement of skills and abilities of independent work with foreign language educational and scientific literature;
- implementation of interdisciplinary links;

- development and improvement of skills and abilities of structuring, logical presentation and analysis of the text;
- stimulating professional motivation of students , etc.

Policy and control

7. Policy of academic discipline (educational component)

The discipline "Practical course of foreign language business communication" is exclusively practical, so for successful learning it is necessary to attend practical classes on topics, work with basic and additional literature, prepare an abstract and perform tasks for independent work. As a significant part of the student's rating is formed under the condition of active participation in practical classes in individual and group types of work, the absences of practical classes do not allow the student to get the maximum points in the semester rating.

The general assessment takes place according to the scheme of the agreed rating system. Expected learning outcomes, control measures and deadlines are announced to students in the first lesson.

Incentive points are awarded for participation in scientific and practical conferences, competitions.

Students must adhere to the Code of Honor, principles of academic integrity and norms of ethical behavior: to show discipline, politeness, friendliness, honesty, responsibility.

Academic integrity

The policy and principles of academic integrity are defined in Section 3 of the Code of Honor of the National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute". Details: <https://kpi.ua/code>

Norms of ethical behavior

Norms of ethical behavior of students and employees are defined in Section 2 of the Code of Honor of the National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute". Details: <https://kpi.ua/code>

8. Types of control and rating system for assessing of learning outcomes (RSE)

In the first lesson, students get acquainted with the rating system of evaluation (RSE) of the discipline, which is based on the Regulations on the system of evaluation of learning outcomes https://document.kpi.ua/files/2020_1-273.pdf

In particular, the student's rating in the discipline consists of points that can be obtained for answers to practical classes during two semesters and for the preparation of an abstract in the first semester and the final test at the end of the second semester. In the first lesson of each semester entrance and current testing is held, grades for which are not included in the ranking of students.

As a result, the maximum average weight score is equal to:

80 points: 32 lessons × 2.5 points

Summary = 10 points

Final test = 10 points

The practical lesson assesses the activity of students and the correctness of his answers. Answers to practical classes include working with the textbook and disclosing conversational topics.

The main criteria for evaluating the preparation and presentation of the abstract :

1. Relevance to the topic of the specialty.
2. Depth and completeness of the topic.
3. Structure.
4. Registration.
5. Linguistic correspondence (vocabulary, use of grammatical structures , etc.).
6. Presentation.

Fulfillment of 90% - 100% of requirements - 10 points (excellent),

- 80% - 90% - 8-7 points (good)
- 65% - 80% - 6-5 points (satisfactory)
- 50% - 65% - 5-4 points (enough)
- Less than 40% - not credited (unsatisfactory).

The final test is carried out at the end of the spring semester in order to check the students' mastering of the credit module materials - to check the level of formation of language skills of listening, reading, grammar, writing, speaking.

The final test consists of 7 tasks:

- 1) Listening to the text (5 questions). The maximum number of points - 10 points, each question - 2 points.
- 2) Comprehension of the read text (10 questions). The maximum number of points - 20 points, each question - 2 points.
- 3) Understanding of the read text in order to test the student's lexical skills (10 questions). The maximum number of points is 10 points, each question is 1 point.
- 4) Grammar task (20 sentences). The maximum number of points - 20 points, each question - 1 point.
- 5) Translation practice: translation of sentences that correspond to the program material (10 sentences). The maximum number of points is 10 points, each question is 1 point.
- 6) Written task, the purpose of which is to test the ability to write in a foreign language a coherent and logically complete text. The maximum number of points is 10 points.
- 7) Speaking: a conversation on the proposed topics. Monologic speech: maximum number of points - 5 points. Dialogic speech: maximum number of points - 15 points.

To simplify the calculation, enter a factor of 0.1. Thus, the maximum number of points for the final test: 100 points x 0.1 = 10 points.

According to the Regulations on current, calendar and semester control of learning outcomes in Igor Sikorsky Kyiv Polytechnic Institute (https://kpi.ua/document_control) calendar control - certification - is carried out at 7-8 and 14-15 weeks of each semester of study and is implemented by determine the level of compliance with the current rating of the success of students for certain RSE criteria.

On the penultimate lesson spring semester it is held the final calculation of the rating assessment, RD students added incentive points for creative work.

Students who scored the required number of points ($RD \geq 60$) have the opportunity to:

- get a credit score (credit) with the so-called "automatic" in accordance with the rating. In that case, to test-examination information entered scores *RD* and appropriate evaluation;
- perform test control work in order to increase the assessment.

The content of the test :

Test task №1 (listening).

The maximum number of points is 10, each question is 2 points.

Test task №2, №3 (reading).

The maximum number of points is 20, each question is 2 points.

Test task №4 (lexical knowledge).

The maximum number of points is 10, each question is 1 point.

Test task №5 (grammatical knowledge).

The maximum number of points is 20, each question is 1 point.

Test task №6, №7 (translation practice).

The maximum number of points is 10, each question is 1 point.

Test task №8 (letter). The maximum number of points is 10.

Test task №9 (monologue and dialogic speech). The maximum number of points is 20.

Evaluation scale :

95 - 100 points "excellent"

85 - 94 points "very good"

75 - 84 points "good"

65 - 74 points "satisfactory"

60 - 64 points "enough"

Less than 60 points "unsatisfactory"

If the grade for the test is higher than the "automatic" rating, the student receives a grade based on the results of the test .

If the test score is less than "automatic", a strict RSO is applied - the previous rating is canceled, and it receives an assessment to take into account the results of control work.

Students who score during the term of the credit rating of the module less than 60 points (but not less than 30 points), must carry a control work.

Students who do not complete the program are not admitted to the test .

Transfer of values of rating estimations from the credit module for their exposition to the examination (credit) statement and credit book is carried out according to the table:

Table of correspondence of rating points to grades on the university scale:

<i>Number of points</i>	<i>Rating</i>
100-95	Perfectly
94-85	Very good
84-75	Good
74-65	Satisfactorily
64-60	Enough
Less than 60	Unsatisfactorily
Admission conditions are not met	Not allowed

9. Additional information on the discipline (educational component)

Recognition of learning outcomes obtained in non-formal / informal education, in particular the international certificate in a foreign language at the level of B2 and above, is regulated by the relevant current regulations: https://document.kpi.ua/2020_7-177

To validate the results of studies ordered by the dean created substantive committee, to which are: Head of the Department; scientific and pedagogical worker responsible for the educational component, which is offered for enrollment; scientific and pedagogical employee of the department of technical faculty / institute, as a rule, curator of the academic group of the applicant or his / her scientific supervisor. The subject commission considers the submitted documents, analyzes their compliance with the syllabus (work program of the discipline / educational component), conducts an interview with the applicant (if necessary) and makes one of the decisions:

1. recognize the results acquired by a non-formal education and classify them as evaluation of semester control of appropriate training courses / educational component;
2. recognize the results obtained during non-formal education and include them in accordance with the rating system of assessment as a current control of the relevant component of the discipline / educational component;
3. not recognize the results acquired during a formal / informal education;
4. to appoint the date of the extraordinary control measure, according to the specified in the curriculum for the discipline / educational component that can be counted.

Work program of the discipline (syllabus):

Concluded Senior Lecturer KAMHS№3 Kompanets N. M.

Approved by the Department of AMGS №1 (protocol № 12 of 05.05.2021)

Approved by the Methodical Commission of FBMI (protocol № 11 of 25.06.2021)

