

**MINISTRY OF HEALTH OF UKRAINE**  
**ODESA NATIONAL MEDICAL UNIVERSITY**  
**Department of Foreign Languages**

**Syllabus of the Discipline**  
**BUSINESS FOREIGN LANGUAGE**  
(specialty D3 Management)

<b>Volume (in hours) of the discipline</b>	Total number of hours per discipline: 120 годин, 4,0 кредити. Semester: 1 1 <sup>st</sup> year of study
<b>Meeting day(s) and time(s), location</b>	According to the schedule of classes Department of Philosophy, Bioethics and Foreign Languages 4b Olhivska St. Odesa
<b>Faculty members</b>	Professor, Doctor of Pedagogical Sciences Rusalkina L.H. Associate professors: Ph.D. Abramovych V.Y, Ph.D. Kyriazova O.V., Ph.D. Levitska A.I. Senior lecturers: Lazor N.V., Mokriienko E.M., Teachers: Bermas O.M., Tsyba A.A.
<b>Contact Information</b>	tel. (048) 753-07-17 E-mail: <a href="mailto:odmedinyaz@onmedu.edu.ua">odmedinyaz@onmedu.edu.ua</a> Nataliia Lazor tel. +380999090779 E-mail: <a href="mailto:volodymyr.xanzhy@onmedu.edu.ua">volodymyr.xanzhy@onmedu.edu.ua</a> <i>Face-to-face consultations:</i> 2:00 p.m. - 5:00 p.m., Thursdays, 9:00 a.m. - 2:00 p.m., Saturdays <i>Online consultations:</i> 4:00 p.m. - 6:00 p.m., Thursdays, 9:00

	a.m. - 2:00 p.m., Saturdays. The link to the online consultation is provided to each group during classes.
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## COMMUNICATION

Communication with education seekers is conducted in the classroom (in person).

During distance learning, communication is carried out on the Microsoft Teams platform, as well as through e-mail correspondence and Viber messenger (in Viber groups and through the personal contact with the group leader).

## OUTLINE OF THE DISCIPLINE

*The subject-matter of the discipline is fluency and the ability to communicate in English within professional activities and work with English-language professional sources of information and professional documentation.*

*Prerequisites and post-requisites of the discipline (place in the educational program):* the Ukrainian language (for professional purposes), foreign language

*The purpose of the discipline:* Acquisition of knowledge and formation of professionally oriented foreign language communicative competencies in the field of management by an education seeker

*Objectives of the discipline:*

### **Objectives:**

1. Acquisition of general scientific and professional foreign language terminology (English language)
2. Formation of abilities and skills of interpretation of the content of general scientific and specialized literature in a foreign language
3. Improving communication skills in a foreign language in oral and written forms

*Expectations:*

*As a result of studying the discipline an education seeker must:*

*Know:* a basic vocabulary of professional terminology; principles of translation of business literature; lexical, grammatical, and stylistic features of Business English; requirements for oral and written communication in a foreign language

*Be able to:*

- actively use professional terminology
- illustrate the skills of analytical and scanning reading
- retell professional texts
- translate professional literature
- implement the learned lexical and grammatical material in the form of oral and written messages
- make syntactic constructions using relevant grammar categories and patterns
- use the knowledge gained in classes in special disciplines in the process of studying foreign language terminology
- combine knowledge of special disciplines and general knowledge during discussions in a foreign language on professional topics
- check the reliability and correctness of data on professional topics
- use information search tools to demonstrate the skills of processing and analyzing the received information
- interpret the content of professional literature in a foreign language;
- use foreign language sources of information;
- perform two-way translation;
- substantiate the information in English for further decision-making in future professional activities
- compile a summary of general scientific texts in a foreign language

## **DESCRIPTION OF THE DISCIPLINE**

### ***Forms and methods of instruction***

The discipline will be taught in the form of practical classes and independent work of applicants, a total of 120 hours (4 credits).

***Methods of instruction:*** Methods by the presentation and perception of information :

- *Verbal:* narrative, explanation, conversation, instruction, discussion, debate, discussion of problem situations, situational learning.
- *Visual:* illustration (including multimedia presentations), demonstration, method of direct observation, presentation of the results of own research.
- *Practical:* assignments; training tasks; creative exercises; solving clinical problems; practical works; project method (design)

Methods by the character of the received information:

- 1) reproductive methods (business role-playing games, simulation of a given situation, etc.);
- 2) search methods (working with reference literature, electronic search information systems, etc.);
- 3) perceptual methods (video lessons, meetings with representatives of English-speaking countries, etc.);
- 4) logical methods (language exercises, case study, or analysis of a specific situation)

### ***Contents of the discipline***

#### **Topic 1. Work and jobs**

Words for indicating professions. Frequent verb phrases. Adjectives denoting the ways of working.

#### **Topic 2. Recruitment. Employment. Skills and qualifications**

Topic vocabulary. Features of the syntax of the scientific style of speech. Role-playing games: clarification of job responsibilities.

#### **Topic 3. Pay and benefits. People and workplaces. Management and administration.**

Topic vocabulary. Term definitions. Analysis of the structure of the terms being studied. Noun compatibility. Word formation

#### **Topic 4. Types of employment. Problems at work. Managers, executives and directors. Leadership**

Topic vocabulary. Term definitions. Complaint writing. Implementation of learned lexical and grammatical material in the form of an oral message.

#### **Topic 5. Organizations**

Topic vocabulary. Term definitions. Implementation of the learned lexical and grammatical material in the form of an oral monologue speech.

**Topic 6.** Manufacturing and services. Market research. Innovations

Topic vocabulary. Term definitions. Overview of consumer goods. Textual lexical and grammatical analysis.

**Topic 7.** Products and services. Materials and suppliers. Business philosophies

Topic vocabulary. Term definitions. Independent interpretation of terms using relevant syntactic constructions. Implementation of the learned lexical and grammatical material in the form of an oral and written message.

**Topic 8.** Buyers, sellers and the market. Markets and competitors

Topic vocabulary. Term definitions. Drawing up tables. Arguing one's own opinion in English.

**Topic 9.** Marketing, marketing mix: the 4 Ps. Products and brands

Topic vocabulary. Term definitions. Search reading of a professional text. Analysis and selection of the necessary information in English.

**Topic 10.** Pricing and distribution. Promotion of goods in the market. Internet resources in marketing

Topic vocabulary. Term definitions. Brand promotion on the Internet. Reading an article by specialty. Discussion.

**Topic 11.** Sales and costs. Profitability and unprofitability. Shipping and billing

Topic vocabulary. Term definitions. Lexical and grammatical valency. Word order in sentences of various types. Using the learned lexical and grammatical material in the form of oral and written communication.

**Topic 12.** Assets, liabilities and balance sheet. Accounting. Share capital and debt

Topic vocabulary. Term definitions. Verb forms. English verb system. Implementation of the learned lexical and grammatical material in the form of dialogue.

**Topic 13.** Successes and failures. Bankruptcy. mergers, acquisitions and divestitures

Topic vocabulary. Term definitions. Search reading of a newspaper article. Writing a short message based on what was read.

**Topic 14.** Personal finance. Financial centers

Topic vocabulary. Term definitions. Synonyms and word choice. Making definitions of key terms of the topic.

**Topic 15.** Trading. Market indexes. Financial and economic indicators

Topic vocabulary. Term definitions. Description of graphs of different types. Comparison structures.

**Topic 16.** Business ethics. Wrongdoing and corruption. Personal skills: time management, stress management, leadership and management styles

Topic vocabulary. Term definitions. Morphological features of words. Word formation. Using the learned lexical and grammatical material in the form of an oral message.

**Topic 17.** Cross-cultural competence in management

Topic vocabulary. Term definitions. Lexical and grammatical valency. Word order in sentences of various types. Implementation of the learned lexical and grammatical material in the form of an oral and written message.

**Topic 18.** Telephoning and types of business communication

Topic vocabulary. Term definitions. Rules for reading numbers. Telephone etiquette. Voice message. Rules for writing e-mails.

**Topic 19.** Meetings: types, the role of the chair, structure, etiquette, agreement/disagreement, discussion techniques.

Terms on the topic and their definitions. Verbal communication etiquette of a business meeting. Expressing one's own opinion. Language samples for agreement or disagreement. The learned lexical and grammatical material in use.

**Topic 20.** Presentations: types, key steps, audience interaction

Topic vocabulary. Term definitions. Rules and recommendations for presentations. Language samples for the introduction, main part, final part and answers to questions. The learned lexical and grammatical material in use.

**Topic 21.** Negotiations: types, preparing, scenario, strategies

Topic vocabulary. Term definitions. Rules and recommendations for conducting negotiations. Language samples for different scenarios. The learned lexical and grammatical material in use.

### *Literature*

#### *Required:*

1. Bill Mascull. Business Vocabulary in Use. Cambridge University Press, 2017
2. Arthur McKeown, Ros Wright. Professional English in Use. Management. Cambridge University Press, 2011
3. Ділова іноземна мова: Методичні рекомендації до самостійної роботи здобувачів спеціальності D3 Менеджмент/Лазор Н.В., Мокрієнко Е.М. - Odesa: ONMedU, 2025.

#### *Additional:*

1. Business English. Course Book Level 1. London: Dorling Kindersley Limited, 2017.
2. English for Specific Purposes: Management in Use. (Англійська для спеціальних цілей: Менеджмент у практиці): навч. посібник. Львів: ЛьвДУВС, 2022.
3. Practical English Usage, Michael Swan, Oxford University Press, 2016
4. Virginia Evans, Jenny Dooley, Craig Vickers. Career Path. Sales and Marketing. Express Publishing, 2023.
5. Raymond Murphy. English Grammar in Use. Cambridge University Press, 2019

### **ASSESSMENT**

***Forms and methods of current assessment:*** oral survey, control written works, evaluation of individual assignments, defense of the results of practical works, evaluation of reports, evaluation of classroom activity, testing (pen-and-paper or computerized), evaluation of acquired skills

### Current evaluation criteria for practical classes

<b>Rating</b>	<b>Evaluation criteria</b>
"5"	An education seeker is fluent in the material required, demonstrates versatile and deep knowledge of the program material, can perform the tasks provided for in the program successfully; has mastered the content of the required and additional literature, and has realized the interrelationship of individual sections of the discipline and their importance for the future profession; has demonstrated creative abilities in understanding and using educational program material and the ability to update and replenish knowledge independently; level of competence - high (creative);
"4"	An education seeker demonstrates complete knowledge of the educational program material, successfully performs the tasks provided by the program, has mastered the basic literature recommended by the program, and is capable of independent updating and renewal in the course of further education and professional activities, but makes minor mistakes, which are eliminated by the student him/herself when the examiner points them out; the level of competence is sufficient (constructive and variable);
"3"	An education seeker does not have sufficient knowledge but knows the fundamental curriculum material to the extent necessary for further education and subsequent work in the profession; copes with the tasks provided by the program, makes some mistakes in the answers at the exam and when completing the exam tasks, but has the necessary knowledge to overcome the mistakes made under the guidance of a scientific and pedagogical worker; level of competence - average (reproductive);

"2"	An education seeker does not acquire knowledge of program material, makes fundamental mistakes in the assignments provided by the program, cannot use the knowledge in further studies on their own, did not manage to master the skills of independent work; the level of competence is low (receptive-productive)
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*Forms and methods of final evaluation:* credit is given to a seeker who has completed all sections of the educational program of the discipline, has actively participated in practical classes, received at least 3.00 points for the current educational activity, and has no academic arrears.

*Additional (bonus) points:* not provided.

## **INDEPENDENT WORK**

Independent work involves preparation for each practical class.

## **POLICY OF THE DISCIPLINE**

### ***Deadlines and Make-up Work Policy:***

- Absences of classes for non-legitimate reasons are made up according to the schedule to the teacher on duty.
- Absences for legitimate reasons are made up according to an individual schedule with the permission of the dean's office.

### ***Academic Integrity Policy:***

Education seekers must comply with the standards of academic integrity, namely:

- independent performance of all types of work, tasks, and forms of control provided for by the work program of the educational discipline;
- references to sources of information in case of use of ideas, developments, statements, and information;
- compliance with the legislation on copyright and related rights;
- provision of reliable information about the results of one's own educational (scientific) activity, research methods and sources of information used.

Unacceptable educational activities for participants of the educational process are:

- the use of family or official ties to obtain a positive or higher grade during any form of control of academic performance or get other academic advantages;
- use of prohibited auxiliary materials or technical means (cheat sheets, notes, micro-earphones, telephones, smartphones, tablets, etc.) during control measures;
- going through procedures for monitoring the results of training by fake persons.

Penalties for violation of academic integrity:

- a decrease in the results of the assessment of the control work, assessment in class, credit, etc.;
- retaking assessments (test, credit, etc.);
- assignment of additional control measures (additional individual tasks, control works, tests, etc.);
- conducting an additional inspection of other works authored by the violator.

***Attendance and Tardiness Policy:***

Education seekers must not be more than 10 minutes late.

Health: HE students suffering from acute infectious diseases, including respiratory disease, are not allowed for classes.

A student who is late for a class can attend it, but if the instructor has put "abs" in the register, he must make it up in a general order.

***Use of Mobile Devices :***

Education seekers can use mobile devices at the instructor's discretion for some types of assignments.

***Code of conduct in a lecture room:***

The behavior of students and teachers in the classrooms should strictly meet the rules and Regulations on academic integrity and professional ethics at Odessa National Medical University, in accordance with the Code of Academic Ethics and Relations of the university community of ONMedU, Regulations on prevention and detection of academic plagiarism in research and educational work of students, scientists, and teaching staff of Odessa National Medical University.

