



**PRIVATE INSTITUTION
«HIGHER EDUCATION INSTITUTION
«INTERNATIONAL HUMANITARIAN AND PEDAGOGICAL
INSTITUTE «BEIT-KHANA»**

**Department of humanitarian and socio-economic
training**

**SYLLABUS
of academic discipline**

Ukrainian language (for professional purposes)

Teacher-developer: Zerkal I.V.

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1. Description of the academic discipline

Name of indicators	
Teaching language	Ukrainian
Semester/trimester	1-2
Total hours/credits	30
Number of content modules	2
Form of final control	offset

2. The purpose and objectives of the academic discipline

The purpose of teaching the discipline «Ukrainian language (for professional purposes)» is to form in students a high culture of professional speech within the formal business and scientific styles, appropriate communication capacity in the areas of professional communication in oral and written forms, practical language skills in various types of speech activity; the study of professional terminology as the basis of professional speech; mastering the methodology of drawing up business papers; mastering the orthography and stylistic norms of the modern Ukrainian language of professional communication.

The main **objectives** of the discipline «Ukrainian language (for professional purposes)» are:

- formation of a clear and correct understanding of the role of the state language in professional activity;
- study of theoretical principles of Ukrainian literary language normative;
- study of the style differentiation of the modern Ukrainian literary language, its sources and conditions of existence;
- familiarization with official business and scientific styles as functional varieties of the literary language, with their characteristics;
- mastering the basic requirements for the preparation and execution of documents;
- development of skills of correct use of different language means depending on the scope and purpose of communication and choice of the necessary means through their comparison with the available options;
- repetition and consolidation of difficult moments of Ukrainian spelling connected with the everyday practice of professional speech;
- developing the skills of oral professional speech as an important factor of the intellectual and professional level of the future specialist;
- formation of skills of operating professional terminology, editing, correction and translation of scientific texts;
- study of Ukrainian language etiquette, peculiarities of its functioning in official situations.

3. Competencies and planned results of study

Discipline «Ukrainian language (for professional purposes)» provides education applicants a number of *competencies*.

Competencies that are formed:

GC 1. Ability to apply knowledge in practical situations.

GC 2. Knowledge and understanding of the subject area and understanding of professional activities.

GC 4. The ability to learn and master modern knowledge.

GC 8. Interpersonal skills.

GC 9. Ability to work in a team.

SC 11. The ability to personal and professional self-improvement, training and self-development.

Program results of study:

PR 3. To search for information from various sources, including using information and communication technologies, to solve professional problems.

PR 4. To substantiate their own position, to make independent conclusions based on the results of their own research and analysis of literary sources.

PR 10. To formulate an opinion logically, available, discuss, defend one's own position, modify statements in accordance with the cultural characteristics of the interlocutor.

PR 13. Interact, engage in communication, be understandable, be tolerant of individuals with different cultural or gender and age differences.

After studying the course «Ukrainian language (for professional purposes)» applicants should *know*:

- styles and norms of the Ukrainian literary language;
- peculiarities of official business and scientific styles;
- requirements for executing of business papers specific to professional speech;
- lexical composition of Ukrainian professional speech;
- features of orthoepical, phonetic, morphological, phraseological, word-formation and syntactic phenomena of the Ukrainian language and their importance for the proper registration of business papers;
- language etiquette, peculiarities of its functioning in official situations;

be able:

- to use orthoepical, lexical, orthographical, morphological, punctuation, syntactic and stylistic norms of the Ukrainian literary language competently;
- correctly compose and execute professional texts and documents;
- to communicate with participants of the labor process;
- use the formulas of Ukrainian language etiquette in official situations;
- to use lexicographical sources (dictionaries) and other supporting reference books, necessary for self-improvement of language culture;

master:

- the ability to create official business and scientific texts in Ukrainian, taking into account the style and genre features, using terminology in the specialty.

4. Content of the program of academic discipline

CONTENT MODULE 1

State language as the business and professional communication basis

Topic 1. Literary language as the business and professional communication basis.

Stylistic differentiation of the Ukrainian literary language (2 hours).

The concept of a literary language and its norms. Literary language as the basis of business and professional communication. Time of occurrence and the main stages of the development of the Ukrainian language. Features of written professional speech. Stylistic differentiation of the Ukrainian language. The concept of language style and language style. The main logical and lexical features of the official business and scientific styles of the modern Ukrainian literary language, the scope of their application.

Literature [1–2; 1–5; 1–2]

Topic 2. Peculiarities of Ukrainian orthography in professional speech and its importance for correct execution of business papers (4 hours)

Usage of capital letters in the names that are typical for professional speech. The usage rules of an apostrophe and a soft sign in the texts of documents. Doubling and lengthening of consonant sounds. Simplification in consonant groups. Spelling of surnames. Formation, spelling, and declination of patronymic names. Spelling of complex words-terms and geographical names. Spelling of foreign terms.

Document as the main type of official business style. Requirements for the document. Props as document element. Separation of documents by structural features. Criteria for classifying documents. Documents that serve the scientific and professional activities of a person: documents on personnel, reference and information documents, accounting and financial documents, documents on economic and contractual activities, organizational documents, administrative documents.

Literature [1–2; 1–5; 1–2]

Topic 3. Peculiarities of lexical structure of Ukrainian literary language in professional speech (4 hours).

The concept of terms and professionalism as an integral part of professional speech. Spelling, use and formation of graphic abbreviations, abbreviations and complex abbreviations. Abbreviations of professional terms in a specific professionally oriented industry. Words of portrait or other language in documents. Peculiarities of the correlation of multi-meaning words with context. Features of the use of synonyms in professional speech. The concept of paronyms, the difficulty of mastering them in professional communication.

Literature [1–2; 1–5; 1–2]

Topic 4. Ukrainian phraseology and its place in professional speech. Ukrainian lexicography. Word in business language (4 hours).

Types of phraseological units in Ukrainian. Sources of Ukrainian phraseology. Scientific and professional phraseology, its place in business documentation. Ukrainian lexicography. Types of dictionaries. The role of dictionaries in the preparation of business papers. Features of word formation in professional speech. Spelling of prefixes or suffixes. Changes of vowels and consonants in word-changer and word-formation.

Literature [1–2; 1–5; 1–2]

CONTENT MODULE 2

Morphological and syntactic features of professional speech

Topic 5. Ukrainian morphology. The role of morphological means in business papers (4 hours).

Features of the usage of nouns in professional speech. Features of dative and vocative case of nouns in official business style. The use of masculine nouns-terms of the second case in the form of the generic case of singular in professional speech. Features of digital information recording. Spelling and declension of numerals. Match numerals with nouns. Features of use in business papers of adjectives, pronouns and verbs.

Literature [1–2; 1–5; 1–2]

Topic 6. Syntax features of professional speech (4 hours).

Features of the syntax composition of business papers. Reconciliation of the predicate with the subject. Difficult control cases in the phrase professional speech. Features of the usage of preposition structures. Participle and adverb phrases, features of their use in documents. Parenthesis and inserted words, phrases and sentences in business speech.

Literature [1–2; 1–5; 1–2]

Topic 7. Peculiarities of Ukrainian punctuation in business papers (4 hours)

Features of punctuation in professional texts (inside of sentences and between elements of texts). Punctuation marks during calls. Punctuation marks for separate and clarifying clauses. Homogeneous sentence members and punctuation at them. A compound sentence. Punctuation marks in complex sentences. Punctuation marks in direct language. Dialogue. Making lists of literature.

Literature [1–2; 1–5; 1–2]

Topic 8. Features of oral professional communication (4 hours)

General features of oral speech. Description of types of oral professional communication (reception of visitors; telephone conversation, telephone etiquette;

business meetings, ethics of business communication). Oral public speech. Genres and types of public speaking. Individual comments on the language of public speaking. Orthoepy and accent norms in oral communication. Means of melodiousness of the Ukrainian language. The concept of speech etiquette and the variety of its means.

Literature [1–2; 1–5; 1–2]

5. Teaching methods:

General:

1. **Verbal teaching methods:** heuristic conversation; acromatic explanation (induction, deduction, traduction), story, lecture, instructing, work with the textbook.
2. **Visual teaching methods:** illustration, demonstration, self-observation.
3. **Practical teaching methods:** exercises, practical and research work.
4. **Active teaching methods:** conversation, discussion, case-study (method of situations).
5. **Methods of information and telecommunication technologies:** LMS (Learning Management System) software applications for the administration of training courses within distance learning (Classroom, Zoom).

By the nature of cognitive activity:

- 1) *explanatory-illustrative* (information-receptive) method: the teacher organizes the perception and awareness of information by the applicants, and the applicants carry out perception (reception), reflection and memorization of it;
- 2) *reproductive*: the teacher gives the task, in the process of implementation of which the applicants acquire the skills of the ability to apply knowledge according to the model;
- 3) *problematic execution*: the teacher formulates the problem and solves it, the applicants monitor the progress of creative search (the applicants are given a kind of standard of creative thinking);
- 4) *partially-search* (heuristic): the teacher formulates a problem, the gradual solution of which is carried out by applicants under his leadership (at the same time there is a combination of reproductive and creative activity of applicants);
- 5) *research*: the teacher points out for the applicants a problem, and they solve it on their own, putting forward ideas, checking them, selecting the necessary sources of information, devices, materials, etc.

6. Control methods

assessment of the solution of typical tasks;
 criteria-oriented tests for separate sections of discipline and discipline in general;
 written test papers;
 oral questioning during classes;

assessment of essays on certain sections of the discipline using monographic and periodical literature;
remote control;
offsets.

7. Criteria and procedure for assessing the results of training

Rating Scale: National and ECTS

The amount of points for all types of educational activities	ECTS Rating	National scale assessment	
		for examination, course project (work), practice	for offset
90-100	A	perfectly	enrolled
83-89	B	good	
75-82	C		
68-74	D	satisfactory	
60-67	E		
35-59	FX	unsatisfactory with possibility of retaking	not enrolled with possibility of retaking
0-34	F	unsatisfactory with mandatory restudy of the discipline	not enrolled with mandatory restudy of the discipline

CRITERIA FOR ASSESSING KNOWLEDGE AND SKILLS:

National scale	100-point scale	On a scale of ECTS
Perfectly	90-100	A

is applied, if the applicant:

- thorough and full reproduces of the studied material;
- shows a complete understanding of the material, justifies their thoughts, applies knowledge in practice, gives the necessary examples not only in the textbook, but also independently compiled;
- reports the material consistently and correctly in terms of the norms of the literary language.
- can apply it to solve specific professional problems.

The assessment «perfectly» is applied to applicants who have learned the relation between the basic concepts of discipline and profession, which they acquire, discovered creative abilities and use them during the study of educational and software material. An excellent level corresponds to the correct and exhaustive answer to the question posed, in which the applicant showed a comprehensive systemic knowledge of the software; mastering the basic and additional literature;

clear command of the conceptual apparatus, methods, techniques and tools, the study of which is provided by the programs of disciplines; the ability to argue their attitude to the relevant categories, dependencies and phenomena.

National scale	100-point scale	On a scale of ECTS
Good	83-89	B
	75-82	C

is applied if the applicant gives an answer that satisfies the same requirements as the assessment «5», but makes some mistakes that they corrects after the comment of the teacher, and single shortcomings in the sequence of presentation of the material and speech design.

The assessment «very good» (83-89 points, B) - above average with several mistakes - is applied to applicants who fully mastered the teaching and programming material, successfully completed the tasks provided by the program, learned the basic literature, which is recommended by the program. The assessment of «very good» is exhibited to applicants who show the systematic nature of knowledge of the discipline and are able to independently replenish their knowledge throughout the training;

The assessment «good» (75-82 points, C) - is applied to applicants who have mastered the teaching and programming material, successfully completed the tasks provided by the program, learned the basic literature recommended by the program; thus, the work of the applicants is done, but with a certain number of mistakes.

National scale	100-point scale	On a scale of ECTS
Satisfactory	68-74	D
	60-67	E

is applied if the applicant discovers knowledge and understanding of the main provisions of the topic, but:

- reproduces the material not fully enough and makes mistakes in the formulation of rules;
- does not know how to deeply and convincingly justify their thoughts and experiences difficulties in the selection of examples;
- reproduces the material inconsistently and makes mistakes in speech design.

The assessment «satisfactory» (68-74 points, D) – is applied to applicants who know the main teaching and programming material in the amount necessary for further training and use it in the future profession, perform the task well, but with a significant number of errors, familiar with the basic literature, which is recommended by the program. Satisfactory level generally equals to the correct answer to the question asked (task), if the applicant showed a sufficient level of knowledge of the basic software material, but failed to convincingly argue his answer, made a mistake in using the conceptual apparatus, showed insufficient knowledge of literary sources. The assessment is «satisfactory» to applicants who

made mistakes during the execution of tasks, but under the guidance of the teacher, they find ways to overcome them.

The assessment «enough» (60-67 points, E) - is applied to applicants who know the main educational and program material in the amount necessary for further training and use it in the future profession, and the fulfillment of tasks satisfies the minimum criteria.

National scale	100-point scale	On a scale of ECTS
Unsatisfactory	35-59	FX
Unsatisfactory with mandatory restudy	0-34	F

is applied if the applicant proves ignorance of most of the studied material in accordance with the part, makes mistakes in formulating the rules that distorts their content, inconsistently and incrementally reports the material.

8. **Forms of current and final control of the success of training.**

Forms of current control: oral survey, written survey, tests, control work.

The form of final control: offset.

List of questions for the test

1. Literary language as the basis of business and professional communication. The concept of a literary language and its norms.
2. Stylistic differentiation of the Ukrainian language.
3. The main logical and lexical features of the official business and scientific styles of the Ukrainian language. Areas of their use.
4. Document as the main kind of official business style.
5. Documents specific to scientific and professional activities.
6. The usage of capital letters in the names characteristic of professional communication.
7. Rules for the use of apostrophe and soft sign in professional texts.
8. Doubling and lengthening consonant sounds in professional communication. Simplification in consonant groups.
9. Spelling of surnames. Generation of middle names.
10. Spelling of complex words-terms and geographical names.
11. Spelling of foreign terms.
12. The concept of terms and professionalism as an integral part of professional communication.
13. Spelling, use and formation of graphic abbreviations, abbreviations and complex abbreviations. Abbreviations of professional terms in a specific professionally oriented industry.
14. Written and foreign words in professional communication.

15. Features of the correlation of multi-valued words with context in professional communication.

16. Peculiarities of using synonyms and paronyms in professional communication.

17. Types of phraseological units in Ukrainian. Scientific and professional phraseology, its place in professional communication.

18. Ukrainian lexicography. Types of dictionaries and their meaning for professional communication.

19. Features of word formation in professional communication.

20. Spelling of prefixes and suffixes. Changes of vowels and consonants in word-changer and word-formation.

21. Features of the use of nouns in professional communication.

22. Features of the ancient and vocative case of nouns in professional communication.

23. The features of the distinctive endings of masculine nouns-terms of II declension in the form of the genitive case of singular in professional communication.

24. Features of digital information recording in official business style. Spelling and declension of numerals. Match numerals with nouns.

25. Features of use in professional communication adjectives, pronouns and verbs.

26. Features of the syntactic composition of professional communication. Reconciliation of the predicate with the subject.

27. Complicated control cases in the phrase of professional communication.

28. Features of the use of preposition structures in the official business style.

29. Adjective and adverbial turns, features of their use in professional communication.

30. Parenthesis and inserted words, phrases and sentences in professional communication

31. Punctuation marks at the addresses and homogeneous parts of the sentence.

32. Punctuation marks at separate and specifying sentence members.

33. Complicated sentence. Punctuation marks in complex sentences.

34. Punctuation marks in a direct speech. Dialogue.

35. Making literature lists.

36. Peculiarities of oral and written professional communication. Lexical-grammatical means of relevant reproduction of communicative intentions in writing.

37. Characteristics of types of oral professional communication.

38. Oral public speech. Genres and types of public speaking.

39. Orthoepical and accent norms in oral communication. Means of melodiousness of the Ukrainian language.

40. Culture of speech. Speech etiquette of communication.

9. Methodological support

- 1) syllabus of educational discipline;
- 2) materials for offset;
- 3) lecture notes;
- 4) information and methodological support of practices and seminars;
- 5) information and methodological support of independent work of applicants.

10. Recommended literature

Main

1. Шевчук С.В., Клименко І.В. Українська мова за професійним спрямуванням / С.В. Шевчук, І.В. Клименко. – К.: Алерта, 2019. – 640 с. (базовий підручник).
2. Турчак О. М. Ділова українська мова / О.М. Турчак. – Дніпро: УАН, 2017. – 160 с.

Subsidiary

1. Зубков М. Г. Мова ділових паперів: комплексний довідник / М.Г. Зубков. – Харків: Фоліо, 1999. – 288 с.
2. Культура фахового мовлення: [Навч. посібник] / [За ред. Н.Д. Бабич]. – Чернівці: Книги – XXI, 2014. – 526 с.
3. Мозговий В. І. Українська мова у професійному спілкуванні: модульний курс: [Навч. посібник] / В.І. Мозговий. – К.: Центр навчальної літератури, 2008. – 592 с.
4. Плотницька І.М. Ділова українська мова: [Навч. посібник] І.М. Плотницька. – К.: Центр навчальної літератури, 2008. – 256 с.
5. Турчак О.М. Українська мова професійного спрямування: Збірник вправ та завдань для студентів усіх спеціальностей / О.М. Турчак. – Дніпропетровськ: ДУЕП, 2013. – 96. с.

11. Information resources, including the Internet

1. Українська мова (за професійним спрямуванням) [Електронний ресурс] / Режим доступу: <http://nmetau.edu.ua/ua/mdiv/i2036/p-3/e303>. – вільний. Заголовок з екрану. – Мова укр.
2. Український правопис [Електронний ресурс] / Режим доступу: <https://mon.gov.ua/storage/app/media/zagalna%20serednya/%202019.pdf>. – вільний. Заголовок з екрану. – Мова укр.