


MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE  
National Aviation University  
Faculty of International Relations  
Department of Journalism

AGREED  
Dean of the FIR  
  
Yuri VOLOSHYN  
« 10 » 03 2023

APPROVED  
Vice-rector for Academics  
  
Anatoliy POLOKHIN  
« 14 » 03 2023



Quality Management System

**COURSE TRAINING PROGRAM**  
on  
**" Business Ukrainian "**

Field of knowledge: 29 "International Relations"  
Specialty: 293 "International Law"  
Educational and professional program: "International Law"

Training Form	Semester	Total (hours / credits ECTS)	Lectures	Practical training	Laboratory works	Self-Study	HT/CW	Semester Grade
Full-time:	2	90/3	17	17	-	56	-	Exam 2 <sup>nd</sup> s.

Index: НБ-17-293/21-1.2

QMS NAU CTP 15.01.04-01-2023

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The Course Training Program on "Business Ukrainian" is developed on the basis of the educational program and the Curriculum № НБ-17-293/21, № РБ-17-293/22 for the "Bachelor" educational degree specialists training for Specialty 293 "International Law" and Educational professional program "International Law" and corresponding normative documents.

Developed by:

Professor of the Journalism

Department

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The Course Training Program was discussed and approved at the meeting of the Department of Journalism, minutes № \_\_\_\_\_ from " \_\_\_\_ " \_\_\_\_\_ 2023

Head of the Department

V. M. VASYLCHENKO

The Course Training Program was discussed and approved at the meeting of the graduating department of the specialty 293 "International Law" educational and professional program "International Law" – Department of International Law and Comparative Law, minutes № \_\_\_\_\_ from " \_\_\_\_ " \_\_\_\_\_ 2023

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Chairman of the SMCF

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« 10 » 03 2023

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Developed by:  
Professor of the Journalism  
Department

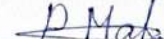
 E. G. KRAVCHENKO

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Head of the Department  V. M. VASYLCHENKO

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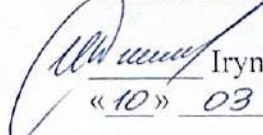
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## INTRODUCTION

The Course Training Program of the subject "Business Ukrainian" was developed on the basis of the "Methodical Recommendations for the Development and Design of the Course Training Program of the subject of Full-Time and Part-Time Forms of Education", approved by the rector's order dated 29/04/2021 №249/od, and relevant regulatory documents.

### 1. Explanatory notes


#### 1.1. Place, objectives, tasks of the subject.

**The place of the Educational Subject** "Business Ukrainian" is due to its inclusion in the list of disciplines of the cycle of humanitarian and socio-economic training of educational and work curricula of the NAU for students of all specialties at the "Bachelor" educational qualification level. The educational subject has a theoretical and practical focus. It contributes to the formation of students of a high level of readiness for their future professional activities thanks primarily to the application of literary norms of the Ukrainian language. In addition, business communication in national, international both political and social life, in business relations between organizations and institutions, in management bodies is carried out in the state language, in connection with which every specialist needs certain theoretical knowledge and practical skills in the business Ukrainian language, culture, ethics of business communication, needs to learn the basic rules of high-quality and effective professional communication. The educational discipline is the theoretical and practical basis of the set of knowledge and skills that form the profile of a specialist in the field of international legal relations.

**The Goal of Teaching the Subject** is to train specialists who have a good command of their native language and are able to competently apply it to the needs of professional communication. Official business speech as a sphere of socio-legal relations is realized in law-making, in management and diplomatic activity. Organizational and administrative documentation as a type of business writing most fully represents its specifics.

**The Tasks of the Subject are:**

- activation of knowledge of the Ukrainian language;
- acquisition of professional vocabulary, development of skills and abilities of free use and practical application of acquired knowledge in the professional field;
- improvement of language culture of students and stimulation of its improvement as an integral component of the general and professional culture of the individual;
- formation of students' own convictions, civic position, based on universal human values;
- acquisition of skills and abilities, social and humanitarian competencies necessary for practical activities.

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### **1.2. Learning outcomes the subject makes it possible to achieve.**

- the ability to effectively cooperate and communicate on issues of legal information, ideas, problems and solutions related to the specialty with the journalistic community and society in general;
- the ability to recognize the need and learn independently throughout life;
- the ability to demonstrate understanding of the broad interdisciplinary context of law;
- express yourself competently in oral and written form, use the language of professional communication, explain and characterize facts and phenomena in the national language;
- form and justify effective strategies in the field of legal activity;
- solve production and management problems on historical-scientific approaches and historical-cultural foundations;
- to involve lawyers in innovative work and increase their labor and activity.
- to have a holistic view of Ukrainian state formation and linguistic culture.


### **1.3. Competences the subject makes it possible to acquire.**

Successful completion of the program of the subject "Business Ukrainian" brings the following competences acquired by the student:

- integral: the ability to solve complex theoretical and practical problems of professional activity in jurisprudence, international relations or in the learning process, which involves the application of theories and methods of natural, humanities, and social sciences and is characterized by the complexity and uncertainty of conditions;
- general: the ability to learn and master modern knowledge; ability to scientific knowledge based on historical-legal, systemic, synergistic approaches; the ability to apply language knowledge to understand the subject area and professional activity; the ability to use the language in various practical situations; the ability to observe tolerance, to be sociable and polite in communication; the ability to master modern innovative research methods; the ability to make reasonable and balanced decisions, etc.
- professional: the ability to use a wealth of linguistic means for legal research; the ability to design the results of scientific research and their implementation in practice; the ability to provide objective information for communication and legal activity; the ability to highlight scientific results, prepare scientific publications in historical and legal normative dimensions.

### **1.4. Interdisciplinary connections.**

The subject is based on the knowledge of such disciplines as: "Introduction to the specialty", "History of Ukrainian statehood and culture", "Philosophy" and is the basis for studying further disciplines, namely: "Constitutional law", "History of international law", "Modern legal systems" and others.

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## 2. Course training program on the subject

### 2.1. The subject content.

The educational material of the subject is structured according to the modular principle and consists of one educational module, namely:  
– educational *module No. 1 "Ukrainian language as a professional communication tool"*

### 2.2. Modular Structuring and Integrated Requirements for Each Module

#### Module 1. "Ukrainian language as a professional communication tool"

##### Integrated requirements of module 1:


###### *Know:*

- theoretical information about the Ukrainian literary language as a state language, about the sociolinguistic situation in Ukraine, social and territorial varieties of the Ukrainian language, its stylistic differentiation;
- peculiarities of styles and genres of modern Ukrainian literary language;
- the signs of scientific and official-business styles, sub-styles and genres, linguistic features;
- the history and modern problems of Ukrainian general and special terminology, which was formed during the historical development of the Ukrainian language;
- the language of the lawyer's profession, the terminology of his profession, sources of replenishing the vocabulary of the modern Ukrainian literary language;
- peculiarities of the use of polysemous words, paronyms and homonyms in professional speech, rules for writing abbreviated words, abbreviations, geographical abbreviations;
- norms of the Ukrainian literary language;
- syntactic aspects of professional speech, basic forms of presentation of the material, structure of sentences and phrases, difficulties in matching the subject with the predicate;
- function, qualification of documents, requirements for drafting and execution of various types of documents and rules for their execution.

###### *Be able to:*

- competently prepare texts in official, business and other styles;
- master various types of oral communication, prepare for a public speech.
- find in the text and appropriately use Ukrainian and foreign vocabulary, terminological vocabulary and professionalisms in the speech;
- shorten and create professional scientific texts, prepare a plan, synopsis, essay, presentation, etc., make necessary notes, extracts in accordance with the set goal;
- compose different types of documents, correctly choosing language tools that represent their specificity;
- use lexicographic sources (dictionaries) and other auxiliary reference literature necessary for independent improvement of language culture;
- express in the state language in accordance with existing requirements;



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- draw up official business and scientific texts (vocations, bibliographic descriptions, tables, etc.) in accordance with current standards.

## **Module. 1 "The Ukrainian language as a professional communication tool"**

### ***Topic 1. The state language is the language of professional communication.***

The subject and objectives of the course, its scientific foundations. Concept of national, literary and state language. Concepts of "state language", "official language", "working language", "international language", "language of law". The most essential features of the literary language. The language of professional communication as a functional variety of the Ukrainian literary language. Professional linguistic and communicative competence. Language legislation and language policy in Ukraine.

### ***Topic 2. Fundamentals of Ukrainian business broadcasting culture.***

Language and speech culture in the life of a professional communicator. Communicative signs of language culture. Communicative professional profile of a specialist. Dictionaries in business speech. Types of dictionaries. The role of dictionaries in improving speech culture. Language, speech, communication etiquette. Standard etiquette situations. Paradigm of language formulas.

### ***Topic 3. Official business style in professional communication of a lawyer.***


The main features of the official business style and its sub-styles (office, diplomatic). Peculiarities of the diplomatic sub-style of the official-business style of speech. Peculiarities of the terminological system of Ukrainian-language diplomatic texts. Professional sphere as an integration of official-business, scientific and conversational styles. The text as a form of language professional activity. Rules for presentation of material and logical construction of the text of the document.

### ***Topic 4. Language norms and their application in the professional activity of a lawyer.***

The system of linguistic norms of the Ukrainian literary language. Normality and correctness of speech. Orthoepic and accentological norms of the literary language. Lexical, word-forming, morphological and syntactic norms of the modern Ukrainian language. Peculiarities of using grammatical forms of nouns, pronouns, and numerals. Peculiarities of using grammatical forms of adjectives, adverbs, verbs, and official words. Punctuation norms of the literary language.

### ***Topic 5. Peculiarities of professional communication.***

Communication as a tool of professional activity. Communication and communication. Communication functions. Types, kinds and forms of professional communication. Basic laws of communication. Communication strategies. Non-verbal components of communication. Gender aspects of communication. Concept of oratory (rhetorical) competence. Public speaking as an important means of persuasion communication. The art of argumentation. Presentation as a type of public speaking. Types of presentations. Speech, stylistic and communicative principles of presentation.

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***Topic 6. The culture of oral professional communication of a lawyer.***

Peculiarities of oral business communication. Ways of influencing people during direct communication. Individual and collective forms of professional communication. Functions and types of conversations. Strategies of behavior during a business conversation. Interview with the employer. Telephone conversation etiquette. Ethical issues in the use of cell phones. Radio and TV interviews.

***Topic 7. Forms of collective discussion of professional problems.***

Meetings, gatherings, negotiations, discussions as forms of collective discussion. The art of negotiation. Meetings as a form of collective decision-making. Conference. Discussion. "Brainstorming" as a heuristic form that activates the creative potential of interlocutors during collective discussion of a problem. Protocol requirements regarding the organization and methods of conducting receptions, conversations, and negotiations.

***Topic 8. The document as a written form of the language of a legal specialist.***

National standard of Ukraine. Composition of document details. Requirements for the content and location of props. Requirements for document forms. Page design. Requirements for the text of the document. Documentation on personnel and contract issues. Resume. Characteristic. Recommendation letter. General characteristics of diplomatic correspondence documents. Etiquette formulas in correspondence. Statement. Types of applications. Autobiography. Resume. Characteristic. Personnel record sheet. Order regarding personnel. Employment history. Employment contract. Contract. Employment agreement. Rules for drawing up documents and the procedure for placing details

***Topic 9. Documents on economic-contractual and accounting-financial activity and reference and informational documents.***

Contract and its types. Contract. Employment agreement. Accounting and financial documents: table, list, list. Invoice. Act. Authorization. Power of attorney Receipt. Address, telegram, telephone message, radiogram. Press release. Report. Service memo. Report. Protocol, extract from the protocol. Rules for drawing up documents and the procedure for placing details.

**2.3. Training schedule of the subject.**

№	Title of the Topic (Thematic Section)	Volume of Training Sessions (Hours)			
		Total	Lectures	Practical Training	Individual Students Work
1	2	3	4	5	6
<b>2<sup>nd</sup> Term</b>					
<b>Module 1 "The Ukrainian language as a professional communication tool"</b>					
1.1	The state language as the language of professional communication.	10	2	-	8

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1.2	Fundamentals of Ukrainian business culture.	9	2	2	5
1.3	Official business style in professional communication.	9	2	2	5
1.4	Language norms and their application in the professional activity of a lawyer.	9	2	2	5
1.5	Peculiarities of professional communication.	9	2	2	5
1.6	The culture of oral professional communication of a lawyer.	9	2	2	5
1.7	Forms of collective discussion of professional problems.	8	1	2	5
1.8	A document as a written form of a lawyer's language. Documentation on personnel, economic-contractual and reference-information issues.	9	2	2	5
1.9	Civil procedural and criminal procedural documents, their characteristics	8	2	1	5
1.10	Modular control work	10	-	2	8
	<b>In total, according to module № 1</b>	<b>90</b>	<b>17</b>	<b>17</b>	<b>56</b>
	<b>All by academic discipline</b>	<b>90</b>	<b>17</b>	<b>17</b>	<b>56</b>

#### 2.4. Home task, tasks for tests and homework.

The list of questions and the content of tasks for preparing for the exam are developed by leading teachers and approved by the protocol of the department meeting and brought to the attention of students.

### 3. Basic concepts of guidance on the subject.

#### 3.1. Teaching Methods.

The following teaching methods are used during the study of the subject according to the type of cognitive activity:

- informative and receptive (lecture, oral speaking, demonstration, explanation);
- reproductive method;
- problematic presentation of the studied material, research methods; inductive, deductive; visual methods (work with tables, diagrams, etc.);
- creative method; practical methods (training exercises); experimental method.

The implementation of these methods is carried out during lectures-visualizations, practical classes using interactive forms of work (discussions, presentations, round tables, business games), consideration and solving of cases, independent solving of tasks, work with educational literature are an essential component of learning practical skills.

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#### Basic

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3.3.6. [http://lib.sumdu.edu.ua/library/DocDescription?doc\\_id=455889](http://lib.sumdu.edu.ua/library/DocDescription?doc_id=455889)

3.3.7. <http://westudents.com.Ua/knigi/69-zagalne-dokumentoznavstvo-paleha-yu.html>


3.3.8. [http://pidruchniki.com/1584072039485/dokumentoznavstvo/dilove\\_movlennya\\_dlya\\_derzhavnih\\_sluzhbovtsiv](http://pidruchniki.com/1584072039485/dokumentoznavstvo/dilove_movlennya_dlya_derzhavnih_sluzhbovtsiv)

## 4. RATING SYSTEM OF KNOWLEDGE AND SKILLS ASSESSMENT

4.1. Assessment of certain types of educational work performed by the student and the acquired knowledge and skills is carried out in points in accordance with table. 4.1.:

Table 4.1.

Educational Activities Types	Max Points Amount
	Full-time
	2 <sup>nd</sup> semester
Performing tasks in practical classes (8*5)	40 (total)
Performing individual tasks (4 *5)	20 (total)
<i>A student must score at least 45 points to be admitted to the modular test</i>	
Modular Control Work	20 (total)

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<b>Total Numbers for Module 1</b>	<b>80</b>
<b>Semester Exam</b>	<b>20</b>
<b>Total Numbers for the Subject</b>	<b>100</b>

4.2. Completed types of educational work are credited to the student if he received a positive rating for them.


4.3. The sum of the ratings received by the student for individual types of completed educational work constitutes the current modular rating rating, which is entered in the information of modular control.

4.4. The sum of the final semester module and exam rating grades, in points, constitutes the final semester rating grade, which is converted into a grade on the national scale and the ECTS scale.

4.5. The final semester rating in points, according to the national scale and the ECTS scale, is entered in the credit and examination information, the study card and the student's credit book, for example: **92/ Excellent /A, 87/Good/B, 79/Good/C, 68/Satisfied/D, 65/Satisfied/E**, etc.

4.6. The final rating grade for the discipline is defined as the arithmetic average of the final semester rating grades in points (for this discipline - from 5 to 6 semesters), followed by its conversion into grades according to the ECTS national scale.

The specified final grade for the discipline is entered in the Appendix to the diploma.

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