

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL AVIATION UNIVERSITY**

**Faculty of Linguistics and Social Communications
Foreign Languages and Translation Department**



AGREED
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2024

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APPROVED

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Anatoliy POLUKHIN
"31" 01 2024



Quality Management System

COURSE TRAINING PROGRAM

on

“Business Foreign Language”

Educational and Professional Program:

“Industrial and Civil Engineering”

Field of Study:

19 “Architecture and Construction”

Speciality:

192 “Building and Civil Engineering”

Training form	Semester	Total (hours/ECTS credits)	Practicals (seminars)	Self-study	Semester Grade
Full-time	1	105/3.5	36	69	Examination – 2 s.

Index: CM-5-192-1/23-1.2

QMS NAU CTP 12.03-01-2024



The Course Training Program on "Business Foreign Language" is based on the Educational and Professional Program "Industrial and Civil Engineering", Curriculum and Extended Curriculum of Higher Education Seekers Training for "Master" №CM-5-192-1/23 for Speciality 192 "Building and Civil Engineering" and corresponding normative documents.

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CONTENTS

Introduction	4
1. Explanatory Notes	4
1.1. Status, objectives and tasks of the academic discipline	4
1.2. Learning outcomes of the academic discipline.....	5
1.3. Competences the academic discipline makes it possible to acquire.....	5
1.4. Interdisciplinary links.....	6
2. Course training program of the academic discipline	6
2.1. Content of the academic discipline.....	6
2.2. Modular structuring and integrated requirements for each module.....	6
2.3. Training schedule of the academic discipline.....	9
2.4. List of examination questions	9
3. Teaching and Methodological Materials	9
3.1. Teaching methods	9
3.2. List of references (basic and additional)	10
3.3. Internet resources	10
4. Rating System of Knowledge and Skills Assessment	11

	Quality Management System Course Training Program “Business Foreign Language”	Document Code	QMS NAU CTP 12.03-01-2024
		Page 4 of 12	

INTRODUCTION

The Course Training Program on “Business Foreign Language” has been developed on the basis of the “Methodological guidance for developing the syllabus of educational discipline of full-time and part-time forms of training”, approved by the order № 249/roz. of 29.04.2021 and corresponding normative documents.

1. EXPLANATORY NOTES

1.1. Status, objectives and tasks of the academic discipline.

The academic discipline status in the system of professional training of an expert.


Learning a foreign language is a necessary and integral component of the professional training of specialists in building and civil engineering. This is due to the integration of the Ukrainian scientific community into the world scientific community, the development of cooperation of specialists at the global level, and the expansion of the area of business discourse in modern communication. Knowledge of a foreign language facilitates access to professional information, assists in studying world standards of civil engineering, establishes international professional and scientific contacts, and expands the possibilities of improving the professional level of specialists.

Language ensures the unity of the processes of communication, cognition, and personality development. In these conditions, the goals and tasks of learning a business foreign language are approaching the goals and tasks of professional training and developing a future specialist, i.e. the language is mastered simultaneously with profession-oriented disciplines and with educational activities, as a form in which knowledge is embodied in accordance with the conditions of professional communication. Learning a foreign language broadens students’ horizons, stimulates their interest in the profession, and increases their cultural level. This academic discipline follows the compulsory professional foreign language course and allows Master’s students to expand their business and professional vocabulary, improve their knowledge and proficiency of business English communication when applying for a job and communicating with foreign partners, learn to apply knowledge in real situations, conduct business correspondence with foreign partners/ customers/ clients, answer phone calls and prepare presentations in a foreign language.

The **goal** of teaching “Business Foreign Language” to the students of the educational and professional program “Industrial and Civil Engineering” is the practical mastery of a business foreign language, the development of communicative professional competence of the future specialist in all types of language activity (reading, listening, writing, speaking) on topics related to building and civil engineering, receiving and transmitting information from original sources orally and in writing, the ability to build speech behavior in business communication situations.

The tasks of mastering the academic discipline are as follows:

- to extend business and professional vocabulary;
- to develop language skills required for business communication;
- to develop students’ ability to comprehend the content of the original business texts and profession-oriented texts, obtain the required information from them, and interpret and translate them while learning;
- to develop speaking skills while discussing topics;

	Quality Management System Course Training Program “Business Foreign Language”	Document Code	QMS NAU CTP 12.03-01-2024
		Page 5 of 12	

- to develop the ability to understand the recorded and live foreign speech;
- to develop students’ ability to communicate within the learned topic in the form of a monologue, dialogue and a polylogue;
- to improve written and oral language proficiency;
- to develop presentation skills in a foreign language;
- to develop creative thinking skills of students.

1.2. Learning outcomes of the academic discipline.

Practical learning outcome 1. *To know and understand* surveying methods for the design of buildings and engineering structures, analysis of initial data, and assessment of natural, economic, and technological risks.

Practical learning outcome 6. *To develop* engineering skills and approaches to designing, constructing, reconstructing, and maintaining buildings and engineering structures, *to apply* methods for investment assessment of construction projects.

Practical learning outcome 7. *To apply knowledge and understand* work organization aimed at fostering the creativity in the activities of teams working in the building industry, *to use* traditional and innovative methods in the managerial activities of the enterprise leaders, scientific or construction organization, required to perform all functions and directions of their activities.

Practical learning outcome 20. *To form judgments* regarding readiness for systematic improvement of professional skills, professional self-improvement; *to be able to assess* the level of one's own activities, abilities, and *identify* the reasons for drawbacks in one's work.

1.3. Competences the academic discipline makes it possible to acquire.

Integrated competency:

IC1. Ability to competently solve complex tasks and problems in the field of building and civil engineering, guided by the principles of communication, creative and innovative professional activities in production situations under uncertain conditions and requirements.

Generic competencies, provided by the discipline:

GC 1. Ability to use forms, methods, technologies, and consider the principles of scientific research, identify trends in the development of processes and regularities in the building and civil engineering system.


GC 4. Ability and readiness to apply modern methods, technologies, techniques, means of education, and upbringing in higher education.

GC 5. Ability and readiness to improve and develop one's intellectual and cultural level, strive for moral and physical improvement of one's personality and possess communication skills in both the native and one of the foreign languages.

GC 8. Ability for self-development, creativity, self-determination, self-education, competitiveness.

Professional competencies:

PC 6. Mastery of the culture of professional safety, ability to identify hazards, and assess risks in the field of professional activity.

	Quality Management System Course Training Program “Business Foreign Language”	Document Code	QMS NAU CTP 12.03-01-2024
		Page 6 of 12	

1.4. Interdisciplinary links.

The academic discipline “Business Foreign Language” is based on the knowledge of the discipline “Philosophical Problems of Scientific Cognition” and is the basis for studying such disciplines as: “Bases and Foundations” and others.

2. COURSE TRAINING PROGRAM OF THE ACADEMIC DISCIPLINE

2.1. Content of the academic discipline.

The training material of the discipline is structured on a modular basis and consists of one educational module, namely: **module №1 “Business Communication”**, which is logically complete, relatively independent, integral part of the academic discipline, mastering of which involves the module test and the analysis of its results.

2.2. Modular structuring and integrated requirements for each module.

Module №1 “Business Communication”.

Integrated requirements to the module №1: After completing module №1 a student must know:

- lexical material on the topic of “Business Communication” necessary for communication and discussion;
- grammar topics “Infinitive and Gerund”, “Active and Passive Voice” (revision), “Conditional Sentences”, and “Formal style”;
- basic grammatical and lexical features of translating literature on professional topics;
- basic rules of work with scientific and technical literature;
- clichés typical for business correspondence;
- rules of referencing and formatting the reference list in scientific papers;
- language of building documents and correspondence;
- the basic rules of business etiquette and scientific communication.

be able to:

- read and understand authentic literature in the field of civil engineering to obtain necessary information;
- format information obtained from foreign sources in the form of a translation, a report or an abstract;
- participate in oral communication (monologue, dialogue) on the topics of the module;
- to fill in application forms or questionnaires in English, write a CV (resume) and a cover letter when applying for a job, participate in business correspondence in a foreign language;
- write abstracts / articles in English in compliance with the requirements;
- understand a foreign language while listening (listening to audio and watching video materials);
- make a presentation in English;
- recognize grammatical phenomena and correlate their form with meaning when working with texts.



Topic 1. The Area of Professional Activity of Civil Engineers.

The variety of jobs for the graduates of the educational and professional program “Industrial and Civil Engineering”. Job market, Competition. Compensation. Working conditions, Types of wages, salaries. Proficiency in business English as a key factor of successful job application.

Topic 2. Applying for a Job in Civil Engineering.

Job search. Overview of popular platforms and resources for searching jobs in the field of civil engineering. Stages in job application: researching the market, researching yourself, writing a CV and a cover letter, job interview Determining the demand for professionals in construction and civil engineering. Creating and filling in a LinkedIn profile for job search.

Topic 3. Researching yourself.

Self-analysis of one’s strengths and weaknesses, qualifications, competencies required for the profession of a civil engineer. Professional, generic and integrated competences of a civil engineer. Personal characteristics.

Topic 4. Soft Skills for the Successful Career of a Civil Engineer.

Soft skills necessary for a successful career in the field of building and civil engineering: critical thinking, analytical skills, teamwork, creativity, organizational skills, communication skills, a desire for continuous professional growth, self-improvement, adaptability, flexibility.

Topic 5. Writing a Professional CV.

Definition and types of CVs. Chronological, skill-based CVs and combinations of these two forms of CVs. CV structure: contact information, education, description of professional skills and knowledge, work experience, achievements, personal qualities, interests, etc. Length and content of the CV. A CV in a foreign language for an engineer: analysing typical mistakes. Requirements for filling in application forms and questionnaires

Topic 6. A Cover Letter to a CV.

Business correspondence etiquette, language clichés. Structure of business letters. The function of a cover letter, its structure, content, size, requirements for writing and formatting Work with the samples of cover letters. The analysis of common mistakes when writing cover letters.

Topic 7. Business Correspondence Culture in the Field of Construction and Civil Engineering.

Types of business letters in the building industry and their peculiarities. Structure of business letters. Email communication with clients. Regulatory documents in the construction industry. Construction documentation: contracts with the general contractor, agreements, construction project documentation, certificates, permits. Grammar in business correspondence, selection of appropriate vocabulary, language clichés.

Topic 8. Job Interview.

Useful tips for effective job interviews. Typical questions during job interviews. Language and speech requirements during interviews. Job interview with an employer.

Topic 9. Common Mistakes in Job Interviews.

The analysis of the main blunders in job interviews. Verbal and non-verbal communication.

Topic 10. Intercultural Communication.

Professional etiquette and intercultural communication for professionals in building and civil engineering. Interaction with colleagues, clients, and customers from different countries and cultures. Avoiding misunderstandings and conflicts in intercultural communication



Topic 11. Business Trips.

International business trips and related issues such as ticket ordering, hotel reservations, and document processing. Customs and border procedures while travelling.

Topic 12. Communication with Clients and Customers.

Conducting briefings with clients/customers. Types of questions to obtain necessary information. Using the appropriate tone and politeness when communicating with clients/customers. Discussing requirements and expectations. Language clichés for expressing agreement and disagreement with client/customer ideas. Developing listening and argumentation skills during technical discussions. Means of communication in online work.

Topic 13. Scientific Communication in Professional Activities.

Participation in exhibitions and conferences. Features of scientific communication. Conferences and their types, exhibitions. The structure of abstracts and requirements for them. Concept of academic integrity. Professional dialogues at conferences. Organization of exhibition stands. Effective networking and socializing at conferences. Participation in panel discussions and debates.

Topic 14. Writing Abstracts for Scientific Conferences.

The structure of abstracts and requirements for them. Searching for scientific information on the Internet and critically processing received information. Electronic databases. Creating a scientific text. Rules for formatting references and reference lists.

Topic 15. Abstracting and Summarizing Papers on Professional Topics.

Analytical-critical reading of scientific texts. Summarization as a method of processing, microanalytical condensation of information, and critical processing of scientific texts. Abstracting and summarizing articles on topics “3D Architectural Programs”, “Elements of a Building”, “Technique of Visualization of Residential Buildings”, etc.

Topic 16. Presentation as a Type of Professional Speaking for Civil Engineers.

Presentation and its preparation requirements. Requirements for presentation structure, language, and speech. Types of presentations in civil engineering. Presentation structure. Presentation plan, language, visual aids. Using illustrative materials and visualization to support the presentation. Graphics and visual elements in the presentation for clear explanation of technical concepts.

Topic 17. The Language of a Presentation.

Verbal means (linguistic): lexical, grammatical, stylistic linguistic norms. Non-verbal communication: visual contact, gestures, facial expression, mime, body movements, appearance. Language strategies for clear and convincing public speaking. Presentation of research on a professional topic.

2.3. Training schedule of the academic discipline

Table 2.1

№	Theme (thematic section)	Academic Hours		
		Total	Practicals	Self-study
1	2	3	4	5
Module №1 “Business Communication”				
2nd semester				
1.1	The Area of Professional Activity of Civil Engineers.	6	2	4
1.2	Applying for a Job in Civil Engineering.	6	2	4
1.3	Researching yourself.	6	2	4
1.4	Soft Skills for the Successful Career of a Civil Engineer.	6	2	4
1.5	Writing a Professional CV.	6	2	4
1.6	A Cover Letter to a CV.	6	2	4
1.7	Business Correspondence Culture in the Field of Construction and Civil Engineering.	6	2	4
1.8	Job Interview.	6	2	4
1.9	Common Mistakes in Job Interviews.	6	2	4
1.10	Intercultural Communication.	6	2	4
1.11	Business Trips.	6	2	4
1.12	Communication with Clients and Customers.	6	2	4
1.13	Scientific Communication in Professional Activities.	6	2	4
1.14	Writing Abstracts for Scientific Conferences.	6	2	4
1.15	Abstracting and Summarizing Papers on Professional Topics.	6	2	4
1.16	Presentation as a Type of Professional Speaking for Civil Engineers.	5	2	3
1.17	The Language of a Presentation.	5	2	3
1.18	Module test №1	5	2	3
Total for Module №1		105	36	69
Total for the 2nd Semester		105	36	69
Total for the Discipline		105	36	69

2.4. List of Examination Questions

The list of questions and content of tasks to prepare for the exam are developed by the leading teacher of the department according to the course training program, approved at the meeting of the department and distributed among students.

3. TEACHING AND METHODOLOGICAL MATERIALS

3.1. Teaching methods

When studying an academic discipline, the following teaching methods are used:

- ✓ explanatory and illustrative method (conversation, explanation, report, presentation, illustration);



- ✓ communicative method with the use of interactive technologies (discussions and debates, role-plays, work in pairs and small groups, preparation of presentations on module topics with further discussion, project work, etc.);
- ✓ PPP method (presentation-practice-production);
- ✓ problem-oriented learning;
- ✓ research method;
- ✓ control methods (diagnostic, current, formative, summative assessment).

In order to identify the language proficiency level and specifics of acquiring knowledge by students, entrance control in the form of a test (Placement Test) is conducted. During the semester, learning the educational material by the Master’s students is monitored to identify their gaps and problems of the learning in the forms of conversation, practical tasks and a test. At the end of the semester, knowledge is tested in the form of a module test and an exam.

3.2. List of references

Basic Literature

- 3.2.1. Конопляник Л.М., Харицька С.В., Глушаниця Н.В. English for Professional Communication: навч. посіб. Київ: НАУ, 2019. 224 с.
- 3.2.2. Dubicka, I., Rosenberg, E., Dignen, B., Hogan, M., Wright, L. Business Partner B2. Coursebook. Longman (Pearson Education), 2019. 160 p.
- 3.2.3. O’Keeffe, M., Lansford, L., Wright, R., Frendo, E., Wright, L. Business Partner B1. Coursebook. Longman (Pearson Education), 2020. 160 p.

Additional Literature

- 3.2.4. Colm, D. Cambridge English for Job-hunting. Cambridge: Cambridge University Press, 2019.
- 3.2.5. Eastwood, J. Oxford Practice Grammar. Oxford: Oxford University Press, 2019.
- 3.2.6. Mascul, B. Business Vocabulary in Use. Cambridge: Cambridge University Press.
- 3.2.7. Murphy, R. English Grammar in Use. 5th ed. Cambridge: Cambridge University Press, 2019. 380 p.
- 3.2.8. Pincus, A. Essential Managers: Presenting. New edition. London: Dorling Kinderslev Ltd, 2022. 96 p.
- 3.2.9. Шостак О. Г., Конопляник Л.М. Professional English of the Construction Industry: навч. посіб. Київ: Вид-во «НАУ-друк», 2019. 308 с.
- 3.2.10. Шостак О., Конопляник Л., Пришупа Ю.Ю. Professional English. Architecture and City Planning: навч. посіб. Київ: НАУ, 2022. 220 с.

3.3. Internet Resources

- 3.3.1. <https://er.nau.edu.ua/handle/NAU/19903>
- 3.3.2. <https://www.coursera.org/learn/careerdevelopment>
- 3.3.3. <https://www.coursera.org/learn/successful-interviewing>
- 3.3.4. <http://www.bbc.co.uk/worldservice/learningenglish/business/getthatjob/>
- 3.3.5. <https://www.youtube.com/watch?v=HZkEPiRcJXY>
- 3.3.6. <https://www.youtube.com/watch?v=BuB7lhWZnJs&t=422s>
- 3.3.7. <https://pitch.com/blog/presentation-design-tips>
- 3.3.8. <https://venngage.com/blog/presentation-design/>

4. RATING SYSTEM OF KNOWLEDGE AND SKILLS ASSESSMENT

4.1. The assessment of certain kinds of student academic work is carried out in accordance with Table 4.1.

Table 4.1

Assessment of certain kinds of student academic work

Kind of Academic Activities	Maximum Grade (in points)
Module №1 “Business Communication”	
Answers in practical classes (translation and discussion of texts, conversation on the topic, dialogues, discussions, summarizing and abstracting the articles, listening)	2 semester (3p.×15)=45
Writing a CV, cover letter (or other business letters)	5
Preparing a presentation on the topic	10
<i>To be allowed to write Module Test №1 a student is to gain not less than</i>	36
Module Test № 1	20
Total for Module №1	80
Semester Examination	20
Total for the subject	100

4.2. A student is considered to have passed the module if both his/her Current Module Grade and Module Test Grade are positive (Appendix 1).

4.3. The sum of rating assessments received by the student for certain types of completed academic work is the current module rating assessment, which is recorded in the module control.

4.4. The **Semester Examination** is composed of points obtained from the completion of examination tasks approved by the department.

4.5. The Semester Module Grade and the Semester Examination together make up a Total Semester Grade which is calculated according to the National Scale and the ECTS Scale (Appendix 2).

4.6. The final semester rating in points, on the national scale and the ECTS scale is entered in the test report, study card and individual curriculum of the student (record book), for example, as follows: **92/Excellent/A**, **87/Good/B**, **79/Good/C**, **68/Satisfactory/D**, **65/Satisfactory/E**, etc.

4.7. The Total Grade for the subject is determined as the total semester grade in points with its further transformation into the National Scale and ECTS Scale. The indicated Total Semester Grade of the subject is added to the Diploma Supplement.



(Ф 03.02 – 01)

АРКУШ ПОШИРЕННЯ ДОКУМЕНТА

№ прим.	Куди передано (підрозділ)	Дата видачі	П.І.Б. отримувача	Підпис отримувача	Примітки

(Ф 03.02 – 02)

АРКУШ ОЗНАЙОМЛЕННЯ З ДОКУМЕНТОМ

№ пор.	Прізвище ім'я по-батькові	Підпис ознайомленої особи	Дата ознайомлення	Примітки

(Ф 03.02 – 04)

АРКУШ РЕЄСТРАЦІЇ РЕВІЗІЇ

№ пор.	Прізвище ім'я по-батькові	Дата ревізії	Підпис	Висновок щодо адекватності

(Ф 03.02 – 03)

АРКУШ ОБЛІКУ ЗМІН

№ зміни	№ листа (сторінки)				Підпис особи, яка внесла зміну	Дата внесення зміни	Дата введення зміни
	Зміненого	Заміненого	Нового	Анульованого			

(Ф 03.02 – 32)

УЗГОДЖЕННЯ ЗМІН

	Підпис	Ініціали, прізвище	Посада	Дата
Розробник				
Узгоджено				
Узгоджено				
Узгоджено				