Ministry of Education and Science of Ukraine
M.E. Zhukovsky National Aerospace University
Kharkiv Aviation Institute

Department of Documentation and Ukrainian Language (№ 801)

APPROVE
Deputy Chairman of the SMC 1
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Chairman of the SMC 2
_____ D.M. Krytskyi
Chairman of the SMC 3
_____ L.O. Filipkovska

«31» 08 2021

SYLLABUS OF SELECTIVE EDUCATIONAL DISCIPLINE

Language in the manufacturing industry
(назва навчальної дисципліни)

Field of knowledge: all fields of knowledge in which students are trained at the university

Specialty: all specialties in which students are trained at the university.

Educational program : all educational programs of the corresponding specialties on which there is a preparation of applicants at university

Form of study: full-time

Level of higher education: first (bachelor's)

The syllabus was put into operation on September 1, 2021

Kharkiv – 2021

Developer: ____ Pereyaslov V.O., Ph.D._____ _____
(прізвище та ініціали, посада, науковий ступінь та вчене звання) (підпис)

The syllabus of the discipline was considered at a meeting of the Department of Documentation and Ukrainian Language (№ 801)

Minutes № 1 of August 28, 2021

Head of the department __ Cand. of Philos., Associate Prof. _____ А.Є. Прилуцька
(науковий ступінь та вчене звання) (підпис) (ініціали та прізвище)

Agreed with the representative of students:

_____ _____ _____
(підпис) (ініціали та прізвище)

EGWABOR

1. General information about the teacher

Pereyaslov Vitaly Alexandrovich, Ph.D. Since 2015 he has been teaching the following disciplines at the university:
- "Language practice",
- "Language training",
- "Scientific Ukrainian-language communications".

Areas of research: methods of teaching foreign languages; lexical means of expression of national character; lexical-stylistic and literary features of the poetic language of writers of the twentieth century.

2. Description of the discipline

Semester in which the discipline is taught - 1, 2, 3, 4 semester (depending on the curriculum)

Discipline:

3 ECTS credits (90 hours), including classroom - 48 hours, independent work of applicants - 42 hours.

Forms of education

Full-time, distance.

Discipline - elective.

Types of educational activities - lectures, seminars, independent work of the applicant.

Types of control - current, modular and final (semester) control (credit)

Language of instruction - Ukrainian.

Required prior courses (prerequisites) - Ukrainian as a foreign language (B1).

Required compulsory subjects (co-requisites) - no.

3. The purpose and objectives of the discipline

Purpose

Study of the discipline "Language in the field of production" - to achieve such a level of awareness of professional vocabulary of the industrial sphere and the ability

to operate it to freely participate in specialized programs of academic mobility, internships, exchange of experience, establishing professional contacts; to be guided in texts of different stylistic and temporal affiliation. to expand the active vocabulary of students, to improve the ability to correctly, reasonably and clearly build oral and written speech, compose business letters, messages; instill skills of research, verbal design of public speaking in accordance with the rules of business etiquette.

After mastering the discipline, the applicant will acquire the following **competencies:**

- the ability to communicate in the state language both orally and in writing for effective professional communication;
- ability to communicate in a foreign language,
- ability to further study with a high level of autonomy, constantly improving the level of information culture.

It is expected that after mastering the discipline, the applicant will achieve the following learning outcomes and he:

- will search for information in various sources to solve professional problems in providing information services and products relevant to consumer demand.
- communicate fluently on professional matters, including oral, written and electronic communication in Ukrainian and / or one of the foreign languages;
- will study in order to deepen the acquired and acquire new professional knowledge to ensure competitiveness in the labor market in the modern socio-cultural environment.

4. The content of the discipline

Module 1.

Content module 1.

Topic 1. Features of industrial language communication.

- Form of classes: lecture, seminar, independent work.
- Volume of classroom workload : 5 hours
- Required subjects and means (equipment, equipment, materials, tools): none.

Essence, subject, object of professional communication. Classification of types of communication. Functions of production communication. Model of communication process.

- Volume of independent work of applicants: 5 hours.

Elaboration of lecture and seminar material. Forming questions to the teacher.

Topic 2. Professional communication as a component of industrial communication.

- Form of classes: lecture, seminar, independent work.

- Classroom load: 5 hours.

- Compulsory subjects and means (equipment, equipment, materials, tools): none.

Culture of scientific and professional language. Style of professional communication.

- Volume of independent work of applicants: 5 hours.

Elaboration of lecture and seminar material. Forming questions to the teacher.

Topic 3. Conditions for effective communication.

- Form of classes: lecture, seminar, independent work.

- Classroom load: 6 hours.

- Compulsory subjects and means (equipment, equipment, materials, tools)

A favorable socio-psychological climate is the basis of effective communication in the production team. Interpersonal relationships in the production team. Leadership style is the basis of communication between the production manager and the production team.

- Volume of independent work of applicants: 6 hours.

Elaboration of lecture and seminar material. Forming questions to the teacher.

Topic 4. Verbal and nonverbal means of professional communication.

- Form of classes: lecture, seminar, independent work.

- Classroom load: 6 hours.

- Compulsory subjects and means (equipment, equipment, materials, tools) : no.

Features of vocabulary of scientific and technical literature. Use of scientific and technical terminology. Communicative features of oral and written speech.

- Volume of independent work of applicants: 6 hours.

Elaboration of lecture and seminar material. Forming questions to the teacher.

Modular control 1

- Form of classes: writing modular work in the classroom (at the discretion of the teacher allowed in remote form.)

- Classroom load: 2 hours

- Compulsory subjects and means (equipment, equipment, materials, tools): none.

- Volume of independent work of applicants - as needed.

Preparation for modular control.

Content module 2.

Topic 5. Business communication as a tool of professional activity.

- Form of classes: lecture, seminar, independent work.

- Classroom load: 5 hours.

- Compulsory subjects and means (equipment, equipment, materials, tools): none.

The essence of business communication. The art of negotiation. Meeting as a form of collective decision-making.

- Volume of independent work of applicants: 5 hours.

Elaboration of lecture and seminar material. Forming questions to the teacher.

Topic 6. Business papers as a means of written professional communication.

- Form of classes: lecture, seminar, independent work.
- Classroom load: 5 hours.
- Required items (means, equipment, materials, tools): none

Classification of documents. Page design. Requirements to the text of the document.

- Volume of independent work of applicants: 5 hours.

Elaboration of lecture and seminar material. Forming questions to the teacher.

Topic 7. Etiquette of business correspondence.

- Form of classes: lecture, seminar, independent work.
- Classroom load: 6 hours.
- Required objects and means (equipment, equipment, materials, tools): none.

Ethical features of oral and written speech. Details of the letter and their design. Classification of letters.

- Volume of independent work of applicants: 5 hours.

Elaboration of lecture and seminar material. Forming questions to the teacher.

Topic 8. Computer means of professional and industrial communication.

- Form of classes: lecture, seminar, independent work.
- Classroom load: 6 hours.
- Required objects and means (equipment, equipment, materials, tools): none.

The essence and capabilities of computer communications. Working with computer networks. E-mail as a means of professional communication.

- Volume of independent work of applicants: 5 hours.

Elaboration of lecture and seminar material. Forming questions to the teacher.

Modular control 2

- Form of classes: writing modular work in the classroom (at the discretion of the teacher allowed in remote form.)
- Classroom load: 2 hours

Required items and means (equipment, equipment, materials, tools): none

- The amount of independent work of applicants - as needed.

Preparation for modular control.

5. Individual tasks

Not provided by the curriculum

6. Teaching methods

Verbal, visual, practical.

7. Control methods

Current control (theoretical survey and solution of practical problems), modular control (testing by course sections) and final (semester) control (credit).

8. Evaluation criteria and distribution of points received by applicants

Components of educational work	Points for one lesson (task)	Number of classes (tasks)	Total number of points
Content module 1			
Activity during classroom work	0…8	4	0…32

Modular control	0…18	1	0…18
Content module 2			
Activity during classroom work	0…8	4	0…32
Modular control	0…18	1	0…18
For the semester			**0…100**

The evaluation scale is accepted

The sum of points for all types of educational activities	Score for credit
90-100	credited
75-89	credited
60-74	credited
01-59	not credited with the possibility of re-assembly

Semester control (credit) is carried out in case of refusal of the student from points of current testing and in the presence of the admission to credit. During the semester test, the student has the opportunity to receive a maximum of 100 points.

The test ticket consists of two questions, the maximum number of points for each of which is 50 points, and together is 100 points.

Criteria for evaluating the applicant's work during the semester

Credited (60-74). Have a minimum amount of knowledge and skills on theoretical and applied material from the course "Language in the field of production". Orient in the structure of professional texts, perform practical tasks at a satisfactory level. Be able to maintain a production dialogue; use etiquette norms of professional communication.

Credited (75-89). It is good to know all the basic concepts and components of the course "Language in the industry"; the specifics of the organization and functioning of the components of the text. The student must competently perform all practical tasks of the teacher. Be able to explain and justify the answers to the teacher's questions by giving facts and examples. Apply analytical thinking when performing practical tasks.

Credited (90-100). Perfectly possess theoretical and applied knowledge of the course "Language in the field of production": basic concepts, components of the text, as well as have knowledge of the specifics of professional communication in the professional field and apply them in practical work in full. The answers should differ in logic, consistency, creativity and analytical thinking in the presentation of material from the teacher's questions. The student must demonstrate additional knowledge acquired as a result of self-study of the topics being studied. Applied works must be characterized by accuracy and literacy.

9. Course policy

The practice of missed classes is in accordance with the schedule of consultations, with the prior consent of the teacher. Issues related to academic integrity are considered by the teacher or according to the procedure specified in the Regulations on Academic Integrity.

10. Methodical support and information resources

- Shlenyova MG, Kravchenko IM, Bobrova OY Ukrainian language as a foreign language: textbook. way. Kharkiv: Nat. aerospace University "Khark. aviation. Inst. ", 2020. 67 pp.
- • Shlenyova MG, Zaveryushchenko OL, Timanovska ME Ukrainian language as a foreign language Ukrainian language as a foreign language (texts with tasks). Kharkiv: Nat. aerospace University "Khark. aviation. Inst. ", 2020. 156 p.

11. Recommended Books

Basic

1. Gavdyda NI, Ginsirovska IR, Nazarevich LT, Fedak SA, Shtanyuk OM Ukrainian as a foreign language. Workshop: Manual. Ternopil: Ivan Pulyuy TNTU Publishing House, 2015. 170 pp.

2. Gaidamaka GG, Dankina LS, Cheremska OS Practical course in the Ukrainian language for foreign students: teaching practice. manual H .: Type. KhNEU, 2011. 140 pp.

3. Gaidamaka GG, Dialogue OS Ukrainian language (for professional purposes). Workshop on scientific style of speech: Workshop. Kharkiv: Kharkiv National Economic University named after S. Kuznets (KhNEU named after S. Kuznets), 2017. 169 pp.

4. Kolisnyk GM Features of communicative constructions in texts of professional subjects (Verb): Methodical instructions. Dnipropetrovsk: State Higher Educational Institution Ukrainian State University of Chemical Technology, 2013. 26 pp.

5. Lysenko NO, Piddubna NV, Telezhkina OO Culture of scientific language: textbook. H .: Tim Publish Group, 2015. 224 pp.

6. Science and technology in the modern world: a collection of popular science texts and educational tasks for foreign students of technical universities / G. Boyko, I. Vasylyshyn, T. Grohovska, O. Kachala, A. Motorny, I. Yuzvyak; for order. I. Kary. Lviv: Lviv Polytechnic Publishing House, 2012. 180 pp.

7. Pechkurova LV, Kolikova TG Educational and methodical materials on speech practice for foreign students of III-IV courses of general technical and economic specialties: Methodical instructions. Odessa: Odessa National Polytechnic University (ONPU), 2020. 78 pp.

8. Pereyaslov VO, Tkach OV Algorithms of scientific communication in high school (work with foreigners) [Electronic resource]. Kharkiv, 2020. 80p.

9. Texts and tasks on the scientific style of language in the discipline "Ukrainian language (for professional purposes)" for foreign students of all areas of training of all forms of education / style. OS Cheremskaya, IM Shelepkova. H .: KhNEU them. S. Kuznets, 2015. 56p.

Auxiliary

1. Valchenko IV, Prylutska YM Welcome! : навч. manual on the Ukrainian language for foreign students: in 2 parts H .: KNAMG, 2011. 387 pp.

2. Malyuga NM, Gorodetskaya VA Turkmen-Ukrainian phrasebook. Kryvyi Rih: Kryvyi Rih State Pedagogical University (KSPU), 2019. 123 pp.

3. Practical and control tasks in the discipline "Ukrainian language" for foreign students of all areas of training of all forms of education / incl. OS Cheremska, GG Haydamak. H .: Type. KhNEU, 2011. 68 pp.

4. Tkach OV, Pereyaslov VO Ukrainian language for professional purposes: workshop. Kharkiv, 2018. 160 pp.

5. Cheremska OS, Sukhenko VG, Karikova NM Ukrainian language (by professional direction): educational and practical manual for foreign students of all areas of training. H .: Type. KhNEU them. S. Kuznets, 2016. 190 pp.

6. Tsaruk AP Methodical instructions on the Ukrainian language: Methodical instructions. Kirovograd: Kirovograd National Technical University, 2013. 60 pp.

7. Shevchuk S., Klymenko I. Ukrainian language for professional purposes: textbook. 3rd ed., Corrected. and supplemented. K.: Alerta, 2011. 696 p.

ANNEX

List of fields of knowledge, majors and educational programs of the university

Branches of knowledge: 02 Culture and art, 03 Humanities, 05 Social and behavioral sciences, 07 Management and administration, 08 Law, 10 Natural sciences, 11 Mathematics and Statistics, 12 Information Technology, 13 Mechanical Engineering, 14 Electrical Engineering, 15 Automation and Instrumentation, 16 Chemical and bioengineering, 17 Electronics and telecommunications, 19 Architecture and construction, 27 Transport, 28 Public Administration, 29 International Relations Specialties: 029 Information, library and archival business, 035 Philology, 051 Economics, 053 Psychology, 071 Accounting and taxation, 072 Finance, banking and insurance, 073 Management, 075 Marketing, 076 Entrepreneurship, trade and stock exchange activity, 081 Law, 101 Ecology, 103 Earth Sciences, 113 Applied Mathematics, 121 Software Engineering, 122 Computer Science, 123 Computer Science Engineering, 124 System Analysis, 125 Cybersecurity, 126 Information Systems and Technologies, 131 Applied Mechanics, 133 Industrial Engineering, 134 Aviation and Rocket and Space technics, 141 Power engineering, electrical engineering and electromechanics, 142 Power mechanical engineering, 144 Heat power engineering, 151 Automation and computer-integrated technologies, 152 Metrology and information-measuring equipment, 153 Micro- and nanosystem technology, 163 Biomedical engineering, 172 Telecommunications and radio engineering, 173 Avionics, 193 Geodesy and Land Management, 272 Aviation, 274 Automotive transport, 281 Public Administration, 292 International Economic relationships

Educational programs: Information, library and archival business, Applied linguistics, Business Economics, Psychology, Accounting and Taxation, Finance, Banking and Insurance, Management, Logistics, Project Management, Marketing, Entrepreneurship, trade and exchange activities, Law, Ecology and environmental protection, Space Earth Monitoring, Computational Intelligence, Software Engineering software, design information technology, computerization of information processing and Management, Intelligent Systems and Technologies, Computer Technology in Biology and medicine, computer systems and networks, mobile software systems and the Internet of Things, System programming, Systems analysis and management, Information security and communication systems, information systems and virtual support technologies environments, Distributed information systems, Artificial intelligence and information systems, Dynamics and strength of machines, robotic systems and logistics systems, Computer engineering, Aircraft engines and power plants, Unmanned aerial vehicles complexes, Design and manufacture of composite structures, Design, production and certification of aircraft, Rocket engines and power plants, Satellites, engines and power plants. Engineering and technical translation, Technology production of aircraft engines and power plants, Computer-integrated management in energy, Unconventional and renewable energy sources, Gas turbines installations and compressor stations, Energy management, Mobile application engineering, Computer systems of technical vision, Computer technology design and production, Computer-integrated technological processes and production, Intelligent information measuring systems, Quality, standardization and certification, Micro- and nanosystem technology, Biomedical Engineering, Information Communication Networks, Radioelectronicdevices, systems and complexes, Autonomous navigation and adaptive control systems aircraft, Geographic Information Systems and Technologies, Intelligent Transport systems, Aircraft and aircraft maintenance and repair, Automotive and Automotive, Public Administration, International Economics