

Ministry of Education and Science of Ukraine
National Aerospace University – "Kharkiv Aviation Institute"

Department of Documentation and Ukrainian Language (№ 801)

APPROVE

Deputy Chairman of the SMC 1

 M.S. Romanov

Chairman of the SMC 2

 D.M. Krytskyi

Chairman of the SMC 3

 L.O. Filipkovska

« 31 » 08 2021

SYLLABUS OF SELECTIVE EDUCATIONAL DISCIPLINE

Scientific style of oral speech

(name of academic discipline)

Majors: all majors of the university

Educational program: all educational programs of the university

Level of higher education:

first (bachelor's)

The syllabus was put into operation on September 1, 2021

Kharkiv – 2021

Author: **Shlenova M.**, Assoc. Prof., Candidate of Philological Sciences

(surname and initials, position, academic degree and academic title)

(signature)

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

(name of the department)

Protocol № 1 from "30.08" 2021

Head of the Department, Candidate of Philosophy,

Associate Professor

(scientific degree and academic title)

(signature)

Alla Prylutska

(initials and surname)

Agreed with the representative of students:

(signature)

(initials and surname)



1. General information about the lecturer

Shlenova Maryna, Candidate of Philological Sciences, Associate Professor of the Department of Documentation and Ukrainian Language. Since 2018 she has been teaching the following disciplines at the university: electronic document management; HR; Ukrainian as a foreign language; country studies (for foreigners).

Research fields: the study of the Ukrainian language as a foreign language, linguistic interpretation of V. Goloborodko poems, trend methods of teaching philological disciplines in high school.

Contact information: m.shleneva@khai.edu

2. Description of the discipline

Semester in which the discipline is taught–3rd semester

Volume of the discipline: 3 ECTS credits / 90 hours, including classroom – 48 hours. (48 hours of practical classes), independent work of applicants – 42 hours.

Mode of education– full-time / part-time / distance

The discipline is selective

Types of educational activities– practical classes

Types of control– modular control, credit

The language of instruction is Ukrainian

Prerequisites– "Ukrainian as a foreign language"

Co-requisites– "Undergraduate practice"

3. The aim and tasks of the discipline

Aim of the study: The main aim of the discipline is to systematize theoretical knowledge, practical skills and abilities on the features of functional styles of modern Ukrainian literary language; the most important requirements for the language of business style; features of oral business speech, the scope of its application and functioning, requirements for oral business communication: logic, consistency, compliance with language norms, etc.; features of text construction of official business style; classification of documents; features of registration of details of documents; basics of modern documentation.

Tasks: to systematize knowledge of the most important requirements for language tools of business style; features of text construction of official business style; classification of documents; features of registration of details of documents; basics of modern documentation; basics of interpersonal interaction in business communication; to form the ability to use language tools of business style; determine the features of the construction of the text of the official business style; classify business documents; draw up details of documents; communicate at a high communicative level, using verbal and nonverbal means of business communication; select effective methods and technologies for conducting business conversations, meetings, telephone conversations, public speeches.

Acquired competencies: Ability to communicate in a foreign language; skills of using information and communication technologies; ability to search, process and analyze information from various sources.

Expected learning outcomes: Apply modern methods of research, organization and planning of the experiment; freely present and discuss the results of research and innovation, other issues of professional activity in the state language.

4. The content of the discipline

Module 1. Oral business language. Features of public speaking

Content module 1. Features of business communication

Topic 1. Business communication

- *form of classes: practical classes, independent work.*
- *volume of classroom load: 8 hours.*
- *The topic of practical training – business communication – the most popular type of communication; forms of business communication. Modern trends in business communication*
- *Required items and equipment (equipment, supplies, materials, tools): none*
- *Brief annotation: About the history of the development of official business style, its main features. Business communication is the most widespread type of communication. Forms of business communication. Modern trends in business communication*
- *volume of independent work of applicants – 6 hours*
- *topics, types of work related to the independent work of the applicant: processing of practical material; forming questions to the teacher.*

Topic 2. Culture of business communication

- *form of classes: practical classes, independent work.*
- *volume of classroom load: 8 hours.*
- *The topic of the practical lesson – The image of a business person. Secrets of interpersonal communication.*
- *Required items and equipment (equipment, supplies, materials, tools): none*
- *Brief annotation: The image of a business person. Secrets of interpersonal communication. The rules of art to be well-liked. The difference between oral and written forms of business style. Cliché in office work.*
- *volume of independent work of applicants – 8 hours*
- *topics, types of work related to the independent work of the applicant: processing of practical material; forming questions to the teacher.*

Topic 3. Knowledge of etiquette – a pass to the business world

- *form of classes: practical classes, independent work.*
- *volume of classroom load: 6 hours.*
- *The topic of the practical lesson is the difference between oral and written forms of business style. Cliché in office work. The rules of art to be well-liked.*
- *Required items and equipment (equipment, supplies, materials, tools): none*
- *Brief annotation: Substyles of official business style, their language features. Basic rules of etiquette. Varieties of etiquette. Features of international etiquette.*
- *volume of independent work of applicants - 6 hours*
- *topics, types of work related to the independent work of the applicant: processing of practical material; forming questions to the teacher.*

Modular control.

- form of classes: writing a modular work in the classroom (by the decision of the lecturer is allowed to conduct in distancemode).
- volume of classroom load: 2 hours.
- Required items and equipment (equipment, supplies, materials, tools): none
- volume of independent work of applicants – if necessary
- Preparation for modular control.

Content module 2. Configurations of business communication**Topic 4. Business conversation by phone**

- *form of classes: practical classes, independent work.*
- *volume of classroom load: 8 hours.*
- *The topic of the practical lesson is the basic rule of etiquette. Varieties of etiquette. Features of international etiquette.*
- *Required items (means, equipment, materials, tools): none*
- *Brief annotation: Forms of oral business communication. Dialogic speech, its features. Monologic speech, its specifics. The art of telephone communication. Rules of telephone conversation. The culture of telephone conversation.*
- *volume of independent work of applicants – 6 hours*
- *topics, types of work related to the independent work of the applicant: processing of practical material; forming questions to the teacher.*

Topic 5. Business conversation

- *form of classes: practical classes, independent work.*
- *volume of classroom load: 8 hours.*
- *The topic of the practical lesson - forms of oral business communication. Dialogic speech, its features. Monologic speech, its specifics. The art of business conversation. Principles of business communication.*
- *Required items (means, equipment, materials, tools): none*
- *Brief annotation: The art of business conversation. Principles of business communication. Preparation and process of conducting a business conversation. Speech culture of the individual during business conversations, meetings, telephone conversations, public speeches.*
- *volume of independent work of applicants – 6 hours*
- *topics, types of work related to the independent work of the applicant: processing of practical material; forming questions to the teacher.*

Topic 6. Presentation and public speech of a businessman

- *form of classes: practical classes, independent work.*
- *volume of classroom load: 6 hours.*
- *The topic of the practical lesson - public speech - oral presentation to the audience*
- *Required items (means, equipment, materials, tools): none*
- *Brief annotation: Public speech - an oral presentation to the audience. Features and principles of public speaking. Presentation and its basic principles.*
- *volume of independent work of applicants – 10 hours*
- *topics, types of work related to the independent work of the applicant: processing of practical material; forming questions to the teacher.*

Modular control.

- *form of classes: writing a modular work in the classroom (by the decision of the lecturer is allowed to conduct in distance mode).*
- *volume of classroom load: 2 hours.*
- *Required items (means, equipment, materials, tools): none*
- *volume of independent work of applicants – if necessary*
- *Preparation for modular control.*

5. Individual tasks

Not provided by the curriculum

6. Teaching methods

The following methods and technologies are used in practical classes: teacher's explanation, listening to a tape recording of dialogues in Ukrainian, work with electronic dictionaries in two-way translation of texts, role-playing games.

Independent work includes: preparation for tests, tests, homework, preparation and execution of official business documentation.

7. Methods of control

Control measures include current and final semester control.

Current control is carried out at each class. The student's level of understanding of grammatical material, ability to formulate questions on the topic and give an answer to it, the quality of homework preparation are assessed. The current educational activities are assessed. During the assessment of the mastery of each topic for the current educational activity of the student, scopes are set considering the approved assessment criteria for the relevant discipline. This considers all types of work provided by the curriculum. The student must receive points for each topic. Forms of assessment of current educational activities should be standardized and include control of theoretical and practical training. The points are converted into an ECTS.

The form of final control of disciplines is a credit.

Students' independent work is assessed during the current control of the topic in the relevant class. Mastering topics that are provided for independent work only is controlled during the final control.

8. Evaluation criteria and distribution of points received by students

Components of educational work	Scopes for one class (task)	Number of classes (tasks)	Total of points
Content module 1			
Performing practical work	0...8	3	0...24
Modular control	0...26	1	0...26
Content module 2			
Performing practical work	0...8	3	0...24
Modular control	0...26	1	0...26
Total for the semester			0...100

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 ticket for the test consists of four tasks: theoretical, test and two practical, the maximum number of points for each question – 25 points.

Assessment criteria for student work during the semester:

"Credit" (A, 90-100 points, excellent) deserves a student who:

answers logically, reasonably, meets a certain volume of program requirements, the student is fluent in the conceptual and categorical apparatus, gives a complete answer.

The student demonstrates a high level of skills to apply theoretical knowledge in solving practical problems that have a direct professional orientation.

The student is fluent in the skills of applying theoretical and practical knowledge and skills in the professional sphere.

"Good" (B, 83-89, very good; C, 75-81, good) deserves a student who:

is fluent in the theoretical problems of the discipline has a scientific apparatus, but some points of the answer need clarification, additional questions, to which he gives a fairly complete answer.

When solving practical problems, the student demonstrates a sufficient level of skills, confidently applying them in the practical aspects of philological science, but admits some inaccuracies.

The student demonstrates a fairly high level of skills in the use of theoretical and practical knowledge in the professional field.

"Satisfactory" (D, 68-74, satisfactory; E, 61-67, sufficient) deserves a student who:

demonstrates insufficient fluency in the theoretical issues of the discipline program and knowledge of the main categories of official business style: while answering additional questions on key issues, he has some difficulties.

The student demonstrates certain difficulties in the application of theoretical knowledge in solving practical problems, which requires additional specifying and supplementary questions, which are not given a sufficiently complete answer.

The student has some difficulties in applying theoretical, practical knowledge and skills in the professional field, needs additional questions, to which he does not give a complete answer.

"Unsatisfactory" (FX, 35-60, unsatisfactory) deserves a student who:

does not have theoretical questions from the discipline program, can't answer additional questions.

The student demonstrates the inability to apply knowledge in the practical field of professional activity and does not answer additional questions.

The student does not have the skills to apply both theoretical and practical knowledge and skills in the professional field and does not answer additional questions. Does not have theoretical questions from the program of the discipline, can't answer additional questions.

The score scale: point and traditional

The sum of points	Score on a traditional scale	
	Exam, differentiated test	Credit
90 – 100	Excellent	Credited
75 – 89	Good	
60 – 74	Satisfactory	
0 – 59	Unsatisfactory	Not credited

9. Course policy

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

10. Methodical support

1. Шленьова М. Г., Кравченко І. М., Боброва О. Ю. Українська мова як іноземна : навч. посіб. Харків : Нац. аерокосм. ун-т «Харк. авіац. ін-т», 2020. 67 с.

2. Шленьова М. Г., Заверющенко О. Л., Тімановська М. Є. Українська мова як іноземна (тексти з завданнями). Харків : Нац. аерокосм. ун-т «Харк. авіац. ін-т», 2020. 156 с.

11. Recommended literature

Basic

1. Бабич Н.Д. Практична стилістика і культура української мови . – Львів, 2017.
2. Ботвина Н.Д. Офіційно-діловий та науковий стилі української мови. – К., 2016.
3. Глушик С. В., Дияк О. В., Шевчук С. В. Сучасні ділові папери [Текст] : навч. посіб. для вищ. та серед. спец. навч. закладів / С. В. Глушик, О. В. Дияк, С. В. Шевчук. – К.: Атака, 2018. – 544 с.
4. Загнітко А.П., Данилюк І.Г. Українське ділове мовлення: професійне і непрофесійне спілкування. – К., 2017.
5. Українське ділове мовлення : Навчальний посібник для студентів економічних спеціальностей / Марія Брус. – третє доповнене видання. – Івано-Франківськ : Тіповіт, 2019. – 306 с.

Additional

1. Мацюк З. О. Українська мова професійного спрямування [Текст] : навч. посіб. для студ. вищ. навч. закладів / З. О. Мацюк, Н. І. Станкевич. – 2-е вид. – К. : Каравела, 2016. – 352 с.
2. Культура фахового мовлення [Текст] : навч. посіб. / за ред. Н. Д. Бабич. – Чернівці : Книги – ХХІ, 2019. – 572 с.
3. Михайлик В. О. Українська мова професійного спрямування [Текст] : навч. посіб. / В. О. Михайлик. – К. : Професіонал, 2016. – 496 с.

12. Information resources

1. Ділова українська мова. [Електронний ресурс]. – Режим доступу: <http://dilomova.org.ua/>

2. Культура мови на щодень. [Електронний ресурс]. – Режим доступу: <http://kultura-movy.wikidot.com/about>
3. Культура слова: мовностилістичні поради від Олександра Пономарева. [Електронний ресурс]. – Режим доступу: <http://ponomariv-kultura-slova.wikidot.com/>
4. Лексика офіційно-ділового стилю. [Електронний ресурс]. – Режим доступу: https://studopedia.com.ua/1_9333_leksika-ofitsiyno-dilovogo-stilyu.html
5. Лінгвістичний портал. [Електронний ресурс]. – Режим доступу: <http://www.mova.info/>
6. Неправильно-правильно. Довідник з українського слововживання М. Волощак. [Електронний ресурс]. – Режим доступу: <http://nepravylno-pravylno.wikidot.com/>
7. Нова Мова. Проект розвитку української мови. [Електронний ресурс]. – Режим доступу: <http://www.novamova.com.ua>
8. Словник термінів міжкультурної комунікації Ф.С. Бацевича. [Електронний ресурс]. – Режим доступу: <http://terminy-mizhkult-komunikacii.wikidot.com/peredmova>
9. Словник української мови. Академічний тлумачний словник. [Електронний ресурс]. – Режим доступу: <http://sum.in.ua/>
10. Уваги до сучасної української літературної мови від Олени Курило. [Електронний ресурс]. – Режим доступу: <http://kurylo.wikidot.com/>
11. Український лінгвістичний портал. Словники України on-line: словозміна, синонімія, фразеологія. [Електронний ресурс]. – Режим доступу: <http://lcorp.ulif.org.ua/dictua/>
12. Уроки державної мови. [Електронний ресурс]. – Режим доступу: <http://www.mova.kreschatic.kiev.ua>
13. Чи правильно ми говоримо? Посібник Євгенії Чак. [Електронний ресурс]. – Режим доступу: <http://chak-chy-pravylno-my-hovorymo.wikidot.com/vid-avtora>
14. Як ми говоримо. Поради від Бориса Антоненка-Давидовича. [Електронний ресурс]. – Режим доступу: <http://yak-my-hovorymo.wikidot.com/>

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, Radioelectronic devices, 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