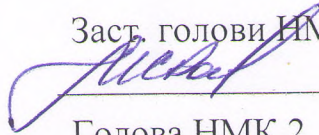


Міністерство освіти і науки України
Національний аерокосмічний університет ім. М. Є. Жуковського
«Харківський авіаційний інститут»

Кафедра документознавства та української мови (№ 801)

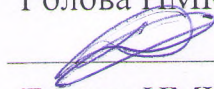
ЗАТВЕРДЖУЮ

Заст. голови НМК 1



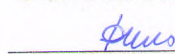
М. С. Романов

Голова НМК 2



Д. М. Крицький

Голова НМК 3



Л. О. Філіпковська

«31» 08

2021 р.

**СИЛАБУС ВИБІРКОВОЇ
НАВЧАЛЬНОЇ ДИСЦИПЛІНИ**

Професійно-орієнтований спецкурс української мови за фахом

(назва навчальної дисципліни)

Галузь знань: усі галузі знань, за якими відбувається підготовка здобувачів в університеті

Спеціальність: усі спеціальності, за якими відбувається підготовка здобувачів в університеті

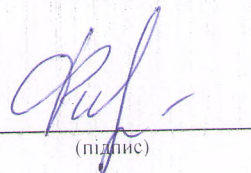
Освітня програма: усі освітні програми, за якими відбувається підготовка здобувачів в університеті

Рівень вищої освіти:
перший (бакалаврський)

Силабус введено в дію з 01.09.2021 року

Харків - 2021 р.

Розробник: Фірсова І. В., старший викладач каф. 801
(прізвище та ініціали, посада, науковий ступінь та вчене звання)


(підпис)

Силабус навчальної дисципліни розглянуто на засіданні кафедри
документознавства та української мови (№801)
(назва кафедри)


Протокол № 1 від «30» серпня 2021 р.

Завідувач кафедри канд. філос. наук, доцент,
(науковий ступінь та вчене звання)


(підпис)

А. Є. Прилуцька
(ініціали та прізвище)

Погоджено з представником здобувачів освіти:


(підпис)

Тарік ЕННассір
(ініціали та прізвище)

1. General information about the teacher



Firsova Irina, senior teacher. Since 2014 he has been teaching at the university: the following disciplines:

- language training;
- regional geography
- official business language;
- scientific style;

professionally-oriented special course in the Ukrainian language.

Areas of research:

the concept of "space" in the linguistic and cultural aspect, interactive methods of teaching, the use of technical teaching aids (computer and multimedia, Internet) to control knowledge, storage and use of educational materials.

2. Description of the discipline

Semester in which the discipline is taught – 1 semester

Scope of the discipline: 3 ECTS credits / 90 hours, including classroom – 48 hours, independent work of applicants – 42 hours.

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

The discipline is selective.

Types of educational activities – practical classes.

Types of control – modular control, credit.

The teaching language is Ukrainian

Prerequisites – ULF, official business language.

Co-requisites – ULF, scientific style of SLUL.

3. The purpose and objectives of the discipline

Goal:

- formation of a high level of communicative culture of students in the field of professional communication in its oral and written forms,
- development of students' skills of practical language skills in different types of speech activities in the amount of topics due to professional needs and depending on the scope and purpose of communication;

- study of the basics of the general laws of communicative processes and the laws of communication, which is a necessary condition for the successful operation of a modern specialist;
- formation of skills of interpersonal interaction;
- the use of various communication technologies for effective communication at the professional, scientific and social levels on the basis of tolerance, dialogue and cooperation.

Tasks:

- provide understanding of the role of the Ukrainian language in professional activities;
- to achieve perfect mastery by students of the norms of modern Ukrainian literary language and compliance with the requirements of the culture of oral and written speech;
- to develop skills of self-control over observance of language norms;
- to develop creative thinking of students;
- to form skills of using professional terminology, editing and translation of professional texts.

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

- ability to apply knowledge in practical situations;
- ability to communicate in a foreign language;
- analyze and implement the results of scientific and applied research.

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

- be able to negotiate with colleagues, accessible and reasoned presentation of research results in written and oral forms;
- participate in professional discussions;
- to carry out analytical search of the scientific information corresponding to the formulated problem and to estimate it on criteria of adequacy;
- present the results of their own research orally / in writing for professionals and non-specialists;
- interact, communicate, be understandable, tolerant of people with other cultural or gender differences.

4. The content of the discipline

Module 1.

Content module 1.

- *Form of classes: practical classes, independent work.*
- *Volume of classroom load: 24 hours.*
- *Required items and equipment (equipment, supplies, materials, tools): none.*

Topic 1. LEXICAL FEATURES OF PROFESSIONAL TEXTS

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

- *Volume of classroom load: 6 hours.*

- *Required items and equipment (equipment, supplies, materials, tools):*

none.

1. Vocabulary. Grouping words by different characteristics.

2. The specifics of the vocabulary of business papers.

3. Foreign words in business speech.

4. Terms and professionalism in written business speech.

5. Obsolete vocabulary and language of documents.

6. Neologisms in the professional terminology.

7. Words with "universal" meaning and language formulas as attributes of professional language.

8. Limited compatibility of words as a feature of professional language.

- *Volume of independent work of applicants: 6 hours.*

1. Style of Internet communication.

2. Features of Ukrainian computer jargon.

Topic 2. MORPHOLOGICAL FEATURES OF BUSINESS LANGUAGE

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

- *Volume of classroom load: 8 hours.*

- *Required items and equipment (equipment, supplies, materials, tools):*

none.

1. Features of the use of nouns in business speech.

2. The specifics of the functioning of adjectives in business discourse.

3. Rules for using pronouns in business style.

4. The use of verbs in business speech.

5. Adjectives and adverbs in the official business style.

6. Features of the functioning of adverbs in business discourse.

- *Volume of independent work of applicants: 6 hours.*

1. Numerals in professional texts.

2. Features of the use of prepositions and conjunctions in business communication.

Topic 3. SYNTAX ASPECTS OF THE LANGUAGE OF PROFESSIONAL COMMUNICATION

- *Form of classes: lecture, independent work.*
- *Volume of classroom load: 8 hours.*
- *Required items and equipment (equipment, supplies, materials, tools):*

none.

1. Types of sentences in the texts of business papers.
2. Ways to complicate sentences in professional language.
3. Complex sentences of business language.
4. The order of words in sentences.
5. The phenomenon of predicate splitting.
6. Rules of coordination of a subject with a predicate.

- *Volume of independent work of applicants: 8 hours.*

1. The value of images and pictures in the transmission of information.
2. National features of verbal communication.

Modular control. CTCM №1.

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

- *Volume of classroom load: 2 hours*

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

Content module 2.

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

- *Volume of classroom load: 24 hours.*

- *Required items and equipment (equipment, supplies, materials, tools):*

none.

1. Language and speech. Requirements for speech culture.
2. Basic laws of communication.
3. Communicative etiquette.
4. Trends in modern communication.
5. Etiquette of business communication.
6. The art of participation in the discussion.
7. Meeting as a form of business communication.
8. The culture of telephone dialogue.

- *Volume of independent work of applicants: 7 hours.*

1. The essence and features of preparation for an interview with a potential employer.

2. Gender aspects of communication.

3. Representation of communicative etiquette of Ukrainians in proverbs and sayings.

Topic 2. REQUIREMENTS FOR DRAWING UP AND PREPARATION OF OFFICIAL DOCUMENTS

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

- *Volume of classroom load: 8 hours.*

- *Required items and equipment (equipment, supplies, materials, tools): none.*

1. The document and its functions.

2. Broad and narrow meaning of the term "document".

3. Classification of official documents according to various criteria.

4. Details of documents and rules of their registration.

5. The text of the document, its types and features of construction.

6. Writing numbers and symbols in business documents.

- *Volume of independent work of applicants: 7 hours.*

1. Numbering and rubrication of the text.

2. Design of applications and tables.

3. Abbreviations of words and phrases in official documents.

Topic 3. REFERENCE AND INFORMATION DOCUMENTS

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

- *Volume of classroom load: 8 hours.*

- *Required items and equipment (equipment, supplies, materials, tools): none.*

1. General characteristics of reference and information documents.

2. References.

3. Memorandum.

4. Official letters. Types of business letters.

5. Rules of correspondence with business partners.

- *Volume of independent work of applicants: 7 hours.*

1. Ways to improve written business communication.

2. Requirements for maintaining and drawing up protocols.

Modular control. CTCM №2.

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

- *Volume of classroom load: 2 hours*

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

5. Individual tasks

Not provided by the curriculum

6. Teaching methods

Verbal, visual, practical.

7. Methods of control

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

8. Criteria for evaluation and distribution of points received by applicants

Components of educational work	Points for one class (task)	Number of classes (tasks)	Total number of points
Content module 1			
Activity during classroom work	0...2	11	0...22
Modular control	0...28	1	0...28
Content module 2			
Activity during classroom work	0...2	5	0...22
Modular control	0...28	1	0...28
Total for the semester			0...100

Criteria for evaluating the applicant's work during the semester

The accepted evaluation scale

The sum of points for all types of educational activities	Score for credit
90-100	Excellent
75-89	good
60-74	satisfactorily
01-59	unsatisfactory with the possibility to hand over again

The credit is conducted in the form of testing. The test consists of 20 closed-ended questions (for the correct answer to one question the applicant receives 4 points) and 2 open-ended questions (maximum number of points for the answer to one question - 10).

During the semester test, the applicant has the opportunity to receive a maximum of 100 points.

Criteria for evaluating the applicant's work during the semester

Excellent (90-100) corresponds to the level of competence - perfect or productive. The grade "excellent" is given if the student:

- shows deep knowledge of the Ukrainian language (professionally);
- shows a full understanding of the material, substantiates his thoughts, implements knowledge in practice, gives the necessary examples not only in the textbook, but also independently compiled;
- presents the material consistently and correctly, without violating the norms of literary language;
- reproduces orally and in writing the offered samples of documents.
- the answer is marked by the richness of vocabulary, grammatical correctness, observance of stylistic unity and expressiveness of the analysis of texts of documents, practical tasks are executed correctly, competently. There may be 1-2 linguistic inaccuracies in the evidence.

Good (75-89) corresponds to the level of competence - basic or constructive-variable. A grade of "good" is given if the student:

- in general coped with the task, showed a sufficient level of knowledge of the Ukrainian language (for professional purposes);
- has knowledge of the structure of documents, is able to consistently reproduce their text;
- makes some mistakes, which he corrects after the teacher's remarks, and isolated flaws in the sequence of presentation of the material or speech design in accordance with language norms;
- speech illustrates the presence of terminological vocabulary, meets stylistic norms. However, there are violations in the sequence of teaching, in the formation of certain evidence there is a noticeable superficiality.

Satisfactorily (60-74) corresponds to the level of competence - elementary or productive.

- the tasks set before the student are fulfilled, but not in full.
- there is a superficial knowledge, there is no argumentation of evidence.

- there is not always a good choice of words relative to the context, there is no difference between primary and secondary information.
- the answer lacks unity of style, the statement is generally connected, but the poverty of the dictionary is noticeable.

The student shows knowledge and understanding of the main provisions of the topic, but:

- does not present the material fully enough and makes mistakes in formulating rules, performing practical tasks;
- is not able to deeply and convincingly substantiate their thoughts and feels insecure in the selection of necessary illustrations;
- teaches the material inconsistently;
- confused in the details of the document and makes mistakes when constructing it;
- makes mistakes in speech design;
- does not care about the culture of speech.

Unsatisfactorily (1-59) corresponds to the level of competence - initial or receptive. Most of the content of the answer is not well thought out, the practical task is incorrectly performed or not performed at all. There are gaps in theoretical knowledge. The vocabulary of the statements is poor, there is no sequence of opinions.

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. Grading 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	Satisfactorily	
0 – 59	Unsatisfactorily	Not credited

10. Methodical support

1. Business Ukrainian language: tests for students of higher educational institutions EQL "Master" specialty "Civil Service" / [Bilovus L., Vilkova T., Gavura O., Konopliiska O., Lishchynska N., Shkitska I.]. Ternopil: LLC "New Color", 2013. (Series "Documentation and information activities"). Topics: 1-6.

2. Tasks-cases on documentary linguistics, managerial document science, analytical-synthetic processing of information, compiled by Dr. Philol. Sciences, Prof. I. Yu. Shkitskaya: Information, communication, document: situational tasks for practical classes. Ternopil, 2017. S. 22-45. Topics: 3-7.

3. Methodical recommendations for the implementation of a complex practical individual task in the discipline "Ukrainian language for professional purposes" for students of EQL "Bachelor": teaching method. materials / Bilovus L., Vilkova T., Gavura O., Konoplińska O., Lishchynska N., Shkitska I. Ternopil: TNEU, 2012. 65 p. Topics: 1-6.

4. Shkitskaya IY Linguistic foundations of document science: teaching method. manual / I. Yu. Shkitska. view. 2nd, reworked. and ext. Ternopil: Volia, 2010. 267 p. Topics: 3-5.

5. Shkitska I. Ukrainian language (for professional purposes): tests, tasks, answers: textbook. manual / recommended by the Ministry of Education and Science of Ukraine as a textbook (Letter 1/11 - 1959 dated 19.05.2003). Ternopil: Publisher Starodubets, 2003. 122 p. Topics: 1-6.

6. Shkitskaya IY Management document management: textbook. manual for students of higher education institutions of III-IV levels of accreditation. view. 2nd, updated. and ext. Ternopil: TNEU, 2020. 382 p. URL: <http://dspace.tneu.edu.ua/handle/316497/38608> 8-10 Topics: 1-6.

7. Shkitska IY Modern language communication in public administration: a textbook for students of higher educational institutions. Ternopil: TNEU, 2017. 312 p. URL: <http://dspace.tneu.edu.ua/handle/316497/29700> Topics: 2-6.

11. Recommended literature

Basic

1. Avramenko O. It was - became: changes in spelling. Kyiv, 2019. 40p.

2. Avramenko OO, Yakovenko LV, Shiyka VY Business communication: a textbook / for science. ed. OO Avramenko. Ivano-Frankivsk: "Lily-NV", 2015. 160 p.

3. Antisurzhik. We learn to behave politely and speak correctly / for the general. Ed. O. Serbenska. Lviv, 2017. 304 p.

4. Bereza T. Good language - in a word: a dictionary of exquisite Ukrainian language. Lviv, 2017. 420 p.

5. Vysotsky AV Syntactic sphere of the adverb in the Ukrainian literary language. K.: Dmytro Burago Publishing House, 2015. 328 p.

6. Horodenska K. Ukrainian word in the dimensions of today. Kyiv, 2019. 208 p.

7. Delusto MS Modern Ukrainian literary language: Morphemics. Word formation: teaching method. Manual for students. philol. specials of higher education. institutions. Izmail: RVV IDGU, 2015.

8. Business Ukrainian language: tests for students of higher educational institutions EQL "Master" specialty "Civil Service" / [Bilovus L., Vilкова T., Gavura O., Konoplińska O., Lishchynska N., Shkitska I.]. Ternopil: New Color LLC, 2013.

9. Business communication: oral and written forms / Telezhkina OO, Lysenko NO, Kushnir OO, Litvinenko OO, Pidubna NO Kharkiv: Striped printing house, 2015. 384 p.

10. DSTU 3582-97. Information and documentation. Abbreviations of words in the Ukrainian language in the bibliographic description. General requirements and rules. Kyiv: State Standard of Ukraine, 1998. 26 p. 11. DSTU 3843-99. State unified documentation system. Substantive provisions. Valid from 2000-07-01. Kyiv: State Standard, 2008. 8 p.

12. DSTU 3844-99. State unified documentation system. Sample form. Construction requirements. Effective from 2000-07-01. Kyiv: State Standard, 2008. 10 p.

13. DSTU 8302-2015. Information and documentation. Bibliographic link. General provisions and rules of compilation. Kyiv: UkrNDNC, 2016. 16 p.

14. Zubkov MG Norms and culture of the Ukrainian language according to the updated spelling. Business speech. 2nd ed., Ext. and changes. Kyiv: Ariy, 2019. 608 p.

15. Koval L. Semantic-syntactic basis of the main component of one-syllable sentences in the Ukrainian language. Vinnytsia: LLC "Nilan-LTD", 2015. 316 p.

16. Korunets IV Theory and practice of translation (aspect translation): textbook / ed. OI Terekha, 5th ed., Ed. and ext. Vinnitsa. New Book, 2017, 448 p.

17. Methodical recommendations for the implementation of a complex practical individual task in the discipline "Ukrainian language for professional purposes" for students of EQL "Bachelor": teaching method. materials / [Bilovus L., Vilкова T., Gavura O., Konoplińska O., Lishchynska N., Shkitska I.]. Ternopil: TNEU, 2012. 65 p.

18. Ostapchenko O. Ukrainian language in the game: Problems, competitions, deceptions, interesting facts, tests, quests. Kyiv, 2018. 224 p.

19. Seligey PA Light and shadows of scientific style: monograph / Philip Seligey; NAS of Ukraine, Institute of Linguistics. OO Potebny. Kyiv: Kyiv-Mohyla Academy Publishing House, 2016. 627 p.

20. Standard instruction on office work in ministries, other central and local executive bodies, approved by the resolution of the Cabinet of Ministers of Ukraine dated January 17, 2018 № 55. URL: <https://zakon.rada.gov.ua/laws/show/348-97-%D0%BF#Text>

Auxiliary

1. Ukrainian language for image and career / IM Litvinova, TV Kotukova. Kharkiv, 2019. 160 p.

2. Ukrainian spelling / NAS of Ukraine, Institute of Linguistics. OO Potebny; Institute of Ukrainian Language. Kyiv, 2019. 391 p.

3. Shevchuk SV, Klimenko IV Ukrainian language for professional purposes: a textbook. 5th ed., Corrected. and ext. Kyiv: Alerta, 2019. 640 p.

4. Shkitskaya IY Linguistic foundations of document science: teaching method. manual. view. 2nd, reworked. and ext. Ternopil: Volya, 2010. S. 56-73.

5. Shkitska IY Manipulative tactics of the positive: linguistic aspect: monograph / for science. ed. prof. VM Britsyn. Kyiv: Dmytro Burago Publishing House, 2012. 440 p. : il.

6. Shkitska IY Modern language communication in public administration: a textbook for students of higher educational institutions. Ternopil: TNEU, 2017. 312 p. URL: <http://dspace.tneu.edu.ua/handle/316497/29700>.

7. Shkitska I. Ukrainian language (for professional purposes): tests, tasks, answers: textbook. Ternopil: Publisher Starodubets, 2003. 122 p.

8. Shkitskaya IY Management document management: textbook. manual for students of higher education institutions of III-IV levels of accreditation. view. 2nd, updated. and ext. Ternopil: TNEU, 2020. 382 p. URL: <http://dspace.tneu.edu.ua/handle/316497/38608>.

9. Carnegie Dale. How To Win Friends and Influence People. Simon & Schuster (August 24, 2010). 285 s.

10. Complete Ukrainian. John Murray Publisher, 2016. 320 p. (Teach Yourself).

11. Nedashkivska Alla. Ukrainian for Professional communication: a web based textbook for developing business and professional communication skills in Ukrainian. URL: <https://businessukrainian.com/>.

12. Voss Chris, Raz Tahl. Never Split the Difference: Negotiating As If Your Life Depended On It. HarperCollins e-books. Revised edition (May 28, 2009). 334 p.

12. Information resources

1. National Parliamentary Library of Ukraine. [Electronic resource]. URL: <http://www.lib.rada.gov.ua>

2. Site of the Ukrainian Language and Information Fund. [Electronic resource]. URL: <http://www.ulif.org.ua>

3. Ukrainian-language site about the modern Ukrainian language. [Electronic resource]. URL: <http://library.te.ua/resursi-nternetu/kultura-mistectvo/kultura/b-bloteki1/elektronn-b-bl-oteki/>

4. www.mova.info

5. www.novamova.com.ua

6. www.perekla.kiev.ua

7. www.pravopys.net

8. www.r2u.org.ua

9. www.rozum.org.ua

10. www.nbu.gov.ua

11. www.uk.wikipedia.org

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 techniques, 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

