

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE  
DONBAS STATE ENGINEERING ACADEMY  
Department of Enterprise Economics

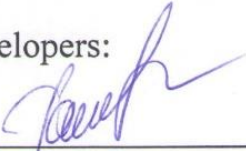
**WORK PROGRAM**  
of primary discipline  
«**BUSINESS AND ACADEMIC WRITING IN ENGLISH**»

<b>level of higher education</b>	second (master's)
<b>specialty</b>	232 Social security
<b>title of the educational program</b>	Economics and Social Security Organization, Public Service, Economics and enterprise management
<b>status</b>	Required

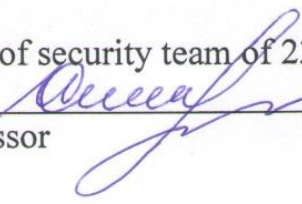
Kramatorsk  
DSEA  
2020

Work program of the course "Business and Academic Writing in English" for the preparation of specialists in the second (master's) higher education, specialties of 232 Social Security, educational programs of "Economics and Social Security Organization".

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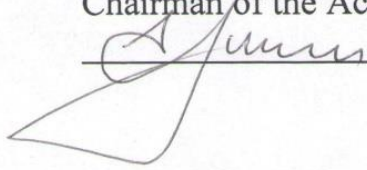
Considered and approved at the meeting of the Enterprise Economics Department  
№ 13 of 27.08.2020.

Acting Head of Department:

  
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Considered and approved at a meeting of the Academic Council of the Faculty of  
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№ 10-08/20 of 31.08.2020.

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Ye.V. Mironenko, Doctor of Engineering, Professor

## I. GENERAL PROVISIONS

1.1 The relevance of the discipline in relation to the tasks of professional activity and training. Foreign language training is an integral part of the formation of professional competence and an important prerequisite for academic and professional student mobility. The English language vocational program is designed for students who have previously studied the language and achieved a level of at least B1 according to the descriptors set out in the Common European Guidelines for Language Education. The program provides comprehensive learning of English in all its aspects within a competent approach.

The course "Business and Academic Writing in Foreign Language" expands the students' outlook and erudition, developing such specific skills as the linguistic skill of cultural text analysis, the ability to use cultural reference books, dictionaries, manuals. All these skills form a student's ability to work independently, create the conditions for the development of the need for self-education. In doing so, the cognitive and communicative functions of thinking, the ability to perform such logical operations as analysis, synthesis, comparison, develop.

In view of the above, the discipline "Business and Academic Writing in Foreign Language" is interdisciplinary, uses modern technologies of teaching intercultural communication, is one of the ways to combine courses of the humanities cycle with the disciplines of professional training.

1.2. The purpose of the discipline is development of among students academic and professionally oriented communicative language competence, which will facilitate the research necessary for writing a dissertation and presenting the results of their studies in a foreign language both in oral and in writing during the defense of graduation.

1.3. Objectives of the discipline:

- ability to communicate with the specialists and non-specialists in their sphere (with experts from other spheres) in the state and foreign languages orally and in writing;
- ability to demonstrate understanding of methods of communication strategy and tactics, ability to use empathy, verbal and non-verbal tools, scientific logic in interpersonal communication, demonstration of own results, proving one's own position; the ability to demonstrate knowledge and understanding of the cross-cultural context of communications and management and to adapt them to situational conditions of professional activity;
- ability to demonstrate proficiency in basic terminology and stylistic means of writing in foreign and language, in particular, in the processing of business documents.

1.1. The prerequisites for studying the discipline are crediting or summarizing the knowledge and practical experience acquired by students in preparing annotations, letters of different types in a foreign language according to the rules of business correspondence. The discipline is studied before conducting undergraduate practice, at the beginning of writing by students of master's works.

1.2. Teaching language is English.

1.3. The volume of the discipline and its distribution by types of training sessions:

- full-time study: the total amount is 120 hours / 4.0 credits, including: lectures – 15 hours, practical - 30 hours, independent work of students – 75 hours;
- part-time study: the total amount is 120 hours / 4,0 credits, including: lectures – 4 hours, practical - 4 hours, independent work of students - 112 hours.

## II. SOFTWARE LEARNING RESULTS

As a result of studying the discipline "Business and Academic Writing in English" the applicant must demonstrate a sufficient level of formation of the following program learning outcomes:

mastery of communication methods in the use of various forms of interaction and joint activities (PLO3);

to use foreign sources in the performance of tasks of research and applied activities, to speak in a foreign language, both orally and in writing (PLO4);

independently and autonomously find the information necessary for the development of professional skills and qualities (PLO6);

demonstrate initiative, independence, originality, generate new ideas for solving professional problems (PLO14).

As a result of the study of the discipline, the student must demonstrate a sufficient level of formation of the following program learning outcomes.

In summary, they can be summarized as follows:

### ***in the cognitive sphere:***

the student is able to demonstrate the rules of English syntax, the language forms inherent in the official and spoken registers of academic written communication;

understand and produce personal correspondence (e.g., letters, faxes, emails, etc.);

understand the content of the written scientific information and the level of relevance for your own research topic;

organize information from written sources in the form of notes and notes for future reference.

### ***in the affective sphere:***

the student is able to adequately respond to basic ideas and participate actively in discussions, conversations related to learning, work and personal life;

correctly fill in various form sheets with information about themselves and the organization, carry out direct oral and written communication in an academic and professional environment, taking into account the peculiarities of intercultural communication;

the student is able to demonstrate the intercultural differences between Ukraine and the countries of the world, in particular the languages spoken;

student is able to demonstrate strategies for effective reading, listening, learning, information retrieval in various sources of information, including Internet search.

***in the psychomotor sphere:***

the student is able to demonstrate basic functional phrases for conducting discussions and presentations, participation in scientific meetings, meetings and seminars, interviews;

the student is able to independently analyze and synthesize information presented in scientific sources, use it to write his own articles; the student is able to produce coherent and consistent oral monologues based on professional literature;

support conversation and argument about topics discussed during discussions and seminars, present and substantiate their views on topics of discussion, using the language forms inherent in the discussions;

independently prepare business documentation (report, review, etc.) with a high level of grammatical correctness;

make an effective CV, cover letter and other documents required for employment.

### III. COURSE PROGRAM

#### **Content module 1. Theoretical component of business and academic writing in English**

Theme 1. Classification of letters. Different types of letters:

Classification of letters. Details of the correspondence letter and their design.

Details of the correspondence letter and their design.

Theme 2. How to write a letter in English?:

The rules of writing the correspondence letter in English

Theme 3. Business Correspondence in English: Phrases and Tips:

The rules for use of phrases, patterns and intonations in correspondence letter.

Examples of phrases.

Theme 4. International Organization for Standardization:

Structure of international business letter.

Features of registration of English-speaking correspondence.

Theme 5. Diplomatic correspondence:

The rules of writing the diplomatic correspondence in English.

## Content module 2. Practical component of business and academic writing in English

Theme 6. Email correspondence. Formal correspondence:  
The rules of writing the e-mail correspondence in English and formal correspondence. Phrases and tips.

Theme 7. Taboo in English correspondence:  
5 taboos of writing the correspondence letter in English.

Theme 8. Business Communication in the Process of Job Application:  
Axioms of communications. Resume formats (CV). Covering (cover) letter. Business Correspondence. Strategies and Planning. Management Cultures. Negotiation. Business Communication and Conflict Resolution.

Theme 9. Verbal and Nonverbal Business Communication:  
Coordinating Nonverbal and Verbal Behaviors. What Nonverbal Behavior Communicates. Culture-Bound. Functions of Nonverbal Communication. Classifications of Nonverbal Communication. Monochronic (M-time) and Polychronic (P-time) Classifications. Business Communication in Action. Business Ethics. Steps to Success.

Theme 10. Academic writing:  
Writing with all the grammar rules.  
Using of stylistic grammar guide. References.

### IV STRUCTURE OF THE COURSE

#### 4.1 Breakdown of discipline by type of training and topics

№	Names of content modules and topics	Number of hours (full-time / correspondence form)				
		Total	including			
			L	P	Lab	IWS
Content module 1 Practical component of business and academic writing in a foreign language						
1.	Classification of letters. Different types of letters	10	1/1	2/		5/20
2.	How to write a letter in English?	10	1/	2/1		10/10
3.	Business Correspondence in English: Phrases and Tips	10	2/	2/1		5/10
4.	International Organization for Standardization	20	2/1	4/		10/12
5.	Diplomatic correspondence	10	1/	2/		5/10
Content module 2 Practical component of business and academic writing in a foreign language						
6.	Email correspondence. Formal correspondence.	10	1/1	4/		5/10
7.	Taboo in English correspondence.	10	1/	2/1		5/10
8.	Business Communication in the Process of Job Application.	20	3/	4/		10/10

9.	Verbal and Nonverbal Business Communication.	10	2/	4/		10/10
10.	Academic writing.	10	1/1	4/1		10/10
Total		120	15/4	30/4		75/112

L – lectures, P – practical (seminar) classes, Lab – laboratory classes, IWS – independent work for students.

## 4.2 Topics of practical classes

№	Theme of classes for full-time education
1.	Classification of letters. Different types of letters. Simple Tenses.
2.	How to write a letter in English? Simple Tenses.
3.	Business Correspondence in English: Phrases and Tips. Continuous Tenses.
4.	International Organization for Standardization. Continuous Tenses.
5.	Diplomatic correspondence. Test 1.
6.	Email correspondence. Formal correspondence. Perfect Tenses.
7.	Taboo in English correspondence. Perfect Tenses.
8.	Business Communication in the Process of Job Application Sequence of tenses.
9.	Verbal and Nonverbal Business Communication. Sequence of tenses.
10.	Academic writing. Test 2
№	Theme of classes for part-time education
1.	How to write a letter in English? Simple Tenses.
2.	Business Correspondence in English: Phrases and Tips. Continuous Tenses.
3.	Taboo in English correspondence. Perfect Tenses.
4.	Academic writing.

## 4.3 List of individual tasks

During the training period, in parallel with classroom lectures and practical classes, applicants perform individual tasks in the form of a report and presentation, abstracts of reports to a scientific conference / seminar and / or scientific article on the selected topic. Topics of individual tasks:

1. CV writing. Presentation of CV in English.
2. Annotation Writing. Translation of non-adapted scientific tests using information materials of Scopus and Web of Sciences. Writing an abstract for scientific work by the rules.
3. Essay Writing. Translating non-adapted scientific tests using Scopus and Web of Sciences information materials Writing a policy abstract and presenting it.

## IV. EVALUATION CRITERIA

The control of applicants' knowledge is carried out according to the rating accumulative (100-point) system, which provides for the compilation of mandatory control points.

From the disciplines "Business and academic writing in English", which end with a test, the current success is assessed on the basis of 100 points. The applicant who passed all the checkpoints and scored 55 or more points from each control at the beginning of the session, has the right to receive a final grade without passing the test.

Control measures include:

current control, which is carried out during the semester during lectures, practical and is estimated by the amount of points scored;

modular control, which is carried out in the form of a final test for the relevant content module and colloquium and aims to assess the learning outcomes of the applicant after studying the material from the logically completed part of the discipline - the content module;

final / semester control, which is conducted in the form of a semester test, according to the schedule of the educational process.

Assessment of the applicant's knowledge during classes and individual tasks is carried out according to the following criteria:

understanding, degree of mastering the theory and methodology of the problems under consideration; degree of mastering the actual material of the discipline; acquaintance with the recommended literature; ability to combine theory with practice when considering situations, solving problems, making calculations in the process of performing individual tasks and tasks submitted for consideration in the audience; logic, structure, style of presentation of material in written works and at performances in an audience; ability to conduct critical and independent assessment of certain problematic issues; the ability to generalize information, justify their own point of view and draw conclusions; literacy of submission of material and registration of work.

The general criteria for evaluation outside the classroom independent work of applicants are: depth and strength of knowledge, level of thinking, ability to systematize knowledge on individual topics, ability to draw sound conclusions, possession of categorical apparatus, ability to find necessary information, systematize and process, self-realization in practical classes.

The translation of the points scored by the applicant on a 100-point scale into assessments on a national (5-point scale) and the ECTS scale is carried out in accordance with the table:

Assessment scale: national and ECTS

The sum of points for all types of educational activities	ECTS Assessment	Оцінка за національною шкалою	
		for exam, course project (work)	for test
90 – 100	A	excellent	credited
81 – 89	B	good	
75 – 80	C		
65 – 74	D		
55–64	E	satisfactorily	not credited with the possibility of reassembly
30–54	FX	unsatisfactory with the possibility of reassembly	



0 – 29	F	unsatisfactory with mandatory restudy of the discipline	not credited with mandatory restudy of the discipline
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### VI SEMESTER SCHEDULE

Composition and schedule of control points of the discipline "Business and academic writing in English", forms and terms of control (specialty 232 Social Security) for full-time education

№	The name and summary of the control measure	Rating Assessment		Week
		min	max	
1	The student's classroom work is evaluated on the basis of his answers in class, activity in the work during the semester. Current control - oral examination during lectures and practical classes, assessment of the correctness of solving test, practical and situational tasks in practical classes and when performing independent work. The applicant is able to demonstrate a critical understanding of lecture and non-lecture material, to participate in a qualified discussion with arguments.	10	15	1-9
2	Individual task Preparation of a presentation on the chosen topic and presentation with a report at practical classes, abstracts, articles, works for the competition, presentations, presentation at the conference	10	15	1-9
3	Modular test work №1 (Applicant performs test and calculation tasks that correspond to the program learning outcomes on the topics of the content module №1)	15	30	5
4	Modular test work №2 (Applicant performs test and situational tasks that correspond to the program learning outcomes on the topics of the content module №2)	15	30	8
5	Colloquium	5	10	9
Assessment of current performance on a		55	100	

100-point scale (weighting factor = 0.5)			
Final control (weighting factor = 0.5) (Written test in case of increase of a rating point)	55	100	
Overall rating = 0.5 * assessment of current performance + 0.5 * assessment of final control			

A list of mandatory checkpoints for assessing the knowledge of part-time students

№	The name and summary of the control measure	Rating Assessment	
		min	max
1	Current control (weighting factor = 0.4) Test control work performed by the applicant individually in the system "Moodle"	55	100
2	Final control (weighting factor = 0.6) (Written test) The applicant performed analytical and calculation tasks and provided reasoned answers to questions that correspond to the program learning outcomes of the discipline	55	100

## VII. SOURCES OF INFORMATION RECOMMENDED

### 6.1. Basic literature

1. Gamble, T.K. & Gamble M. *Communication Works*/T.K. Gamble & M. Gamble. – 4<sup>th</sup> ed. - McGraw-Hill, Inc., 1993.
2. Northey, M. *Impact. A Guide to Business Communication*/M. Northey. – 3<sup>rd</sup> ed. – Prentice-Hall Canada Inc., 1995.
3. Slepovitch, V.S. / Слепович, В.С. *Business Communication. Job Hunting in English. = Бизнес-коммуникация. Как найти работу с английским языком. Спецкурс по деловому общению на английском языке*./В.С. Слепович– Минск: ТетраСистемс, 2002.
4. Slepovitch, V.S. / Слепович, В.С. *Intercultural Communication Course Pack. Межкультурная коммуникация (на английском языке)*/В.С. Слепович. – Минск: БГЭУ, 2006.
5. Slepovitch, V.S. / Слепович, В.С. *Деловой английский язык = Business English: учебное пособие*/В.С. Слепович – 7-е изд. – Минск: ТетраСистемс, 2012.
6. John Huges&Jon Naunton. *Business Result (intermediate). Student's book.* – UK: Oxford University Press, 2008.

7. Bill Mascull. *Business Vocabulary in Use (intermediate)*. – UK: Cambridge University Press, 2002.
8. George Bethell, Tricia Aspinall. *Test Your Business Vocabulary in Use (intermediate)*. – UK: Cambridge University Press, 2002.
9. И.С. Богацкий, Н.М. Дюканова. *Бизнес-курс английского языка*, Киев, 1997.

a. Auxiliary literature

1. Comfort, J. (1995) *Effective Meetings*. Oxford: Oxford University Press. – 126 p.
2. Begoña Montero Fleta, Luz Gil Salom, Carmen Pérez Sabater, Cristina Pérez Guillot, Edmund Turney, Carmen Soler Monreal (1997) *English for Academic Purposes: Computing* Ed. Univ. Politéc. Valencia – 187 p. Available online at: [http://books.google.com.ua/books?id=RmudXlu2eEC&hl=ru&source=gbs\\_similarbooks](http://books.google.com.ua/books?id=RmudXlu2eEC&hl=ru&source=gbs_similarbooks)
3. Андреева Т. Я. *Научный английский язык: Практик. пособие*. Екатеринбург: Изд-во Урал, ун-та, 2000. Вып. 1: Грамматика в речевых образцах. 63 с. (Настольная библиотека аспиранта).
4. T.V. Yakhontova *English academic writing (Основи англomовного наукового письма): Навч. посібник для студентів, аспарінтів та науковців*. – Вид. 2-ге. – Львів: ПІАС, 2003. – 220 с.
5. Bailey S. (2011) *Academic writing for international studies of business: Taylor and Fransis Group*, 3rd ed.
6. Ю. Голицынский. *Грамматика. Сборник упражнений*. – Санкт-Петербург, «Каро», 1999.
7. Elaine Walker, Steve Elsworth. *Grammar Practice*. – UK, “Longman”, 2000.
8. Mark Foley, Diane Hall. *Advanced Learners’ Grammar*. – UK, “Longman”, 2005.
9. T.O’Neil, P. Snow. *Look Ahead*. UK: Longman. 1996.
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11. Christine Johnson. *Intelligent Business. Course book* – UK: “Longman”, “The Economist”, 2007.
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13. Peter Watcyn-Jones, Jake Allsop. *Test your prepositions. Exercise book* – UK, “Penguin”, 2000.
14. Christine Johnson. *Marketleader. Banking and Financer*. UK: Longman. 2000.

b. Web-resources

1. <http://www.gsas.harvard.edu>
2. <http://owl.english.purdue.edu/>  
<http://europass.cedefop.europa.eu>