1. **Course unit title**: Business English
2. **Course unit code**: ТПІМ\_8\_ДВФ.06\_5
3. **Type of course unit**: selective
4. **Semester**: I
5. **Number of ECTS credits allocated**: total hours 150 ( ECTS - 5); classroom hours - 72 (lectures - 4, practical classes - 68 )

6. **Name of lecturer(s)**: O.A. Zabolotna, Candidate of Pedagogical Sciences, acting Associate Professor**.**

7. **Learning outcomes of the course unit**:

As the result of mastering the module a student must have the following:

knowledge: the functional vocabulary of business English; the principles of analysis of grammatical and lexical transformations in text translation, the principles of writing essential business papers, the peculiarities of English official letters: vocabulary, grammar, syntaxes, business etiquette, cultural aspect;

skills: to analyse working situations, and to share experience of the main aspects of business sphere, to conduct the discussion of academic and professionally oriented nature; to write official letters, to develop official papers (reports, letters, contracts).

1. **Mode of delivery**: classroom
2. **Prerequisites and co-requisites**: Business English
3. **Course contents**:

Public speech. Training. Partnership. Employment tendencies. Finances and banking. Consulting. Paper work on-line. Opening a new business. Management.

1. **Recommended or required reading**:
2. Iwonna Dubicka, Margaret O’Keeffe. MARKET LEADER. Advanced Business English Course Book: Longman, 2006.-176p.
3. Iwonna Dubicka, Margaret O’Keeffe. MARKET LEADER. Advanced Business English Course Book: Longman, 2006.-138p.
4. Назарова Т.В. Английский язык делового общения: курс лекций и практикум. – М., 2009. - 167 с.

12. **Planned learning activities and teaching methods**: practical training, individual self-study.

13. **Assessment methods and criteria**:

a) current assessment (80%): oral reports, testing, mark for individual research, marks for oral and written tasks and exercises;

b) final assessment (20% ): final test, pass-fail exam.

14. **Language of instruction**: English.