

THE HIGHER EDUCATIONAL INSTITUTION OF UKOOSPILKA
 “POLTAVA UNIVERSITY OF ECONOMICS AND TRADE”

Educational and scientific institute of full-time education
 Department of business foreign language

SYLLABUS
 of academic discipline
“Business foreign language”
 for 2022-2023 academic year

Academic year and semester	1 year, 1-2 semesters
Education program / area of specialization	“Law”
Specialty	081 Law
Subject area	081 Law
Academic degree	Master

Full name of faculty member / instructor
 academic degree and status

Herman Horiainov
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Schedule	http://schedule.puet.edu.ua/
Advisory services	direct: http://www.pravo.puet.edu.ua/ online: by e-mail, Mon–Fri 10.00–17.00
Distance course	http://www2.el.puet.edu.ua/

Course syllabus

The aim of the course	The course is aimed at practical mastery of a foreign (English) language for future professional communication, as well as obtaining a sufficient level of communication competence consisting of language, public-speaking and sociocultural skills, including skills of text abstracting and annotating, and preparing the students for the independent work with language material.
Duration	4 credits ECTS/120 hours (intramural form of education: lectures – 4 hours, practical classes (seminars) – 60 hours, out-of-class work – 56 hours; extramural form of education: lectures – 8 hours; practical classes (seminars) – 8 hours, out-of-class work – 104 hours).
Teaching forms and methods	Practical classes (seminars), out-of-class work off the schedule. Teaching methods: explanatory and illustrative; reproductive; partially searchable; research; problematic statement.
System of current and end-in-course control	Current knowledge evaluation: attendance of classes; testing; grammar practice; preparation of practical class expanded glossary to the theme; discussion of theoretical questions; current modal work. Final control: 2 semester – exam.
Core knowledge	Oral and listening comprehension skills, print literacy (B2 level)
Language of instruction	English

List of competences and program results in the course

No s/p	Competencies that the student must master	Program learning results
<i>General competences</i>		
1.	Ability to conduct research at an appropriate level. (GC 02);	Assess the reliability of information and the reliability of sources, effectively process and use information for conducting scientific research and practical activities (PR 08).
2.	Ability to communicate in a foreign language in a professional manner	Communicate freely in a foreign language of professional direction (one

No s/p	Competencies that the student must master	Program learning results
	field both orally and in writing. (GC 05);	from the official languages of the Council of Europe) orally and in writing (PR 05).
3.	Ability to work in an international context (GC 09);	Correlate the modern system of civilizational values with legal ones values, principles and professional ethical standards (PR 02);
<i>Special (professional, subject) competences</i>		
4.	The ability to apply an interdisciplinary approach in the assessment of legal phenomena and law enforcement activities (SK 09).	Conduct a comparative legal analysis of individual legal institutions of different countries legal systems, taking into account the relationship between the legal system of Ukraine and the legal systems of the Council of Europe and the European Union (PR 12).
5.	The ability to convey information, ideas, the content of problems and the nature of optimal solutions to specialists and non-specialists in the field of law with proper reasoning (SK 13).	Discuss complex legal problems, propose and substantiate options for their solution (PR 07).

Thematic plan of the course

Theme	Education activities	Task for independent work in the context of the theme
1	2	3
Theme 1. Systems of Law	Academic attendance; exercising; summary writing; listening activities; classroom discussions; presentations.	<i>List of questions which are studied by the student independently:</i> 1) Law in Ancient Greece. Germanic Law. 2) Case law. Statute. Judicial precedent. 3) Identity document (ID).
Theme 2. Sources of Modern Law. Business Telephone Conversation	Academic attendance; exercising; summary writing; listening activities; classroom discussions; presentations.	<i>List of questions which are studied by the student independently:</i> 1) Online statute law. Statute. Statutory law (statute law). 2) Judicial precedent. International treaties. 3) Parliamentary Conventions.
Theme 3. Studying Law and Public Administration	Academic attendance; exercising; summary writing; listening activities; classroom discussions; presentations.	<i>List of questions which are studied by the student independently:</i> 1) Defense lawyer in Ukraine. 2) The institution of advocacy and its development.
Theme 4. Greetings in formal and informal situations. Curriculum vitae (CV) and resume.	Academic attendance; exercising; summary writing; listening activities; classroom discussions; presentations.	<i>List of questions which are studied by the student independently:</i> 1) Applicant tracking system. Background check. Cover letter. 2) Europass. 3) HResume. Resume fraud.
Theme 5. Job hunting. The basic aspects of labor law in Ukraine. Protection of employees	Academic attendance; exercising; summary writing; listening activities; classroom discussions; presentations.	<i>List of questions which are studied by the student independently:</i> 1) The main terms and conditions of employment. 2) Child labor. 3) Sex/race discrimination.
Theme 6. Modern letter writing	Academic attendance; exercising; summary writing; listening activities; classroom discussions; presentations.	<i>List of questions which are studied by the student independently:</i> 1. Personal and family letters.
Theme 7. Profession in law and public administration spheres in Ukraine. Abbreviations and acronyms. Advertising	Academic attendance; exercising; summary writing; listening activities; classroom discussions; presentations.	<i>List of questions which are studied by the student independently:</i> 1) Professional duties of lawyers in Ukraine. 2) Abbreviations and acronyms. 3) Advertising.
Theme 8. Managers, senior officials and legislators in different countries	Academic attendance; exercising; summary writing; listening activities; classroom discussions; presentations.	<i>List of questions which are studied by the student independently:</i> 1) Professional duties of solicitors and barristers. 2) The functions of the United States of America attorney.
Theme 9. Constitutional Law	Academic attendance; exercising; summary writing; listening activities; classroom discussions; presentations.	<i>List of questions which are studied by the student independently:</i> 1) The main points of the Constitution of Ukraine.
Theme 10. States, Statutes and Constitutions	Academic attendance; exercising; summary writing; listening activities; classroom discussions; presentations.	<i>List of questions which are studied by the student independently:</i> 1) Types and functions of constitutions. 2) Amendments to constitutions.
Theme 11. Administrative Law. Meeting management	Academic attendance; exercising; summary writing; listening activities; classroom discussions; presentations.	<i>List of questions which are studied by the student independently:</i> 1) The Commonwealth Ombudsman. 2) Meeting management.

Theme 12. Administrative Proceedings	Academic attendance; exercising; summary writing; listening activities; classroom discussions; presentations.	<i>List of questions which are studied by the student independently:</i> 1) Customs policy in Ukraine. 2) Competence of customs bodies in Ukraine.
Theme 13. Appellate Review	Academic attendance; exercising; summary writing; listening activities; classroom discussions; presentations.	<i>List of questions which are studied by the student independently:</i> 1) Damages.
Theme 14. Local authorities	Academic attendance; exercising; summary writing; listening activities; classroom discussions; presentations.	<i>List of questions which are studied by the student independently:</i> 1) Local authorities in the United Kingdom of Great Britain and Northern Ireland, and in the United States of America.
Theme 15. Civil Law	Academic attendance; exercising; summary writing; listening activities; classroom discussions; presentations.	<i>List of questions which are studied by the student independently:</i> 1) Consumer protection. 2) Consumer rights.
Theme 16. Contract Civil Law	Academic attendance; exercising; summary writing; listening activities; classroom discussions; presentations.	<i>List of questions which are studied by the student independently:</i> 1) Offer.
Theme 17. Intellectual property	Academic attendance; exercising; summary writing; listening activities; classroom discussions; presentations.	<i>List of questions which are studied by the student independently:</i> 1) Protection of creative works.
Theme 18. Civil procedure	Academic attendance; exercising; summary writing; listening activities; classroom discussions; presentations.	<i>List of questions which are studied by the student independently:</i> 1) The pretrial settlement motions.
Theme 19. Corporate Law. Business entities. Setting up a new business. Making an appointment	Academic attendance; exercising; summary writing; listening activities; classroom discussions; presentations.	<i>List of questions which are studied by the student independently:</i> 1) New West Partnership and Extra-Provincial Registrations. 2) Setting up a new business. 3) Making an appointment.
Theme 20. International Law	Academic attendance; exercising; summary writing; listening activities; classroom discussions; presentations.	<i>List of questions which are studied by the student independently:</i> 1. General principles of international law.
Theme 21. European Union: Institutional system. Making a presentation	Academic attendance; exercising; summary writing; listening activities; classroom discussions; presentations.	<i>List of questions which are studied by the student independently:</i> 1) Membership of Ukraine in the European Union. 2) Law of the single market.
Theme 22. European Union Law. European Judiciary	Academic attendance; exercising; summary writing; listening activities; classroom discussions; presentations.	<i>List of questions which are studied by the student independently:</i> 1) European Commission for the Efficiency of Justice.

Recommended sources of information

Legislative acts:

1. About consumer protection: Law of Ukraine of May 12, 1991 No. 1023-XII. URL: <https://cis-legislation.com/document.fwx?rgn=9258>
2. Britain's unwritten constitution. URL: <https://www.bl.uk/magna-carta/articles/britains-unwritten-constitution#>
3. Civil Code of Ukraine of January 16, 2003 No. 435-IV. URL: https://teplydim.com.ua/static/storage/filesfiles/Civil%20Code_Eng.pdf
4. Common European Framework of Reference for Languages: Learning, Teaching, Assessment. URL: https://www.coe.int/t/dg4/linguistic/source/framework_en.pdf
5. Economic Code of Ukraine of January 16, 2003 No. 436-IV. URL: <https://cis-legislation.com/document.fwx?rgn=8682>
6. Labor Code of Ukraine: Law of Ukraine of December 10, 1971 No. 322-VIII. URL: <https://cis-legislation.com/document.fwx?rgn=8651>
7. The Constitution of Ukraine. Accepted on the fifth session of Verkhovna Rada of Ukraine, June 28, 1996. URL: https://gska2.rada.gov.ua/site/const_eng/
8. The Constitution of the United States of America. URL: <http://constitutionus.com>
9. Treaty on European Union. URL: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=LEGISSUM:4301855>
10. Treaty on the Functioning of the European Union. URL: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=LEGISSUM:4301854>

Main recommended sources of information:

11. Англійська мова ділового спілкування: навч. посібник / Л. І. Бербенець, Л. М. Хистова. Київ: Київ. нац. торг.-екон. ун-т, 2015. 204 с.
12. Academic English for PhD Researchers: навч.-метод. посібник / за заг. ред. В. П. Сімонок. Харків: Право, 2018. 224 с.
13. Business English: навч. посібник / М. А. Скребкова-Пабат. Львів: Новий світ-2000, 2016. 392 с.
14. English for lawyers: підруч. для студ. вищ. навч. закл. / за ред. В. П. Сімонок. Харків: Право, 2018. 648 с.
15. International Legal English: A course for classroom or self-study use / Amy Krois-Lindner, TransLegal. Cambridge: Cambridge University Press, 2011. 336 p.
16. Legal English: навчальний посібник / В. П. Сімонок, О. Ю. Кузнецової. Харків: Право, 2020. 332 с.
17. Starting Business English: навчальний посібник / Christine Johnson, Jack Lonergan. Київ: Методика, 2016. 144 с.

Additional sources of information:

18. Англійська мова в міжнародних документах з прав людини: навч. посіб. / за ред. проф. І. І. Борисенко. 2005. 752 с.
19. Competence in English: типові тестові завдання: навч.-практ. посіб. / уклад.: О. Ю. Кузнецова, Л. О. Голубнича, Т. П. Бесараб та ін. – Харків: Право, 2018. 172 с.
20. English for lawyers: підруч. для студ. вищ. навч. закл. / за ред. В. П. Сімонок. Харків: Право, 2015. 648 с. URL: <http://194.44.152.155/elib/local/r226.pdf>.
21. English-Ukrainian Phrase-book. Англо-український розмовник / В. П. Сімонок, І. А. Семьонкіна, С. С. Микитюк, І. А. Семьонкіної. Харків: Право, 2012. 152 с.

Software providing of computer support of educational process

- Microsoft Office software package.

Academic policies and student performance evaluation

- Deadline and re-ex policy: activities submitted with unreasonable violation of period for performance are appraised by fewer points (75% of max points for the activity). Modules are made up by permission of the teacher if an excuse appears (e. g. sick list).
- Academic honesty policy: cheating on the module works and tests is not allowed (including the use of mobile computing devices). Mobile computing devices are approved for online testing and exercising during the class.
- Academic attendance policy: academic attendance is compulsory. Due to external factors (e. g. illness, work, internship) the classes may be given online (Moodle) in consultation with the teacher.
- Nonformal education results policy: <http://puet.edu.ua/uk/publiczna-informaciy>

Student performance evaluation

The final grade for the course is calculated through the current knowledge evaluation.

Activities	Maximum points
Module 1 (themes 1–14 – 1 semester): testing (28 points); grammar practice (7 points); preparation of expanded glossary to the theme (7 points); current modal work (18 points).	30
Module 2 (themes 15–22 – 2 semester): testing (16 points); grammar practice (8 points); preparation of expanded glossary to the theme (8 points); current modal work (28 points).	30
Exam (2 semester)	40
Total	100

Student knowledge allocation scheme according to end-in-course control results in the course

Allocation of points for all types of educational activity	Allocation of points according to the ECTS scale	Allocation of points according to the national scale
90-100	A	Excellent
82-89	B	Very good Good
75-81	C	
67-74	D	Satisfactory Satisfactory enough
60-66	E	
35-59	FX	Unsatisfactory with the possibility of re-drafting of end-of-course control
1-34	F	Unsatisfactory with mandatory re-learning of educational discipline and end-of-course control