

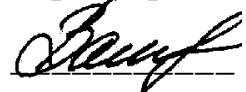
**Київський національний торговельно-економічний університет
Вінницький торговельно-економічний інститут**

СИСТЕМА УПРАВЛІННЯ ЯКІСТТЮ

**Система забезпечення якості освітньої діяльності та якості вищої освіти
Сертифікат на відповідність ДСТУ ISO 9001:2015 (ISO 9001:2015, IDT)**

Кафедра іноземної філології та перекладу

**ЗАТВЕРДЖУЮ
Директор ВТЕІ КНТЕУ**

 **Н. Л. Замкова**

28 09 2020

**ІНОЗЕМНА МОВА ЗА ПРОФЕСІЙНИМ СПРЯМУВАННЯМ
FOREIGN LANGUAGE FOR SPECIFIC PURPOSES**

РОБОЧА ПРОГРАМА

Ступінь вищої освіти	«бакалавр» «bachelor»
Галузь знань	28 «Публічне управління та адміністрування» 28 «Public Management and Administration»
Спеціальність	281 «Публічне управління та адміністрування» 281 «Public Management and Administration»
Освітня програма	«Публічне управління та адміністрування» «Public Management and Administration»

Розробник: Сікорська Л. О., канд. пед. наук, доцент

Гарант освітньої програми «Публічне управління та адміністрування» -
Махначова Н. М., к. екон. н., доцент кафедри менеджменту та адміністрування

Обговорено та схвалено на засіданні кафедри іноземної філології та перекладу
27 серпня 2020 року, пр. № 8; засіданні вченої ради обліково-фінансового
факультету 28 серпня 2020, пр. № 8.

Рецензенти: внутрішній рецензент - Іваницька Н.Б., д. філол. наук, проф. кафедри
іноземної філології та перекладу ВТЕІ КНТЕУ;
зовнішній стейкхолдер – Довгалюк Т.А., к. пед. наук, доцент кафедри
англійської філології ВДПУ ім. М. Коцюбинського

Редактор: Фатеева Т.Д.

Комп'ютерна верстка: Нестеров А.В.

Підп. до друку 09.10.2020. Формат 60x84/16. Папір письм.

Друк різнографічний. Ум. друк. арк. 3,66.

Обл.-вид. арк.2,65 Тираж 5. Зам. № 452.

Видавничо-редакційний відділ ВТЕІ КНТЕУ
21000, м. Вінниця, вул. Хмельницьке шосе, 25

I. ЗАГАЛЬНІ ПОЛОЖЕННЯ:

Мета вивчення дисципліни.

Робоча програма дисципліни «Іноземна мова за професійним спрямуванням» призначена для здобувачів вищої освіти спеціальності 281 «Публічне управління та адміністрування» освітньої програми «Публічне управління та адміністрування». Робоча програма побудована на принципах послідовності, прозорості, гнучкості, варіативності та інтегрованості розвитку іншомовної компетенції та зорієнтована на формування професійної комунікативної компетенції як мовної поведінки.

Основна мета вивчення дисципліни «Іноземна мова за професійним спрямуванням» – формування необхідної комунікативної спроможності у сферах професійного та ситуативного спілкування в усній та письмовій формах, навичок практичного володіння іноземною мовою в різних видах мовленнєвої діяльності в обсязі тематики, що обумовлена професійними потребами; оволодіння новітньою фаховою інформацією через іноземні джерела.

Завданнями вивчення дисципліни є:

- навчання та удосконалення різних видів мовленнєвої діяльності, аудіювання, говоріння, діалогічного мовлення, читання, письма та перекладу;

- формування у студентів загальних і професійно орієнтованих інтегрованих мовленнєвих компетенцій (лінгвістичної, соціолінгвістичної і прагматичної) для забезпечення їхньої міжмовної та міжкультурної комунікації;

- розвиток у студентів загальних компетенцій (декларативних знань, умінь і навичок, а також уміння вчитися);

- сприяння розвитку здібностей до самооцінки та здатності до самостійного навчання, що дозволить студентам продовжувати навчання в академічному і професійному середовищі;

- допомога студентам у формуванні загальних компетенцій з метою розвитку їх особистої мотивації (цінностей, ідеалів); зміцнення їхнього позитивного ставлення до вивчення мови;

- сприяння становленню критичного самоусвідомлення та вмінь спілкуватися у змінному міжнародному середовищі;

- досягнення широкого розуміння важливих і різнопланових міжнародних соціокультурних проблем для ефективної діяльності мультикультурному середовищі в межах професійних та академічних ситуацій.

Обсяг дисципліни (кредитів ЕКТС): 24 кредитів – 720 годин, 278 годин практичних занять, 442 години самостійної роботи здобувачів вищої освіти.

Іноземна мова за професійним спрямуванням є обов'язковою дисципліною.

Результатом вивчення навчальної дисципліни «Іноземна мова за професійним спрямуванням» для освітньої програми «Публічне управління та адміністрування» є формування комплексу компетентностей:

- інтегральна компетентність: здатність розв'язувати складні спеціалізовані завдання та практичні проблеми у сфері публічного управління та адміністрування або у процесі навчання, що передбачає застосування теорій та наукових методів відповідної галузі і характеризується комплексністю та невизначеністю умов.

- загальні компетентності:

ЗК 1. Здатність вчитися та оволодівати сучасними знаннями.

ЗК 11. Здатність спілкуватися іноземною мовою.

- фахові компетентності:

ФК 11. Здатність у складі робочої групи проводити прикладні дослідження в сфері публічного управління та адміністрування.

Зазначені програмні компетентності можуть бути сформовані за умови формування таких субкомпетентностей: *мовленнєвої, лінгвістичної* (лексичної, граматичної, семантичної, фонологічної, орфографічної та орфоепічної), *соціолінгвістичної, прагматичної*.

Мовленнєва субкомпетентність:

Аудіювання:

- розпізнавати інформацію, пов'язану із професійною сферою управління, під час детальних обговорень, дебатів, офіційних доповідей, лекцій, бесід;

- розуміти загальний зміст і більшість суттєвих деталей в автентичних радіо і телепередачах, пов'язаних з академічною та професійною сферами;

- розуміти досить складні повідомлення та інструкції в академічному та професійному середовищі;

- розуміти намір мовця і комунікативні наслідки його висловлювання;

- визначати позицію і точку зору мовця;

- розрізняти різні стилістичні реєстри в усному та письмовому спілкуванні з друзями, незнайомцями, колегами, стейкхолдерами та з людьми різного віку і соціального статусу, маючи при цьому різні наміри спілкування.

Говоріння:

- реагувати на основні ідеї та розпізнавати суттєво важливу інформацію під час детальних обговорень, дискусій, офіційних перемовин, лекцій, бесід, що пов'язані з економічною сферою;

- чітко аргументувати відносно актуальних тем в академічному та професійному житті (напр., в семінарах, дискусіях);

- поводитись адекватно в типових світських, академічних і професійних ситуаціях;
- реагувати на телефонні розмови, які виходять за межі типового спілкування;
- реагувати на оголошення, доволі складні повідомлення та інструкції в академічному і професійному середовищах;
- адекватно реагувати на позицію/точку зору співрозмовника;
- пристосовуватися до змін, які зазвичай трапляються під час бесіди і стосуються її напрямку, стилю та основних наголосів;
- чітко виступати з підготовленими індивідуальними презентаціями щодо широкого кола тем академічного та професійного спрямування;
- продукувати чіткий, детальний монолог з широкого кола тем, пов'язаних з навчанням та спеціальністю;
- користуватися базовими засобами зв'язку для поєднання висловлювань у чіткий, логічно об'єднаний дискурс.

Читання:

- розуміти автентичні тексти, пов'язані з навчанням та спеціалізацією, з підручників, газет, популярних і спеціалізованих журналів та Інтернетівських джерел;
- визначати позицію і точки зору в автентичних текстах, пов'язаних з навчанням та спеціалізацією;
- розуміти намір автора письмового тексту і комунікативні наслідки висловлювання (напр. службових записок, листів, звітів);
- розуміти автентичну академічну та професійну кореспонденцію (напр., листи, факси, електронні повідомлення тощо);
- розрізняти різні стилістичні реєстри усного та писемного мовлення з друзями, незнайомцями, колегами, працедавцями та з людьми різного віку і соціального статусу, коли здійснюються різні наміри спілкування.

Письмо:

- писати деталізовані завдання та звіти, пов'язані з навчанням та спеціальністю;
- писати резюме економічних текстів з високим ступенем граматичної коректності;
- користуватись базовими засобами зв'язку для поєднання висловлювань у чіткий, логічно об'єднаний дискурс;
- готувати і продукувати ділову та професійну кореспонденцію.

Лінгвістична (лексична, граматична, семантична, фонологічна, орфографічна та орфоепічна) субкомпетентність:

- розпізнавати та вживати граматичні структури, що є необхідними для гнучкого вираження відповідних функцій та понять, а також для розуміння і продукування широкого кола текстів в академічній та професійній сферах;

- знати та використовувати правила англійського синтаксису, щоб дати можливість розпізнавати і продукувати широке коло текстів в академічній та професійній сферах;
- ідентифікуватимовні форми, властиві офіційним та розмовним регістрам академічного і професійного мовлення;
- володіти широким діапазоном словникового запасу (у тому числі термінології), що є необхідним в академічній та професійній сферах;
- вміння визначати відношення слова до його загального контексту, внутрішньо лексичних зв'язків, значень граматичних елементів, категорій, структур та процесів, а також важливих для розуміння та продукування іншомовного дискурсу таких логічних зв'язків, як наслідковість, пресупозиція, імплікативність.

Соціолінгвістична та прагмалінгвістична субкомпетентності:

- усвідомлювати, як ключові цінності, переконання та поведінка в академічному і професійному середовищі України відрізняються при порівнянні однієї культури з іншими (міжнародні, національні, інституційні особливості);
- розуміти різні корпоративні культури в конкретних професійних контекстах і те, яким чином вони співвідносяться одна з одною;
- застосовувати міжкультурне розуміння у процесі безпосереднього усного і писемного спілкування в академічному та професійному середовищі;
- належним чином поводити себе й реагувати у типових світських, академічних і професійних ситуаціях повсякденного життя, а також знати правила взаємодії між людьми у таких ситуаціях (розпізнавання відповідних жестів, спілкування очима, усвідомлення значення фізичної дистанції та розуміння жестикуляції у кожній з таких ситуацій).

Програмні результати навчання здобувачів з навчальної дисципліни «Іноземна мова за професійним спрямуванням» полягають:

ПРН 3. Уміння усно і письмово спілкуватися іноземною мовою.

Міждисциплінарні зв'язки: програма упорядкована відповідно до анотацій освітньо-професійної підготовки бакалаврів та є передумовою вивчення таких нормативних дисциплін, як «Офісні комп'ютерні технології», «Іноземна мова спеціальності».

Навчальна дисципліна «Іноземна мова за професійним спрямуванням» викладається протягом I-III курсів (2-5 семестри).

Критерії оцінювання результатів навчання

Рівні компетентності	За шкалою КНТЕУ	Критерії оцінювання
1	2	3
Високий (дослідницький)	90-100	Має обґрунтовані та всебічні знання з дисципліни «Іноземна мова за професійним спрямуванням», вміє узагальнювати та систематизувати набуті знання; самостійно знаходить додаткові джерела інформації та може визначити їх новизну та актуальність; виконує завдання у повному обсязі з мінімальною кількістю помилок і неточностей, що свідчить про: досконале засвоєння матеріалу; відмінне володіння мовленнєвими навичками; аргументоване й логічне викладення змісту в усній / письмовій формі; вільне оперування термінами й поняттями; виявлення творчих здібностей у процесі засвоєння та оперування фаховими термінами іноземною мовою
Достатній (частково-пошуковий)	82-89	Добре володіє теоретичним матеріалом, проявляє ініціативність у підготовці до занять, належним чином та в повному обсязі виконує завдання, що свідчить про добре опанування практичних навичок та вмінь; аргументовано й логічно розкриває більшість основних положень теми; виявляє розуміння сутнісного змісту понять; дає адекватні за змістом та лінгвістичним оформленням відповіді на поставлені питання.
	75-81	Володіє визначеним програмою навчальним матеріалом; в повному обсязі виконує завдання, що містять окремі помилки, дає адекватні за змістом та лінгвістичним оформленням відповіді на поставлені питання.
Елементарний (репродуктивний)	69-74	Неповністю виконує завдання / виконує завдання таким чином, що воно містить певну кількість помітних помилок у змісті та вербальному оформленні, що загалом свідчить про: рівень іншомовних знань, сформованість

		мовленнєвих навичок, які задовольняють мінімальні критерії; відсутність розуміння змісту основних понять, погане володіння термінологічним апаратом теми; недостатньою мірою виявлену активність в комунікативних ситуаціях та неналежну старанність під час виконання індивідуальних завдань і самостійної роботи; відсутність творчого підходу в опануванні змісту дисципліни, переважно репродуктивний характер навчальної роботи).
	60-68	Ознайомлений з навчальним матеріалом, відтворює його на репродуктивному рівні; виконує елементарні завдання за зразком.
Низький (фрагментарний)	35-59	Ознайомлений та відтворює навчальний матеріал на рівні окремих фактів, невиконане завдання / завдання, що містить велику кількість суттєвих помилок, що в цілому свідчить про: оволодіння програмним матеріалом на рівні елементарного розпізнання; відсутність системного розуміння змісту дисципліни та сформованих мовленнєвих умінь і навичок; поверхове розуміння і пояснення змісту понять, термінів, окремих питань, які розглядалися; пасивність під час обговорення питань теми на аудиторних заняттях; відсутнє виконання завдань для самостійної роботи.
	1-34	Ознайомлений з навчальним матеріалом на рівні розпізнавання та відтворення окремих фактів.

Результат виконання екзаменаційних завдань оцінюється з урахуванням результатів у співвідношенні **80:20**, де **80** – максимальна оцінка за виконання екзаменаційних завдань, **20** – результат поточної успішності відповідно до шкали переведення поточної роботи для врахування її при підсумковій оцінці. Якщо здобувач вищої освіти виконав програму дисципліни і набрав 75 і більше балів, то у відомість підсумкового контролю виставляється оцінка без опитування чи виконання екзаменаційного завдання.

Обсяг дисципліни в кредитах та його розподіл

Назва теми		Кількість годин			Форми Контролю	
		Усього годин/ кредитів	з них			
			лекції	практичні заняття		СРС
1	2	3	4	5	6	
І курс, II семестр						
Unit I. Business and Entrepreneurship. The Noun		38		14	24	
1. Key Notions of Business	Formation of Nouns. Classification of Nouns	5		2	3	ПЗ, УО, ТЗ
2. Productive Resources: natural resources, capital, labor, technology	The Category of Number. Countable and Uncountable Nouns	6		2	4	Т, ІЗ
3. Profits and Profitability. Competition	Regular plurals. Compounds	5		2	3	ТЗ, УО
4. Types of Business. Manufacturing Businesses	Irregular plurals	6		2	4	Р, ІЗ
5. Service Businesses	Singularia tantum nouns	5		2	3	СУН, ПЗ
6. Forms of Business. Sole Proprietorships. Partnerships	Pluralia tantum nouns. Invariable nouns	5		2	3	УО, Т
7. Corporations. Franchising	The Category of Case. The Possessive Case, of-phrases	6		2	4	ТЗ, УО
Unit 2. Business Organizations and Human Resources. The Article		40		16	24	
8. Types of Companies. Privately-owned and State-owned Companies	The Article. Kinds of Articles	5		2	3	УО, ІЗ
9. Relationships between	The use of articles with class nouns	5		2	3	ТЗ, СУН

Companies						
10. Holding Company. Conglomerate	The use of articles with nouns of material	5		2	3	T, YO
11. Joint Venture. Consortium	The use of articles with abstract nouns	5		2	3	T3, CYH
12. Companies' Restructuring	The use of articles with proper nouns	5		2	3	YO, I3
13. Workforce of a Company	The use of articles with set expressions	5		2	3	CYH, П3
14. Organizational Structure of a Typical Company	The use of articles with names of meals and seasons	5		2	3	YO, I3
15. Human Resources. HR Department	The use of articles. Special cases	5		2	3	YO, T
Unit 3. Management and Leadership. The Pronoun		55		22	33	
16. Key Notions of Management	Classification of Pronouns	5		2	3	CYH, П3
17. Basic Management Functions	Personal Pronouns	5		2	3	YO, T
18. The Management Process	Possessive Pronouns	5		2	3	YO, I3
19. Kinds of Managers	Reflexive Pronouns	5		2	3	CYH, П3
20. Areas of Management	Reciprocal Pronouns	5		2	3	YO, T
21. Managerial Roles	Interrogative Pronouns	5		2	3	YO, I3
22. Managerial Skills	Demonstrative Pronouns	5		2	3	П3, YO, T3
23. Leadership. Leadership Styles	Indefinite and Negative Pronouns	5		2	3	CYH, П3
24. Autocratic and Democratic Styles	Defining Pronouns	5		2	3	YO, T
25. Free Rein Style. Visionary. Coaching	Quantitative Pronouns	5		2	3	П3, YO, T3
26. Toxic, Narcissistic and Other Leadership Styles	Relative Pronouns	5		2	3	YO, I3
Unit 4. Economics. Key Economic Notions. The Adjective		47		16	31	

27. Key Notions of Economics	Adjectives with Nouns	6		2	4	ПЗ, УО, ТЗ
28. The Notion of Scarcity	Adjectives with verbs	6		2	4	УО, ІЗ
29. Types of Economic Systems	The Attributive vs Predicative Position of Adjectives	5		2	3	УО, Т
30. Market Economy	The order of Adjectives	6		2	4	УО, ІЗ
31. Microeconomics	Degrees of Comparison	6		2	4	ПЗ, УО, ТЗ
32. Macroeconomics	Irregular Forms	6		2	4	УО, ІЗ
33. Main Functions of Economists	Types of Comparisons	6		2	4	УО, Т
34. Domestic Economy	Grammar revision	6		2	4	УО, ІЗ
Разом за II семестр		180/6		68	112	
Підсумковий контроль – екзамен						
II курс, III семестр						
Unit 5. Product, Market and Market Relations. The Adverb		52		16	36	
1. The Concept of a Product	The Adverb	6		2	4	УО, ІЗ
2. Tangible and Intangible Products	The Order of Adverbs	6		2	4	СУН, ПЗ
3. Core, Actual and Augmented Products	Adverb Structure	6		2	4	УО, Т
4. The Concept of a Market	Adverb Classification	6		2	4	УО, ІЗ
5. Consumer and Industrial Product Classifications	Adverbs of frequency, time, place and manner	7		2	5	УО, Т
6. Types of Markets	Adverbs of probability, degree and completeness	7		2	5	ПЗ, УО, ТЗ
7. Demand and Supply	Adverbs with two forms and differences in meaning	7		2	5	СУН, ПЗ
8. Target market	Adverbs/ Adjectives	7		2	5	УО, Т
Unit 6. Marketing and Advertising. The Preposition.		38		12	26	
9. Marketing	The Preposition. Omission of	7		2	5	УО, ІЗ

	Prepositions with Some Time Expressions					
10. The four P's	Spatial Prepositions	7		2	5	СУН, ПЗ
11. Marketing Environment	Directional Prepositions	6		2	4	СУН, ПЗ
12. Advertising	Prepositions of Time	6		2	4	УО, Т
13. Product and Institutional Advertising	Prepositions to indicate the way to do something	6		2	4	УО, ІЗ
14. Advertising Media	Other Prepositions	6		2	4	ПЗ, УО, ТЗ
Unit 7. Trade and Commerce. The Numeral. The Verb		51		16	35	
15. Key Notions of Trade	The Numeral	6		2	4	УО, ІЗ
16. Forms of Trade	Fractions. Reading Figures	6		2	4	УО, Т
17. Wholesale and Retail Trade	Telling the time, dates, telephone numbers, addresses	7		2	5	УО, ІЗ
18. E-commerce	Types of Verbs	7		2	5	СУН, ПЗ
19. Distribution Channels	Regular and Irregular Verbs	6		2	4	УО, Т
20. Market Coverage	State and Event Verbs	6		2	4	УО, ІЗ
21. International Trade	Time, Tense and Aspect	6		2	4	СУН, ПЗ
22. International Trade Organizations	<i>Be, Have and Have got</i>	7		2	5	ПЗ, УО, ТЗ
Unit 8. Money and Banking. Present Tense Forms		39		12	27	
23. The Concept and Types of Money	The Present Indefinite Tense	7		2	5	УО, ІЗ
24. Functions of Money	The Present Continuous Tense	6		2	4	ПЗ, УО, ТЗ
25. Banking Sector	Present Indefinite/ Present Continuous	6		2	4	СУН, ПЗ
26. Types of Banks	The Present Perfect Tense	6		2	4	УО, Т
27. The National Bank of Ukraine	The Present Perfect Continuous Tense	7		2	5	УО, ІЗ
28. Personal and	Present Perfect/	7		2	5	ПЗ, УО,

Corporate Finance	Present Perfect Continuous					T3
Разом за III семестр		180/6		56	124	
Підсумковий контроль – екзамен						
II курс, IV семестр						
Unit 9. Administrative Theory. Past Tense Forms		55		26	29	
1. Public Administration Meaning	The Past Indefinite Tense	4		2	2	СУН, ПЗ
2. Public Administration Nature	The Past Continuous Tense	4		2	2	ПЗ, УО, ТЗ
3. Public Administration Scope	Past Indefinite/ Past Continuous	5		2	3	СУН, ПЗ
4. Public Administration Importance	The Past Perfect Tense	4		2	2	УО, Т
5. Nature and Typologies of Organization	The Past Perfect Continuous Tense	4		2	2	ПЗ, УО, ТЗ
6. Development and Growth of Administrative Theories	Past Perfect/ Past Perfect Continuous	5		2	3	СУН, ПЗ
7. Scientific Management Approach	Past Tense Forms. Time Indicators	4		2	2	ПЗ, УО, ТЗ
8. Administrative Management Approach	Present Perfect / Past Indefinite	5		2	3	СУН, ПЗ
9. Critique of Bureaucracy	Past Forms with <i>when</i> -clauses	4		2	2	УО, Т
10. Human Relations Approach	Past Forms with <i>as soon as</i> -clauses	4		2	2	СУН, ПЗ
11. Socio-Psychological Approach	Past Forms with <i>after</i> -clauses and <i>before</i> -clauses	4		2	2	ПЗ, УО, ТЗ
12. Open and Cooperative Systems	Past Forms with <i>till/untill</i> -clauses	5		2	2	УО, Т
13. Systems Approach	Past Forms with <i>scarcely/hardly/nearly/barely</i>	4		2	2	СУН, ПЗ
Unit 10. Public Systems Management. Future Tense Forms.		48		22	26	
14. Concept, Nature, Scope and	The Future Indefinite Tense	4		2	2	ПЗ, УО, ТЗ

Characteristics						
15. Distinctiveness of Public Systems Management	The Present Continuous Tense as a Future Form	4		2	2	СУН, ПЗ
16. Public Systems Management: Constitutional Context	<i>To Be Going To Do Smth</i>	4		2	2	ПЗ, УО, ТЗ
17. Public Systems Management: Political Context	The Present Continuous Tense / <i>To Be Going To Do Smth</i>	5		2	3	СУН, ПЗ
18. Public Systems Management: Socioeconomic Context	Present Continuous/ Future Indefinite	5		2	3	ПЗ, УО, ТЗ
19. New Technologies and Public Systems Management	Future Indefinite/ <i>To Be Going To Do Smth</i>	5		2	3	СУН, ПЗ
20. Concept of Governance	The Future Continuous Tense	4		2	2	УО, Т
21. Governance: Role of Political Executive	Time Clauses	5		2	3	ПЗ, УО, ТЗ
22. Governance: Role of the Legislature	The Future Perfect Tense	4		2	2	СУН, ПЗ
23. Governance: Role of the Judiciary	The Future Perfect Continuous Tense	4		2	2	УО, Т
24. Intergovernmental Relations in the Process of Governance	Future Tense Forms. Time Indicators	4		2	2	ПЗ, УО, ТЗ
Unit 11. Types of Management. The Sequence of Tenses. Indirect Speech		40		20	20	
25. Financial management	The Sequence of Tenses	4		2	2	СУН, ПЗ
26. Materials / Logistics Management	Simultaneous Actions	4		2	2	ПЗ, УО, ТЗ
27. Strategic Management	The Object Clause Precedes the Principal Clause	4		2	2	УО, Т
28. Key Management Tools	The Object Clause Follows the Principal Clause	4		2	2	СУН, ПЗ
29. Management Information	Indirect Speech	4		2	2	УО, Т

Systems						
30. Work Measurement	Indirect General Questuins	4		2	2	ПЗ, УО, ТЗ
31. Selective Market Techniques	Indirect Special Questuins	4		2	2	УО, Т
32. Future Designing Techniques	Indirect Commands, Requests, Suggestions	4		2	2	УО, Т
33. Accountability	Modal Verbs in Reported Speech	4		2	2	ПЗ, УО, ТЗ
34. Responsiveness in Public Systems Management	Special Introductory Verbs	4		2	2	СУН, ПЗ
Unit 12. Human Resource Management. The Passive Voice		37		16	21	
35. Human Resource Management: Meaning and Nature	The Use of the Passive Voice	4		2	2	ПЗ, УО, ТЗ
36. Human Resource Management: Scope	Present Simple Passive, Present Continuous Passive	5		2	3	УО, Т
37. Human Resource Management: Significance	Present Perfect Passive	4		2	2	СУН, ПЗ
38. Strategic Human Resource Management	Past Simple Passive, Past Continuous Passive,	5		2	3	УО, Т
39. Human Resource Planning and Strategy	Past Perfect Passive	4		2	2	ПЗ, УО, ТЗ
40. Job Analysis and Job Design	Future Simple Passive, Future Perfect Passive	5		2	3	СУН, ПЗ
41. Recruitment, Selection	Present Infinitive, Perfect Infinitive	5		2	3	ПЗ, УО, ТЗ
42. Appointment and Promotion	Perfect -ing form, modal + be + p.p.	5		2	3	СУН, ПЗ
Разом за IV семестр		180/6		84	96	
Підсумковий контроль – екзамен						
III курс, V семестр						
Unit 13. Human Resource Administration. If-clauses		50		20	30	СУН, ПЗ
1. Performance Appraisal	If-clauses. Type 1	5		2	3	ПЗ, УО, ТЗ

2. Rewards and Incentive Management	If-clauses. Type 2	5		2	3	УО, Т
3. Employee Benefits	If-clauses. Type 3	5		2	3	СУН, ПЗ
4. Training and Development	Omission of "If"	5		2	3	ПЗ, УО, ТЗ
5. Learning and Development	Mixed Conditionals. Type 2 – Type 1	5		2	3	УО, Т
6. Management Development	Mixed Conditionals. Type 2 – Type 3	5		2	3	СУН, ПЗ
7. Employee Capacity Building Strategies	Mixed Conditionals. Type 3 – Type 2	5		2	3	ПЗ, УО, ТЗ
8. Total Quality Management	Unreal Past	5		2	3	УО, Т
9. Employee Health and Safety	<i>Had Better = Should</i>	5		2	3	СУН, ПЗ
10. Discipline and Grievances	<i>Would Rather = I'd Prefer</i>	5		2	3	УО, Т
Unit 14. Democracy and Development. Mood		48		18	30	
11. Models of Development	The Indicative Mood	5		2	3	СУН, ПЗ
12. Social Transformation	The Imperative Mood	5		2	3	ПЗ, УО, ТЗ
13. Political Economy and Development	The Subjunctive Mood	5		2	3	УО, Т
14. Political Parties	The Present Subjunctive	6		2	4	СУН, ПЗ
15. Media and Public Policy	The Past Subjunctive	6		2	4	ПЗ, УО, ТЗ
16. Human Development: Health, Education, Social Security	The Analytical Forms of the Subjunctive Mood	5		2	3	УО, Т
17. Gender and Development	The Use of the Subjunctive Mood in Simple Sentences	5		2	3	СУН, ПЗ
18. Environment and Sustainable Development	The Use of the Subjunctive Mood in Complex Sentences	6		2	4	ПЗ, УО, ТЗ
19. Religious Politics	Different Types of Clauses	5		2	3	СУН, ПЗ
Unit 15. Public Policy and Analysis.		44		18	26	

The Non-Finite Forms of the Verb. The Participle						
20. Understanding Public Policy	Double Nature of the Participle	5		2	3	УО, Т
221. Models of Public Policy	Tense Distinctions	5		2	3	СУН, ПЗ
22. Policy Sciences	Voice Distinctions	5		2	3	ПЗ, УО, ТЗ
23. InterGovernmental Relations in Policy Making	Functions of Participle I	5		2	3	УО, Т
24. The Role of Civil Society Organization in Policy Making	Functions of Participle II	5		2	3	СУН, ПЗ
25. The Role of International Agencies in Policy Making	The Objective Participle Construction	5		2	2	ПЗ, УО, ТЗ
26. Constraints in Public Policy Formation	The Subjective Participle Construction	5		2	3	СУН, ПЗ
27. Policy Implementation Problems	The Nominative Absolute Participle Construction	5		2	3	ПЗ, УО, ТЗ
28. Policy Evaluation	The Prepositional Absolute Participle Construction	5		2	3	СУН, ПЗ
Unit 16. Decentralization and Local Governance. The Gerund. The Infinitive		38		14	24	
29. The Concept and Significance of Democratic Decentralization	General Notions. Double Nature of the Gerund	5		2	3	СУН, ПЗ
30. Decentralization in Contemporary Settings	Tense Distinctions and Voice Distinctions	6		2	4	ПЗ, УО, ТЗ
31. Components of Decentralised Development	The Use and the Functions of the Gerund	5		2	3	СУН, ПЗ
32. Partnership Among Different Levels of Government	The Infinitive. General Notions.	5		2	3	УО, Т
33. Impact of Decentralization Development	Tense, Aspect and Voice Distinctions	6		2	4	ПЗ, УО, ТЗ

34. Organizational Structure of Rural Local Bodies	The Functions of the Infinitive	5		2	3	ПЗ, УО, ТЗ
35. Organizational Structure of Urban Local Bodies	Infinitive Constructions	6		2	4	СУН, ПЗ
Разом за V семестр		180/6		70	110	
Підсумковий контроль – екзамен						
Всього		720/24				

Умовні позначення:

УО – усне опитування;

ПО – письмове опитування;

Т – тестування;

Р – реферат;

ІЗ – індивідуальне завдання;

КТ – комп'ютерне тестування;

ДК – розрахунки та дослідження з використанням комп'ютера.

II. ПРОГРАМА НАВЧАЛЬНОЇ ДИСЦИПЛІНИ

Unit 1. Business and entrepreneurship. The Noun

Key Notions of Business. Productive Resources: natural resources, capital, labour, technology. Business Organization. Profits and Profitability. Competition. Types of Business. Manufacturing Businesses. Service Businesses. Forms of Business. Sole Proprietorships. Partnerships. Corporations. Entrepreneurship.

Formation of nouns. Classification of nouns. The Category of Number. Countable and uncountable nouns. Regular plurals. Compounds. Irregular plurals. Singularia tantum nouns. Pluralia tantum nouns. Invariable nouns. The Category of Case. Possessive case, of-phrases.

Unit 2. Business Organizations and Human Resources. The Article.

Types of Companies. Privately-owned and State-owned Companies. Relationships between Companies. Holding Company. Conglomerate. Joint Venture. Consortium. Shareholders, Management and Workforce of a Company. The Organizational Structure of a Typical Company. Human Resources (HR). Human Resources Department. Human Resource Management.

The use of articles with common nouns. The use of articles with nouns of material and abstract nouns. The use of articles with proper nouns (geographical names, names of places, buildings, public organizations, etc., names of persons). Special difficulties in the use of articles (names of month and days, seasons, meals, languages). The use of articles with set expressions. The use of articles with nouns modified by attributive clauses. The use of articles with nouns used predicatively. The use of articles with nouns used in apposition.

Unit 3. Management and Leadership. The Pronoun

Key Notions of Management. Basic Management Functions. Planning. Organizing. Directing. Controlling. Leadership. Leadership styles. Autocratic or Authoritarian style. Participative or Democratic Style. Laissez-faire or Free Rein Style. Visionary, Coaching, Narcissistic, Toxic and other Leadership Styles.

Classification of pronouns. Personal and possessive pronouns. Reflexive pronouns. Reciprocal pronouns. Demonstrative pronouns. Interrogative pronouns. Indefinite and Negative pronouns. *Some, any, all, most, no, none of*. Defining pronouns. *Both, either, neither; each, every*. Quantitative pronouns. *Much/ many, a lot of, (a) little / (a) few*. Relative pronouns.

Unit 4. Economics. Key economic notions. The Adjective.

Key Notions of Economics. The Notion of Scarcity. Goods and Services. Types of Economic Systems. Market Economy. Microeconomics. Macroeconomics. Key Functions of Economists. Domestic Economy.

Adjectives with nouns and verbs; -ed and -ing forms. Order of adjectives; stronger and weaker meanings. Degrees of comparison of adjectives. Comparative and superlative forms of adjectives. Comparative structures: *as...as, not so..as, the more...the less, the same as, the+ comparative, so and such, enough* and *too* with adjectives.

Unit 5. Product, Market and Market Relations. The Adverb

The Concept of a Product. Tangible and Intangible Products. Core, Actual and Augmented Products. The Concept of a Market. Demand and Supply. Demanders and Suppliers. Types of Markets. Target Market.

The Adverb. The Order of Adverbs. Adverb Structure. Adverb Classification. Adverbs of frequency, time, place and manner. Adverbs of probability, degree, and completeness. Connecting adverbs (*so, too, either, neither; first, next, then, etc; actually, fortunately, etc; only, even*). Comparison of adverbs. Adverbs of degree: *quite – rather*.

Unit 6. Marketing and Advertising. The Preposition. The Numeral

The four Ps: Product, Price, Placement, and Promotion. Common Channel of Distribution: manufacturer – wholesaler – retailer – customer. Advertising.

Product Advertising. Institutional Advertising. Advertising Media.

The preposition. General form and use. Prepositions of place. Prepositions of movement. Prepositions of time. Prepositions to indicate the way to do something. Common prepositional phrases.

Unit 7. Trade and Commerce. The Numeral. The Verb

Key Notions of Trade. Forms of Trade. Wholesale and Retail Trade. E-commerce. Distribution Channels for Consumer Goods. Distribution Channels for Industrial Goods. Market Coverage. International Trade. International Trade Organizations.

Cardinal numerals. Ordinal numerals. Fractions. Expressing quantity, reading figures. Telling the time, dates, telephone numbers, addresses.

Types of verbs. Regular and Irregular Verbs. State and Event verbs. Time, Tense and Aspect. *Be, Have* and *Have got*.

Unit 8. Money and Banking. The Verb. Present Tense Forms

The Concept and Types of Money. Functions of Money: medium of exchange, measure of value, store of value. Types of Money: hard money, soft money and no-money. Banking Sector. Types of Banks. Personal and Corporate Finance. Bank Accounts. The National Bank of Ukraine.

Present Simple (Indefinite). Adverbs of frequency. Present Continuous (Progressive). State Verbs. Present Perfect. *Have been (to) /have (to)*. Present Perfect Continuous (Progressive). Time Expressions.

Unit 9. Administrative Theory. Past Tense Forms

Public Administration Meaning. Public Administration Nature. Public Administration Scope. Public Administration Importance. Nature and Typologies of an Organization. Development and Growth of Administrative Theories. Scientific Management Approach. Critique of Bureaucracy. Human Relations Approach. Socio-Psychological Approach. Open and Cooperative Systems. Systems Approach.

Past Simple (Indefinite). Past Continuous (Progressive). Past Perfect. Past Perfect Continuous. Time indicators. Past Forms with *when*-clauses. Past Forms with *as soon as*-clauses. Past Forms with *after*-clauses. Past Forms with *before*-clauses. Past Forms with *till/until*-clauses. Past Forms with *scarcely, hardly, nearly, barely*.

Unit 10. Public Systems Management. Future Tense Forms

Concept, Nature, Scope and Characteristics. Distinctiveness of Public Systems Management. Public Systems Management: Constitutional Context. Public Systems Management: Political Context. Public Systems Management: Socioeconomic Context. New Technologies and Public Systems Management. Concept of Governance. Governance: Role of Political Executive. Governance: Role of the Legislature. Governance: Role of the Judiciary. Intergovernmental Relations in the Process of Governance.

Future Simple (Indefinite). Present Continuous as a Future Form. *To be going to do smth*. Future Continuous (Progressive). Time Clauses. Future Perfect. Future Perfect Continuous. Time indicators.

Unit 11. Types of Management. The Sequence of Tenses. Indirect Speech

Financial Management. Materials/Logistics Management. Strategic Management. Key Management Tools. Management Information Systems. Work

Measurement. Selective Market Techniques. Future Designing Techniques. Accountability. Responsiveness in Public Systems Management.

The Sequence of Tenses. Simultaneous Actions. The Object Clause Precedes the Principal Clause. The Object Clause Follows the Principal Clause. Indirect Speech. Indirect General Questions. Indirect Special Questions. Indirect Commands, Requests, Suggestions. Modal Verbs in Reported Speech. Special Introductory Verbs.

Unit 12. Human Resource Management. The Passive Voice

Human Resource Management: Meaning. Human Resource Management: Nature. Human Resource Management: Scope. Human Resource Management: Significance. Strategic Human Resource Management. Human Resource Planning and Strategy. Job Analysis. Job Design. Recruitment. Selection. Appointment. Promotion. Remuneration and Salary System.

The Use of the Passive Voice. Present Simple Passive. Present Continuous Passive. Present Perfect Passive. Past Simple Passive. Past Continuous Passive. Past Perfect Passive. Future Simple Passive. Future Perfect Passive. Present Infinitive. Perfect Infinitive. Perfect –ing form, modal + be + p.p.

Unit 13. Human Resource Administration. If-clauses

Performance Appraisal. Rewards and Incentive Management. Employee Benefits. Training and Development. Learning and Development. Management Development. Employee Capacity Building Strategies. Total Quality Management. Employee Health and Safety. Discipline and Grievances. Human Resource Management and Employment Involvement. Human Resource Management and Industrial Relations. Assessing Human Resource Management Effectiveness.

If-clauses. Type 1. Type 2. Type 3. Omission of “if”. Mixed Conditionals. Unreal Past. *Had Better = Should. Would Rather = I'd Prefer.*

Unit 14. Democracy and Development. Mood

Models of Development. Social Transformation. Political Economy and Development. Political Parties. Media and Public Policy. Human Development: Health, Education, Social Security. Gender and Development. Environment and Sustainable Development. Religious Politics.

The Indicative Mood. The Imperative Mood. The Subjunctive Mood. The Present Subjunctive. The Past Subjunctive. The Analytical Forms of the Subjunctive Mood. The Use of the Subjunctive Mood in Simple Sentences. The Use of the Subjunctive Mood in Complex Sentences. Different Types of Clauses.

Unit 15. Public Policy and Analysis. The Non-Finite Forms of the Verb. The Participle

Understanding Public Policy. Models of Public Policy. Policy Sciences. InterGovernmental Relations in Policy Making. The Role of Civil Society Organization in Policy Making. The Role of International Agencies in Policy Making. Constraints in Public Policy Formation. Policy Implementation Problems. Policy Evaluation.

Double Nature of the Participle. Tense Distinctions. Voice Distinctions. Functions of Participle I. Functions of Participle II. The Objective Participial Construction. The Subjective Participial Construction. The Nominative Absolute Participial Construction. The Prepositional Absolute Participial Construction.

Unit 16. Decentralization and Local Governance. The Gerund. The Infinitive

The Concept and Significance of Democratic Decentralization. Decentralization in Contemporary Settings. Components of Decentralization Development. Partnership Among Different Levels of Government. Impact of Decentralization Development. Organizational Structure of Rural Local Bodies. Organizational Structure of Urban Local Bodies. Micro Level Plans: Formulation and Implementation. Structural Reforms: Resources, Finances and Functions.

General Notions of the Gerund. Double Nature of the Gerund. Tense Distinctions. Voice Distinctions. The Use of the Gerund. The Gerund and the Infinitive. The Functions of the Gerund. The Gerund and the Participle. The Gerund and the Verbal Noun.

The Infinitive. General Notions. Tense and Aspect Distinctions of the Infinitive. Voice Distinctions. The Functions of the Infinitive. Infinitive Constructions. The Objective-with-the-Infinitive Construction. The Subjective Infinitive Construction. The *for-to*-Infinitive Construction. The Infinitive with the Expressions *to be sorry, to be glad*.

Структура навчальної дисципліни.

Результат навчання	Навчальна діяльність	Робочий час студента, год.	Оцінювання у балах
1	2	3	4
Unit 1. Business and Entrepreneurship. The Noun.			
knowledge of topical vocabulary; ability to use grammatical resources of the language; understanding different aspects of language behaviour	Practical lesson 1 1. Key Notions of Business. 2. Formation of Nouns. 3. Classification of Nouns. Literature: 1, 4, 13, 16,25 Recommended materials: 28, 35, 41 Internet sources: 51, 59, 61	2	2
	Self-study: enriching thematic vocabulary; developing grammatical skills; analyzing grammar rules	3	1
correct use of topical vocabulary; practising and memorizing grammatical rules	Practical lesson 2 1. Productive Resources. 2. The Category of Number. Literature: 1, 10, 13, 24,25 Recommended materials: 26, 38, 41 Internet sources: 51, 59, 61	2	2
	Self-study: doing grammar exercises; reading and translating texts on the topic	4	1
understanding and interpreting different aspects of culture and language behaviour in the world of work; ability to use grammatical resources of the language	Practical lesson 3 1. The Profits and Profitability. 2. Competition. 3. Regular plurals. 4. Compounds. Literature: 1, 4, 7, 13,16 Recommended materials: 27, 32, 41 Internet sources: 51, 59, 61	2	2
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills	3	1
awareness and control of the organisation of the meaning of grammatical elements; understanding of logical relations	Practical lesson 4 1. Types of Business. 2. Manufacturing Businesses. 3. Irregular plurals. Literature: 4, 7, 13, 23 Recommended materials: 31, 33, 41 Internet sources: 51, 59, 61	2	2

	Self-study: studying thematic information; developing grammatical skills; analyzing grammar rules	4	1
correct use of topical vocabulary; practising and memorizing grammatical rules	Practical lesson 5 1. Service Businesses. 2. Singularia tantum nouns. Literature: 4, 8, 11, 13, 14 Recommended materials: 31, 33, 41 Internet sources: 51, 59, 61	2	2
	Self-study: doing grammar exercises; reading and translating texts on the topic	3	1
ability to use lexical and grammatical resources of the language; knowledge of topical vocabulary	Practical lesson 6 1. Forms of Business. 2. Sole Proprietorships. 3. Partnerships. 4. Pluralia tantum nouns. 5. Invariable nouns. Literature: 4, 6, 13, 17 Recommended materials: 26, 31, 34, 41 Internet sources: 51, 59, 61	2	2
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the theme	3	1
capability to apply effectively the acquired knowledge of topical information to the appropriate situation	Practical lesson 7 1. Corporations. 2. Entrepreneurship. 3. Franchising. 4. Category of Case. Literature: 3, 6, 7, 13, 18 Recommended materials: 35, 38, 43 Internet sources: 51, 59, 61	2	2
	Self-study: writing study and specialism- related essays to develop an argument; explaining advantages and disadvantages of various options	4	1

Unit 2. Business Organizations and Human Resources. The Article

<p>awareness and control of the organisation of the meaning of grammatical elements;</p> <p>understanding of logical relations (entailment, presupposition, implicature, etc.)</p>	<p align="center">Practical lesson 8</p> <p>1. Types of Companies. 2. Privately-owned and State-owned Companies. 3. The Article. Literature: 2, 5, 8, 13, 16,20 Recommended materials: 26, 29, 32, 38 Internet sources: 45, 46, 47</p>	2	2
	<p>Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating texts on the theme</p>	3	1
<p>understanding and interpreting different aspects of culture and language behaviour in the world of work</p>	<p align="center">Practical lesson 9</p> <p>1. Relationships between Companies. 2. Use of articles with common nouns. Literature: 2, 5, 13, 25 Recommended materials: 27, 28, 33, 38 Internet sources: 45, 46, 47</p>	2	2
	<p>Self-study: writing study and specialism- related essays to develop an argument; explaining advantages and disadvantages of various options</p>	3	1
<p>capability to apply effectively the acquired knowledge of topical information to the appropriate situation</p>	<p align="center">Practical lesson 10</p> <p>1. Holding Company. 2. Conglomerate. 3. Use of articles with nouns of material. 4. Use of articles with nouns used in apposition. Literature: 6, 8, 13, 16, 23 Recommended materials: 27, 28, 33, 38 Internet sources: 45, 46, 47</p>	2	2
	<p>Self-study: doing grammar exercises; reading and translating texts on the topic</p>	4	1

<p>understanding of logical relations (entailment, presupposition, implicature, etc.);</p>	<p>Practical lesson 11 1. Joint Venture. 2. Consortium. 3. Use of articles with abstract nouns. Literature: 6, 8, 13, 16, 23 Recommended materials: 27, 33, 35 Internet sources: 45,46,47</p>	<p>2</p>	<p>2</p>
<p>ability to use grammatical resources of the language</p>	<p>Self-study: enriching thematic vocabulary; developing grammatical skills; analyzing grammar rules</p>	<p>4</p>	<p>1</p>
<p>ability to use lexical and grammatical resources of the language; knowledge of topical vocabulary</p>	<p>Practical lesson 12 1. Companies' Restructuring. 2. Use of articles with proper nouns (geographical names, names of places, buildings, public organizations, etc., names of persons). Literature: 2, 11, 13, 15, 18, 23 Recommended materials: 35, 38, 42, 43 Internet sources: 45, 46, 47</p>	<p>2</p>	<p>2</p>
<p>gain in depth the knowledge of the topical vocabulary; practising and memorizing grammatical rules</p>	<p>Practical lesson 13 1. The Workforce of a Company. 2. Use of articles with set expressions. Literature: 4, 11, 13, 14, 18, 25 Recommended materials: 35, 38, 41, 42 Internet sources: 45, 46, 47</p>	<p>2</p>	<p>2</p>
	<p>Self-study: writing study and specialism- related essays to develop an argument; explaining advantages and disadvantages of various options</p>	<p>3</p>	<p>1</p>
<p>understanding and interpreting different aspects of culture and language behaviour in the world of work; ability to use grammatical resources of the language</p>	<p>Practical lesson 14 1. The Organizational Structure of a Typical Company. 2. The use of articles with names of month and days, seasons, meals, languages). Literature: 7, 11, 13, 15, 18, 23 Recommended materials: 28, 38, 41, 43 Internet sources: 45, 46, 47</p>	<p>2</p>	<p>2</p>

	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills	3	0,5
correct use of topical vocabulary;	Practical lesson 15 1. Human Resources Department. 2. The use of articles. Special cases. Literature: 3, 13, 15, 18, 23 Recommended materials: 32, 35, 42 Internet sources: 45, 46, 47	2	2
practising and memorizing grammatical rules	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating texts on the theme	4	1
Unit 3. Management and Leadership. The Pronoun.			
ability to reproduce and produce effectively topical vocabulary in oral and writing speech; practising and memorizing grammatical rules	Practical lesson 16 1. Key notions of Management. 2. Classification of Pronouns. Literature: 2, 4, 7, 10, 13, 25 Recommended materials: 32, 35, 42 Internet sources: 45, 46, 47	2	2
	Self-study: analyzing grammar rules; doing grammar exercises; developing the ability to collect information on the topic from specialised professional sources	3	1
awareness and control of the organisation of the meaning of grammatical elements; understanding of logical relations (entailment, presupposition, implicature, etc.)	Practical lesson 17 1. Basic Management Functions. 2. Personal pronouns. Literature: 1, 3, 11, 13, 15, 20, 24 Recommended materials: 27, 28, 38 Internet sources: 55, 61	2	2
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills	3	0,5
gain in depth the knowledge of the topical vocabulary; practising and memorizing grammatical rules	Practical lesson 18 1. The Management Process. 2. Possessive pronouns. Literature: 2, 13, 15, 20, 24 Recommended materials: 27, 28, 33, 38 Internet sources: 55, 61	2	2
	Self-study: enriching thematic vocabulary; developing grammatical skills; analyzing grammar rules	4	0,5

correct use of topical vocabulary; practising and memorizing grammatical rules	<p>Practical lesson 19</p> <p>1. Kinds of Managers. 2. Reflexive pronouns. Literature: 2, 13, 15, 20, 23 Recommended materials: 27, 28, 38 Internet sources: 55, 61</p>	2	2
	<p>Self-study: doing grammar exercises; reading and translating a newspaper article on the topic</p>	3	1
ability to reproduce and produce effectively topical vocabulary in oral and writing speech; practising and memorizing grammatical rules	<p>Practical lesson 20</p> <p>1. Areas of Management. 2. Reciprocal pronouns. Literature: 4, 7, 13, 15, 25 Recommended materials: 26, 31, 38 Internet sources: 55, 61</p>	2	2
	<p>Self-study: writing study and specialism- related essays to develop an argument; explaining advantages and disadvantages of various options</p>	4	1
ability to use grammatical resources of the language; understanding and interpreting different aspects of culture and language behaviour in the world of work	<p>Practical lesson 21</p> <p>1. Managerial Roles. 2. Interrogative pronouns. Literature: 1, 5, 7, 13, 14,15, 23 Recommended materials: 32, 35, 43 Internet sources: 55, 61</p>	2	2
	<p>Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the theme</p>	3	0,5
correct use of topical vocabulary; practising and memorizing grammatical rules	<p>Practical lesson 22</p> <p>1. Managerial Skills. 2. Demonstrative pronouns. Literature: 2, 5, 11, 13, 15,20 Recommended materials: 32, 35, 38 Internet sources: 55, 61</p>	2	2
	<p>Self-study: analyzing grammar rules and doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources</p>	3	1
understanding of logical relations ; awareness and control of the organisation of the meaning of grammatical	<p>Practical lesson 23</p> <p>1. Leadership styles. 2. Indefinite and Negative Pronouns. Literature: 2, 4, 13, 15, 25 Recommended materials: 32, 35, 38 Internet sources: 55, 61</p>	2	2

elements	Self-study: writing study and specialism- related essays to develop an argument; explaining advantages and disadvantages of various options	4	1
ability to identify, evaluate and synthesise topical information; ability to use grammatical resources of the language	Practical lesson 24 1. Autocratic style. 2. Democratic Styles 2. Defining pronouns. Literature: 3, 8, 11, 15, 20 Recommended materials: 32, 35, 38 Internet sources: 55, 61	2	2
	Self-study: analyzing grammar rules and doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources	3	0,5
understanding and interpreting different aspects of culture and language behaviour in the world of work; ability to use grammatical resources of the language	Practical lesson 25 1. Free Rein Style 2. Visionary. Coaching. 2. Quantitative pronouns. Literature: 3, 6, 13, 15, 25 Recommended materials: 32, 35, 38 Internet sources: 55, 61	2	2
	Self-study: writing study and specialism- related essays to develop an argument; explaining advantages and disadvantages of various options	4	1
capability to apply effectively the acquired knowledge of topical information to the appropriate situation	Practical lesson 26 1. Toxic, Narcissistic and Other Leadership Styles. 2. Relative pronouns. Literature: 2, 4, 7, 13, 15 Recommended materials: 32, 35, 38 Internet sources: 55, 61	2	2
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills	3	1
Unit 4. Economics. Key Economic Notions. The Adjective.			
awareness and control of the organisation of the meaning of grammatical elements; understanding of logical relations (entailment, presupposition, implicature, etc.)	Practical lesson 27 1. Key Notions of Economics. 2. Adjectives with noun. Literature: 4, 6, 11, 13, 21 Recommended materials: 27, 29, 39, 40 Internet sources: 52, 57, 61	2	2
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills	4	1

knowledge of topical vocabulary; ability to use grammatical resources of the language; awareness and proper use of categories, structures and processes	<p align="center">Practical lesson 28</p> <p>1. The Notion of Scarcity. 2. Adjectives with verbs. Literature: 4, 8, 11, 13, 25 Recommended materials: 27, 39, 40 Internet sources: 52, 57, 61</p>	2	2
	<p>Self-study: analyzing grammar rules and doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources</p>	4	1
correct use of topical vocabulary; practising and memorizing grammatical rules	<p align="center">Practical lesson 29</p> <p>1. Types of Economic Systems. 2. The Attributive vs Predicative Position of Adjectives. Literature: 7, 11, 13, 21, 25 Recommended materials: 27, 33, 39, 40 Internet sources: 52, 57, 61</p>	2	2
	<p>Self-study: enriching thematic vocabulary; developing grammatical skills; analyzing grammar rules</p>	3	1
gain in depth the knowledge of the topical vocabulary; practising and memorizing grammatical rules	<p align="center">Practical lesson 30</p> <p>1. Market Economy. 2. Order of adjectives; stronger and weaker meaning. Literature: 13, 21, 23, 24 Recommended materials: 26, 39, 40 Internet sources: 52, 57, 61</p>	2	2
	<p>Self-study: doing grammar exercises; reading and translating a newspaper article on the topic</p>	4	1
understanding and interpreting different aspects of culture and language behaviour in the world of work; ability to use grammatical resources of the language	<p align="center">Practical lesson 31</p> <p>1. Microeconomics. 2. Degrees of Comparison of Adjectives. Literature: 4, 11, 13, 21, 24 Recommended materials: 26, 39, 40 Internet sources: 52, 57, 61</p>	2	2
	<p>Self-study: writing study and specialism- related essays to develop an argument; explaining advantages and disadvantages of various options</p>	4	1
ability to use topical vocabulary and grammatical resources of the language;	<p align="center">Practical lesson 32</p> <p>1. Macroeconomics. 2. Irregular Forms. Literature: 6, 13, 21, 25 Recommended materials: 26, 39, 40 Internet sources: 52, 57, 61</p>	2	2

awareness and proper use of categories, structures and processes	Self-study: writing notes conveying complex professionally relevant information; rendering articles; summarizing a wide range of factual information	4	1
capability to apply effectively the acquired knowledge of topical information to the appropriate situation	Practical lesson 33 1. Main functions of economists. 2. Types of Comparisons. Literature: 6, 13, 21, 25 Recommended materials: 27, 39, 40 Internet sources: 52, 57, 61	2	2
	Self-study: learning topical vocabulary; revising grammar rules and doing grammar tasks; developing writing skills	4	1
understanding of logical relations ; awareness and control of the organisation of the meaning of grammatical elements	Practical lesson 34 1. Domestic Economy. 2. The structures: the +comparative, so and such, enough and too with adjectives. Literature: 6, 10, 13, 21, 23 Recommended materials: 35, 39, 40 Internet sources: 52, 57, 61	2	2
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills	4	1
Разом:		180	100
III семестр			
Unit 5. Product, Market and Market Relations. The Concept of Product. The Adverb.			
knowledge of topical vocabulary; ability to use lexical and grammatical resources of the language	Practical lesson 1 1. The Concept of a Product. 2. The Adverb. Literature: 1, 11, 13, 14, 18, 24 Recommended materials:32, 34, 38 Internet sources:48, 49, 51	2	3
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills	4	0,5
gain in depth the knowledge of the topical vocabulary; practising and memorizing	Practical lesson 2 1. Tangible Products and Intangible Products. 2. The order of adverbs. Literature:7, 13, 14, 16 Recommended materials:28, 33, 35 Internet sources:48, 49, 51	2	3
	Self-study: learning topical vocabulary; revising	4	0,5

grammatical rules	grammar rules and doing grammar tasks; developing writing skills		
ability to use topical vocabulary and grammatical resources of the language; awareness and proper use of categories, structures and processes	<p style="text-align: center;">Practical lesson 3</p> 1. Core, Actual and Augmented Products. 2. Adverb Structure. Literature:4, 13, 14, 17 Recommended materials:31, 35, 32, 38 Internet sources:48, 49, 51	2	3
	Self-study: enriching thematic vocabulary; developing grammatical skills; analyzing grammar rules	4	1
ability to identify, evaluate and synthesise topical information; ability to use grammatical resources of the language	<p style="text-align: center;">Practical lesson 4</p> 1. The Concept of a Market. 2. Adverbs of probability and completeness. Literature:8, 11, 13, 16 Recommended materials:37, 38, 42 Internet sources:48, 49, 51	2	3
	Self-study: analyzing grammar rules and doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources	4	0,5
understanding and interpreting different aspects of culture and language behaviour in the world of work	<p style="text-align: center;">Practical lesson 5</p> 1. Market Orientation. 2. Adverb Classification. Literature:8, 11, 13, 16 Recommended materials:37, 42, 45 Internet sources:48, 49, 51	2	3
	Self-study: doing grammar exercises; reading and translating texts on the topic; developing speaking skills	5	1
awareness and control of the organisation of the meaning of grammatical elements; understanding of logical relations	<p style="text-align: center;">Practical lesson 6</p> 1. Types of Markets. 2. Adverbs of probability, degree and completeness. Literature:2, 11, 13, 14, 180 Recommended materials:31, 35, 37, 42 Internet sources:48, 49, 51	2	3
	Self-study: rendering articles and authentic materials; summarizing a wide range of factual	5	1

	academic and specialism-related texts		
capability to apply effectively the acquired knowledge of topical information to the appropriate situation	<p align="center">Practical lesson 7</p> <p>1. Demand and supply. 2. Adverbs with two forms and differences in meaning. Literature: 10, 13, 16, 23, 24 Recommended materials:28, 37, 42 Internet sources:48, 49, 51</p>	2	3
	<p>Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the theme.</p>	5	0,5
<p>knowledge of topical vocabulary;</p> <p>ability to use grammatical resources of the language;</p> <p>ability to lexical resources of the language;</p>	<p align="center">Practical lesson 8</p> <p>1. Target Market. 2. Adverbs / Adjectives. Literature:5, 11, 13, 17 Recommended materials:53, 54, 56 Internet sources:</p>	2	3
	<p>Self-study: writing notes and memos conveying complex relevant information to academic and professional addressees, rendering articles and authentic materials; summarizing a wide range of factual academic and specialism-related texts</p>	5	0,5
Unit 6. Marketing and Advertising. The Preposition.			
<p>understanding of logical relations;</p> <p>awareness and control of the organisation of the meaning of grammatical elements</p>	<p align="center">Practical lesson 9</p> <p>1. Marketing. 2. The Preposition. 3. Omission of prepositions with some time expressions. Literature:5, 7, 13, 14, 18 Recommended materials:35, 36, 38 Internet sources:53, 54, 56</p>	2	3
	<p>Self-study: studying thematic information; developing grammatical skills; analyzing grammar rules</p>	5	0,5
<p>awareness and proper use of categories, structures and processes</p>	<p align="center">Practical lesson 10</p> <p>1. The four P's. 2. Spatial Prepositions. Literature:7, 13, 14, 18 Recommended materials:36, 42, 45 Internet sources:53, 54, 56</p>	2	3
	<p>Self-study: activating topical vocabulary;</p>	5	0,5

	revising grammar rules; developing speaking skills		
ability to identify, evaluate and synthesise topical information; ability to use grammatical resources of the language	<p style="text-align: center;">Practical lesson 11</p> 1. Marketing Environment. 2. Directional Prepositions. 3. Common Prepositional Phrases. Literature:7, 13, 14, 18 Recommended materials:36, 38, 42 Internet sources:53, 54, 56	2	3
	Self-study: doing grammar exercises; reading and translating texts on the topic; developing speaking skills	4	0,5
understanding and interpreting different aspects of culture and language behaviour in the world of work; ability to use grammatical resources of the language	<p style="text-align: center;">Practical lesson 12</p> 1. Advertising. 2. Service Advertising. 3. Prepositions of time. Literature:2, 11, 13, 16, 20 Recommended materials:30, 38, 45 Internet sources:53, 54, 56	2	3
	Self-study: writing notes and memos conveying complex relevant information to academic and professional addressees, rendering articles and authentic materials; summarizing a wide range of factual academic and specialism-related texts	4	0,5
awareness and control of the organisation of the meaning of grammatical elements; understanding of logical relations	<p style="text-align: center;">Practical lesson 13</p> 1. Product Advertising. 2. Institutional Advertising. 3. Prepositions to indicate the way to do something. Literature:11, 13, 14, 18, 20 Recommended materials:30, 38, 45 Internet sources:53, 54, 56	2	3
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the topic.	4	0,5
capability to apply effectively the acquired knowledge of topical information to the	<p style="text-align: center;">Practical lesson 14</p> 1. Advertising Media. 2. Other prepositions. Literature:7, 13, 16, 20 Recommended materials:30, 32, 41 Internet sources:53, 54, 56	2	3
	Self-study: analyzing grammar rules and doing	4	0,5

appropriate situation	grammar tasks; developing the ability to collect information on the topic from specialized Internet sources		
Unit 7. Trade and Commerce. The Numeral. The Verb.			
knowledge of topical vocabulary; ability to use grammatical resources of the language; awareness and proper use of categories, structures and processes	Practical lesson 15 1. Key Notions of Trade. 2. The Numeral. Literature:6, 11, 13, 16 Recommended materials:32, 35, 38 Internet sources:44, 57, 60	2	3
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills.	4	0,5
ability to use topical vocabulary and grammatical resources of the language; awareness and proper use of categories, structures and processes	Practical lesson 16 1. Forms of trade. 2. Fractions. 3. Reading figures. Literature:6, 13, 14, 16 Recommended materials:32, 35, 38 Internet sources:44, 57, 60	2	3
	Self-study: enriching thematic vocabulary; developing grammatical skills; analyzing grammar rules	4	0,5
gain in depth the knowledge of the topical vocabulary; practising and memorizing grammatical rules	Practical lesson 17 1. Wholesale trade. 2. Retail trade. 3. Telling the time, dates, telephone numbers, addresses. Literature:13, 16, 22, 25 Recommended materials:32, 34, 35, 38 Internet sources:44, 57, 60	2	3
	Self-study: writing study and specialism- related essays to develop an argument; explaining advantages and disadvantages of various options	5	0,5
capability to apply effectively the acquired knowledge of topical information to the	Practical lesson 18 1. E-commerce. 2. Types of Verbs. Literature:7, 11, 13, 21, 25 Recommended materials:27, 32, 38 Internet sources:44, 57, 60	2	3
	Self-study: developing speaking skills;	5	0,5

appropriate situation	writing notes conveying complex relevant information to academic and professional addressees		
understanding and interpreting different aspects of culture and language behaviour in the world of work; ability to use grammatical resources of the language	<p style="text-align: center;">Practical lesson 19</p> 1. Distribution Channels for Consumer Goods. 2. Distribution Channels for Industrial Goods. 3. Regular and irregular verbs. Literature:7, 11, 13, 21, 25 Recommended materials:27, 32, 38 Internet sources:44, 57, 60	2	3
	Self-study: learning topical vocabulary; revising grammar rules and doing grammar tasks; developing writing skills	4	0,5
ability to reproduce and produce effectively topical vocabulary in oral and writing speech; practising and memorizing grammatical rules	<p style="text-align: center;">Practical lesson 20</p> 1. Market Coverage. 2. State and Event Verbs. Literature:2, 7, 17 Recommended materials:29, 35, 45 Internet sources:44, 57, 60	2	3
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the topic	4	0,5
awareness and control of the organisation of the meaning of grammatical elements; understanding of logical relations (entailment, presupposition, implicature, etc.)	<p style="text-align: center;">Practical lesson 21</p> 1. International Trade. 2. Time, Tense and Aspect. Literature:11, 18, 21 Recommended materials:32, 38, 45 Internet sources:44, 57, 60	2	3
	Self-study: developing grammatical skills; analyzing grammar rules; developing reading and speaking skills	4	0,5
ability to identify, evaluate and synthesise topical information; ability to use grammatical resources of the language	<p style="text-align: center;">Practical lesson 22</p> 1. International Trade Organization. 2. Be, have, have got. Literature:2, 10, 14, 16 Recommended materials:35, 38, 45 Internet sources:44, 57, 60	2	3
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the theme	5	0,5

Unit 8. Money and Banking. Present Tense Forms.			
knowledge of topical vocabulary; ability to use grammatical resources of the language	<p align="center">Practical lesson 23</p> 1. Concept of Money. 2. Types of Money. 3. The Present Indefinite Tense. Literature:6, 12, 13, 18 Recommended materials:27, 32, 40 Internet sources: 50, 51, 58	2	3
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills	5	0,5
gain in depth the knowledge of the topical vocabulary; practising and memorizing grammatical rules	<p align="center">Practical lesson 24</p> 1. Functions of Money. 2. The Present Continuous Tense. Literature:6, 9, 12, 13, 18 Recommended materials:27, 32, 40 Internet sources:50, 51, 58	2	3
	Self-study: developing grammatical skills; analyzing grammar rules; developing reading and speaking skills	4	0,5
capability to apply effectively the acquired knowledge of topical information to the appropriate situation	<p align="center">Practical lesson 25</p> 1. Banking Sector. 2. Present Indefinite vs Present Continuous. Literature:9, 13, 16, 22, 24 Recommended materials:32, 35, 40 Internet sources:50, 51, 58	2	3
	Self-study: doing grammar exercises; reading and translating texts on the topic; developing speaking skills	4	0,5
ability to use topical vocabulary and grammatical resources of the language; awareness and proper use of categories, structures and processes	<p align="center">Practical lesson 26</p> 1. Types of Banks. 2. The Present Perfect Tense. Literature: 12, 13, 16, 24 Recommended materials:32, 35, 40 Internet sources:50, 51, 58	2	3
	Self-study: learning topical vocabulary; revising grammar rules and doing grammar tasks; developing writing skills	4	0,5

awareness and proper use of categories, structures and processes; ability to use topical vocabulary and grammatical resources of the language	<p align="center">Practical lesson 27</p> <p>1. The National Bank of Ukraine. 2. The Present Perfect Continuous Tense. Literature: 12, 13, 16, 19, 22 Recommended materials:29, 35, 40 Internet sources:50, 51, 58</p>	2	3
	<p>Self-study: analyzing grammar rules and doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources</p>	5	0,5
ability to identify, evaluate and synthesise topical information; ability to use grammatical resources of the language	<p align="center">Practical lesson 28</p> <p>1. Personal Finance. 2. Corporate Finance. 3. Present Perfect vs Present Perfect Continuous. Literature:9, 12, 13, 16, 19, 22 Recommended materials:31, 38, 42 Internet sources:50, 51, 58</p>	2	3
	<p>Self-study: studying thematic information; developing grammatical skills; analyzing grammar rules</p>	5	0,5
Разом:		180	100
IV семестр			
Unit 9. Administrative Theory. Past Tense Forms			
understanding of logical relations (entailment, presupposition, implicature, etc.)	<p align="center">Practical lesson 1</p> <p>1. Public Administration Meaning. 2. The Past Indefinite Tense. Literature: 16, 19, 22, 23 Recommended materials:31, 39, 40, 42 Internet sources:50, 51, 58</p>	2	2
	<p>Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the topic; developing speaking skills</p>	3	1
understanding and interpreting different aspects of culture and language behaviour in the world of work;	<p align="center">Practical lesson 2</p> <p>1. Public Administration Nature. 2. The Past Continuous Tense. Literature:6, 7, 10, 13, 16, 21, 22 Recommended materials:28, 39, 42 Internet sources:50, 51, 58</p>	2	2
	<p>Self-study: preparing presentations on the topic; doing grammar exercises;</p>	4	1
ability to use grammatical resources			

of the language	reading and translating a newspaper article on the topic; developing speaking skills		
correct use of topical vocabulary; practising and memorizing grammatical rules	<p style="text-align: center;">Practical lesson 3</p> 1. Public Administration Scope. 2. Past Indefinite vs Past Continuous. Literature:9, 19, 20, 23 Recommended materials:26, 35, 39 Internet sources:50, 51, 58	2	2
	Self-study: doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources	4	1
ability to use topical vocabulary and grammatical resources of the language; awareness and proper use of categories, structures and processes	<p style="text-align: center;">Practical lesson 4</p> 1. Public Administration Importance. 2. The Past Perfect Tense. Literature:14, 19, 21, 24, Recommended materials:26, 38, 42 Internet sources:50, 51, 58	2	2
	Self-study: writing study and specialism-related essays to develop an argument; explaining advantages and disadvantages of various options; developing presentation skills	3	0,5
awareness and proper use of categories, structures and processes	<p style="text-align: center;">Practical lesson 5</p> 1. Nature of Organization. 2. Typologies of Organization. 3. The Past Perfect Continuous Tense. Literature: 9, 17, 21, 22 Recommended materials:26, 38, 42 Internet sources:50, 51, 58	2	2
	Self-study: writing notes and memos conveying complex relevant information to academic and professional addressees, rendering articles and authentic materials	3	1
understanding of logical relations (entailment, presupposition, implicature, etc.); correct use of topical vocabulary; practising and memorizing grammatical rules	<p style="text-align: center;">Practical lesson 6</p> 1. Development and Growth of Administrative Theories. 2. Past Perfect vs Past Perfect Continuous. Literature: 16, 19, 22, 23 Recommended materials:31, 39, 40, 42 Internet sources:50, 51, 58	2	2
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the topic; developing speaking skills	4	1

understanding and interpreting different aspects of culture and language behaviour in the world of work; ability to use grammatical resources of the language	<p align="center">Practical lesson 7</p> <p>1. Scientific Management Approach. 2. Past Tense Forms. Time Indicators. Literature:6, 7, 10, 13, 16, 21, 22 Recommended materials:28, 39, 42 Internet sources:50, 51, 58</p>	2	2
	<p>Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the topic; developing speaking skills</p>	3	0,5
correct use of topical vocabulary; practising and memorizing grammatical rules	<p align="center">Practical lesson 8</p> <p>1. Administrative Management Approach. 2. Present Perfect vs Past Indefinite. Literature:9, 19, 20, 23 Recommended materials:26, 35, 39 Internet sources:50, 51, 58</p>	2	2
	<p>Self-study: doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources</p>	3	1
ability to use topical vocabulary and grammatical resources of the language; awareness and proper use of categories, structures and processes	<p align="center">Practical lesson 9</p> <p>1. Critique of Bureaucracy. 2. Past Forms with <i>when</i>-clauses. Literature:14, 19, 21, 24, Recommended materials:26, 38, 42 Internet sources:50, 51, 58</p>	2	2
	<p>Self-study: writing study and specialism- related essays to develop an argument; explaining advantages and disadvantages of various options; developing presentation skills.</p>	4	1
awareness and proper use of categories, structures and processes; ability to use grammatical resources of the language	<p align="center">Practical lesson 10</p> <p>1. Human Relations Approach. 2. Past Forms with <i>as soon as</i>-clauses. Literature: 9, 17, 21, 22 Recommended materials:26, 38, 42 Internet sources:50, 51, 58</p>	2	2
	<p>Self-study: writing notes and memos conveying complex relevant information to academic and professional addressees, rendering articles and authentic materials</p>	3	1
	<p align="center">Practical lesson 11</p> <p>1. Socio-Psychological Approach.</p>	2	2

understanding of logical relations (entailment, presupposition, implicature, etc.)	2. Past Forms with <i>after</i> -clauses. 3. Past Forms with <i>before</i> -clauses. Literature: 16, 19, 22, 23 Recommended materials:31, 39, 40, 42 Internet sources:50, 51, 58		
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the topic; developing speaking skills.	4	1
understanding and interpreting different aspects of culture and language behaviour in the world of work; ability to use grammatical resources of the language	Practical lesson 12 1. Open Systems. 2. Cooperative Systems. 3. Past Forms with <i>till/until</i> -clauses. Literature:6, 7, 10, 13, 16, 21, 22 Recommended materials:28, 39, 42 Internet sources:50, 51, 58	2	2
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the topic; developing speaking skills	3	1
awareness and proper use of categories, structures and processes	Practical lesson 13 1. Systems Approach. 2. Past Forms with <i>hardly/scarcely/nearly/barely</i> Literature:6, 7, 10, 13, 16, 21, 22 Recommended materials:28, 39, 42 Internet sources:50, 51, 58	2	2
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the topic; developing speaking skills	4	0,5
Unit 10. Public Systems Management. Future Tense Forms			
understanding of logical relations (entailment, presupposition, implicature, etc.)	Practical lesson 14 1. Concept, Nature. 2. Scope, Characteristics. 3. The Future In\definite Tense. Literature: 9, 17, 21, 22 Recommended materials:26, 38, 42 Internet sources:50, 51, 58	2	2

	Self-study: writing study and specialism- related essays to develop an argument; explaining advantages and disadvantages of various options; developing presentation skills	3	1
correct use of topical vocabulary; practising and memorizing grammatical rules	Practical lesson 15 1. Distinctiveness of Public Systems Management. 2. The Present Continuous as a Future Form. Literature:9, 19, 20, 23 Recommended materials:26, 35, 39 Internet sources:50, 51, 58	2	2
	Self-study: writing notes and memos conveying complex relevant information to academic and professional addressees, rendering articles and authentic materials	4	1
ability to use topical vocabulary and grammatical resources of the language; awareness and proper use of categories, structures and processes	Practical lesson 16 1. Public Systems Management: Constitutional Context. 2. <i>To Be Going To Do Smth.</i> Literature:14, 19, 21, 24, Recommended materials:26, 38, 42 Internet sources:50, 51, 58	2	2
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills	3	1
awareness and proper use of categories, structures and processes	Practical lesson 17 1. Public Systems Management: Political Context. 2. The Present Continuous Tense vs <i>To Be Going To Do Smth.</i> Literature: 16, 19, 22, 23 Recommended materials:31, 39, 40, 42 Internet sources:50, 51, 58	2	2
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the topic; developing speaking skills	3	1
capability to apply	Practical lesson 18 1. Public Systems management: Socioeconomic Context.	2	2

effectively the acquired knowledge of topical information to the appropriate situation	2. Present Continuous vs Future Indefinite. Literature:7, 11, 13, 21, 25 Recommended materials:27, 32, 38 Internet sources:44, 57, 60		
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the topic; developing speaking skills	3	1
knowledge of topical vocabulary; ability to use grammatical resources of the language; awareness and proper use of categories, structures and processes	Practical lesson 19 1. New Technologies and Public Systems Management. 2. Future Indefinite vs <i>To Be Going To Do Smth.</i> Literature:2, 7, 17 Recommended materials:29, 35, 45 Internet sources:44, 57, 60	2	2
	Self-study: writing notes and memos conveying complex relevant information to academic and professional addressees, rendering articles and authentic materials	3	1
correct use of topical vocabulary; practising and memorizing grammatical rules	Practical lesson 20 1. Concept of Governance. 2. The Future Continuous Tense. Literature:14, 19, 21, 24, Recommended materials:26, 38, 42 Internet sources:50, 51, 58	2	2
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills	4	0,5
understanding of logical relations (entailment, presupposition, implicature, etc.)	Practical lesson 21 1. Governance: Role of the Political Executive. 2. Time Clauses. Literature: 9, 17, 21, 22 Recommended materials:26, 38, 42 Internet sources:50, 51, 58	2	2
	Self-study: Learning topical vocabulary; revising grammar rules and doing grammar tasks; developing writing skills	3	1
ability to use topical vocabulary and	Practical lesson 22 1. Governance: Role of the Legislature. 2. The Future Perfect Tense.	2	2

grammatical resources of the language;	Literature:9, 19, 20, 23 Recommended materials:26, 35, 39 Internet sources:50, 51, 58		
awareness and proper use of categories, structures and processes	Self-study: analyzing grammar rules and doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources	3	1
correct use of topical vocabulary; practising and memorizing grammatical rules	Practical lesson 23 1. Governance: Role of the Judiciary. 2. The Future Perfect Continuous Tense. Literature:6, 7, 10, 13, 16, 21, 22 Recommended materials:28, 39, 42 Internet sources:50, 51, 58	2	2
	Self-study: doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources	3	1
ability to use topical vocabulary and grammatical resources of the language; awareness and proper use of categories, structures and processes	Practical lesson 24 1. Intergovernmental Relations in the Process of Governance. 2. Future Tense Forms. Time Indicators. Literature:9, 19, 20, 23 Recommended materials:26, 35, 39 Internet sources:50, 51, 58	2	2
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the topic; developing speaking skills	3	1
Unit 11. Types of Management. The Sequence of tenses. Indirect Speech			
awareness and proper use of categories, structures and processes;	Practical lesson 25 1. Financial Management. 2. The Sequence of Tenses. Literature:6, 7, 10, 13, 16, 21, 22 Recommended materials:28, 39, 42 Internet sources:50, 51, 58	2	2
	Self-study: writing notes and memos conveying complex relevant information to academic and professional addressees, rendering articles and authentic materials	3	1
	Practical lesson 26 1. Materials Management.	2	2

understanding and interpreting different aspects of culture and language behaviour in the world of work; ability to use grammatical resources of the language	2. Logistics Management. 3. The Sequence of Tenses. Simultaneous Actions. Literature: 9, 17, 21, 22 Recommended materials:26, 38, 42 Internet sources:50, 51, 58		
	Self-study: doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources	3	1
ability to use topical vocabulary and grammatical resources of the language; awareness and proper use of categories, structures and processes	Practical lesson 27 1. Strategic Management. 2. The Object Clause Precedes the Principal Clause. Literature: 16, 19, 22, 23 Recommended materials:31, 39, 40, 42 Internet sources:50, 51, 58	2	2
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the topic; developing speaking skills	3	1
awareness and proper use of categories, structures and processes	Practical lesson 28 1. Key Management Tools. 2. The Object Clause Follows the Principal Clause. Literature:6, 7, 10, 13, 16, 21, 22 Recommended materials:28, 39, 42 Internet sources:50, 51, 58	2	2
	Self-study: analyzing grammar rules and doing grammar tasks; developingthe ability to collect information on the topic from specialized Internet sources	4	1
ability to use topical vocabulary and grammatical resources of the language; awareness and proper use of categories, structures and processes	Practical lesson 29 1. Management Information Systems. 2. Indirect Speech. Literature:6, 7, 10, 13, 16, 21, 22 Recommended materials:28, 39, 42 Internet sources:50, 51, 58	2	2
	Self-study: learning topical vocabulary; revising grammar rules and doing grammar tasks; developing writing skills	3	1
understanding and	Practical lesson 30	2	2

interpreting different aspects of culture and language behaviour in the world of work; ability to use grammatical resources of the language	1. Work Management. 2. Indirect General Questions. Literature:6, 7, 10, 13, 16, 21, 22 Recommended materials:28, 39, 42 Internet sources:50, 51, 58		
	Self-study: doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources	3	1
awareness and proper use of categories, structures and processes	Practical lesson 31 1. Selective Market Techniques. 2. Indirect Special Questions. Literature: 9, 17, 21, 22 Recommended materials:26, 38, 42 Internet sources:50, 51, 58	2	2
	Self-study: learning topical vocabulary; revising grammar rules and doing grammar tasks; developing writing skills	4	1
understanding and interpreting different aspects of culture and language behaviour in the world of work; ability to use grammatical resources of the language	Practical lesson 32 1. Future Designing Techniques. 2. Indirect Commands, Requests, Suggestions. Literature: 9, 17, 21, 22 Recommended materials:26, 38, 42 Internet sources:50, 51, 58	2	2
	Self-study: analyzing grammar rules and doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources	3	1
understanding and interpreting different aspects of culture and language behaviour in the world of work; ability to use grammatical resources of the language	Practical lesson 33 1. Accountability. 2. Modal Verbs in Reported Speech. Literature: 16, 19, 22, 23 Recommended materials:31, 39, 40, 42 Internet sources:50, 51, 58	2	2
	Self-study: learning topical vocabulary; revising grammar rules and doing grammar tasks; developing writing skills	3	1
ability to use topical vocabulary and grammatical resources	Practical lesson 34 1. Responsiveness in Public Systems Management. 2. Special Introductory Verbs. 3. Changing Dialogues in Reported	2	2

of the language; awareness and proper use of categories, structures and processes	Speech. Literature:14, 19, 21, 24, Recommended materials:26, 38, 42 Internet sources:50, 51, 58		
	Self-study: doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources	3	1
Разом:		180	100
V семестр			
Unit 12. Human Resource Management. The Passive Voice			
awareness and proper use of categories, structures and processes	Practical lesson 1 1. Human Resource Management: Meaning. 2. The Use of the Passive Voice. Literature:6, 7, 10, 13, 16, 21, 22 Recommended materials:28, 39, 42 Internet sources:50, 51, 58	2	2
	Self-study: doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources	2	0,5
understanding and interpreting different aspects of culture and language behaviour in the world of work; ability to use grammatical resources of the language	Practical lesson 2 1. Human Resource Management: Nature. 2. Present Simple Passive. 3. Present Continuous Pasive. Literature: 9, 17, 21, 22 Recommended materials:26, 38, 42 Internet sources:50, 51, 58	2	2
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the topic; developing speaking skills	2	0,5
capability to apply effectively the acquired knowledge of topical information to the appropriate situation	Practical lesson 3 1. Human Resource Management: Scope. 2. Present Perfect Passive. Literature: 9, 17, 21, 22 Recommended materials:26, 38, 42 Internet sources:50, 51, 58	2	2
	Self-study: doing grammar tasks; developingthe ability to collect information on the topic from specialized Internet sources	2	0,5
	Practical lesson 4 1. Human Resource Management:	2	2

ability to use topical vocabulary and grammatical resources of the language;	Significance. 2. Past Simple Passive. Literature: 9, 17, 21, 22 Recommended materials:26, 38, 42 Internet sources:50, 51, 58		
awareness and proper use of categories, structures and processes	Self-study: doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources	2	0,5
awareness and proper use of categories, structures and processes	Practical lesson 5 1. Strategic Human Resource Management. 2. Past Continuous Passive. Literature:14, 19, 21, 24, Recommended materials:26, 38, 42 Internet sources:50, 51, 58	2	1
	Self-study: learning topical vocabulary; revising grammar rules and doing grammar tasks; developing writing skills	2	0,5
understanding and interpreting different aspects of culture and language behaviour in the world of work; ability to use grammatical resources of the language	Practical lesson 6 1. Human Resource Planning and Strategy. 2. Past Perfect Passive. Literature: 16, 19, 22, 23 Recommended materials:31, 39, 40, 42 Internet sources:50, 51, 58	2	2
	Self-study: doing grammar tasks; developingthe ability to collect information on the topic from specialized Internet sources	2	0,5
capability to apply effectively the acquired knowledge of topical information to the appropriate situation	Practical lesson 7 1. Job Analysis. 2. Job Design. 3. Future Simple Passive. 4. Future Perfect Passive. Literature: 9, 17, 21, 22 Recommended materials:26, 38, 42 Internet sources:50, 51, 58	2	2
	Self-study: analyzing grammar rules and doing grammar tasks; developingthe ability to collect information on the topic from specialized Internet sources	2	0,5
understanding and	Practical lesson 8 1. Recruitment, Selection. 2. Present Infinitive.	2	2

interpreting different aspects of culture and language behaviour in the world of work;	3. Perfect Infinitive. Literature: 9, 17, 21, 22 Recommended materials:26, 38, 42 Internet sources:50, 51, 58		
ability to use grammatical resources of the language	Self-study: learning topical vocabulary; revising grammar rules and doing grammar tasks; developing writing skills	2	0,5
capability to apply effectively the acquired knowledge of topical information to the appropriate situation	Practical lesson 9 1. Appointment and Promotion. 2. Perfect –ing form, modal+be+p.p. Literature: 9, 17, 21, 22 Recommended materials:26, 38, 42 Internet sources:50, 51, 58	2	2
	Self-study: analyzing grammar rules and doing grammar tasks; developingthe ability to collect information on the topic from specialized Internet sources	2	0,5
Unit 13. Human Resource Administration. If-clauses			
ability to use topical vocabulary and grammatical resources of the language;	Practical lesson 10 1. Performance Appraisal. 2. If-clauses. Type 1. Literature:14, 19, 21, 24, Recommended materials:26, 38, 42 Internet sources:50, 51, 58	2	1
	awareness and proper use of categories, structures and processes	Self-study: doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources	2
awareness and proper use of categories, structures and processes	Practical lesson 11 1. Rewards and Incentive Management. 2. If-clauses. Type 2. Literature: 9, 17, 21, 22 Recommended materials:26, 38, 42 Internet sources:50, 51, 58	2	2
	Self-study: learning topical vocabulary; revising grammar rules and doing grammar tasks; developing writing skills	2	0,5
understanding and interpreting different aspects of culture and language behaviour in the world of work;	Practical lesson 12 1. Employee Benefits. 2. If-clauses. Type 3. Literature: 9, 17, 21, 22 Recommended materials:26, 38, 42 Internet sources:50, 51, 58	2	2
	ability to use grammatical resources	Self-study: doing grammar tasks;	2

of the language	developingthe ability to collect information on the topic from specialized Internet sources		
capability to apply effectively the acquired knowledge of topical information to the appropriate situation	<p>Practical lesson 13</p> <p>1. Training and Development. 2. Omission of “if”.</p> <p>Literature: 9, 17, 21, 22 Recommended materials:26, 38, 42 Internet sources:50, 51, 58</p>	2	2
	Self-study: learning topical vocabulary; revising grammar rules and doing grammar tasks; developing writing skills	2	0,5
awareness and proper use of categories, structures and processes; ability to use grammatical resources of the language	<p>Practical lesson 14</p> <p>1. Learning and Development. 2. Mixed Conditionals. Type 2 – Type 1.</p> <p>Literature: 16, 19, 22, 23 Recommended materials:31, 39, 40, 42 Internet sources:50, 51, 58</p>	2	2
	Self-study: analyzing grammar rules and doing grammar tasks; developingthe ability to collect information on the topic from specialized Internet sources	2	0,5
awareness and proper use of categories, structures and processes; ability to use grammatical resources of the language	<p>Practical lesson 15</p> <p>1. Management Development. 2. Mixed Conditionals. Type 2 – Type 3.</p> <p>Literature: 9, 17, 21, 22 Recommended materials:26, 38, 42 Internet sources:50, 51, 58</p>	2	1
	Self-study: learning topical vocabulary; revising grammar rules and doing grammar tasks; developing writing skills	2	0,5
capability to apply effectively the acquired knowledge of topical information to the appropriate situation	<p>Practical lesson 16</p> <p>1. Employee Capacity Building. 2. Mixed Conditionals. Type 3 – Type 2.</p> <p>Literature: 9, 17, 21, 22 Recommended materials:26, 38, 42 Internet sources:50, 51, 58</p>	2	2
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills	2	0,5
	Practical lesson 17	2	2

understanding and interpreting different aspects of culture and language behaviour in the world of work; ability to use grammatical resources of the language	1. Total Quality Management. 2. Unreal Past. Literature:14, 19, 21, 24, Recommended materials:26, 38, 42 Internet sources:50, 51, 58		
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the theme	2	0,5
correct use of topical vocabulary; practising and memorizing grammatical rules	Practical lesson 18 1. Employee Health and Safety. 2. <i>Had Better = Should</i> . Literature: 9, 17, 21, 22 Recommended materials:26, 38, 42 Internet sources:50, 51, 58	2	2
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills	3	0,5
gain in depth the knowledge of the topical vocabulary; practising and memorizing grammatical rules	Practical lesson 19 1. Discipline and Grievances. 2. <i>Would Rather = I'd Refer</i> . Literature: 9, 17, 21, 22 Recommended materials:26, 38, 42 Internet sources:50, 51, 58	2	2
	Self-study: studying thematic information; developing grammatical skills; analyzing grammar rules	2	0,5
Unit 14. Democracy and Development. Mood			
understanding and interpreting different aspects of culture and language behaviour in the world of work	Practical lesson 20 1. Models of Development. 2. The Indicative Mood. Literature: 4, 8, 11, 13, 25 Recommended materials: 27, 39, 40 Internet sources: 52, 57, 61	2	1
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the topic; developing speaking skills	2	0,5
gain in depth the knowledge of the topical vocabulary;	Practical lesson 21 1. Social Transformation. 2. The Imperative Mood. Literature:14, 19, 21, 24, Recommended materials:26, 38, 42 Internet sources:50, 51, 58	2	2

practising and memorizing grammatical rules	Self-study: writing study and specialism- related essays to develop an argument; explaining advantages and disadvantages of various options	2	0,5
correct use of topical vocabulary; practising and memorizing grammatical rules	Practical lesson 22 1. Political Economy and Development. 2. The Subjunctive Mood. Literature: 9, 17, 21, 22 Recommended materials:26, 38, 42 Internet sources:50, 51, 58	2	2
	Self-study: enriching thematic vocabulary; developing grammatical skills; analyzing grammar rules	2	0,5
awareness and proper use of categories, structures and processes; ability to use topical vocabulary and grammatical resources of the language	Practical lesson 23 1. Political Parties. 2. The Present Subjunctive. Literature:6, 12, 13, 18 Recommended materials:27, 32, 40 Internet sources: 50, 51, 58	2	2
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating texts on the theme	2	0,5
ability to reproduce and produce effectively topical vocabulary in oral and writing speech; practising and memorizing grammatical rules	Practical lesson 24 1. Media and Public Policy. 2. The Past Subjunctive. Literature:2, 10, 14, 16 Recommended materials:35, 38, 45 Internet sources:44, 57, 60	2	2
	Self-study: writing notes and memos conveying complex relevant information to academic and professional addressees, rendering articles and authentic materials	2	0,5
knowledge of topical vocabulary; ability to use grammatical resources of the language	Practical lesson 25 1. Human Development: Health, Education, Social Security. 2. The Analytical Forms of the Subjunctive Mood. Literature: 16, 19, 22, 23 Recommended materials:31, 39, 40, 42 Internet sources:50, 51, 58	2	1
	Self-study: activating topical vocabulary;	2	0,5

	revising grammar rules; developing speaking skills		
understanding of logical relations (entailment, presupposition, implicature, etc.); knowledge of topical vocabulary	Practical lesson 26 1. Gender and Development. 2. The Use of the Subjunctive Mood in Simple Sentences. Literature:6, 7, 10, 13, 16, 21, 22 Recommended materials:28, 39, 42 Internet sources:50, 51, 58	2	2
	Self-study: enriching thematic vocabulary; developing grammatical skills; analyzing grammar rules	2	0,5
capability to apply effectively the acquired knowledge of topical information to the appropriate situation	Practical lesson 27 1. Environment and Sustainable Development. 2. The Use of the Subjunctive Mood in Complex Sentences. Literature:9, 13, 16, 22, 24 Recommended materials:32, 35, 40 Internet sources:50, 51, 58	2	2
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills	3	0,5
knowledge of topical vocabulary; ability to use grammatical resources of the language; awareness and proper use of categories, structures and processes	Practical lesson 28 1. Religious Politics. 2. Different Types of Clauses. Literature:9, 19, 20, 23 Recommended materials:26, 35, 39 Internet sources:50, 51, 58	2	2
	Self-study: writing study and specialism- related essays to develop an argument; explaining advantages and disadvantages of various options	2	0,5
Unit 15. Public Policy and Analysis. The Non-Finite Forms of the Verb. The Participle			
awareness and proper use of categories, structures and processes	Practical lesson 29 1. Understanding Public Policy. 2. Double Nature of the Participle. Literature: 16, 19, 22, 23 Recommended materials:31, 39, 40, 42 Internet sources:50, 51, 58	2	2
	Self-study: doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources	2	0,5
	Practical lesson 30	2	1

ability to reproduce and produce effectively topical vocabulary in oral and writing speech; practising and memorizing grammatical rules	1. Models of Public Policy. 2. Tense Distinctions. Literature: 2, 11, 13, 15, 18, 23 Recommended materials: 35, 38, 42, 43 Internet sources: 45, 46, 47		
	Self-study: analyzing grammar rules and doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources	2	0,5
correct use of topical vocabulary; practising and memorizing grammatical rules	Practical lesson 31 1. Policy Sciences. 2. Voice Distinctions. Literature: 1, 4, 13, 16, 25 Recommended materials: 28, 35, 41 Internet sources: 51, 59, 61	2	2
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the topic; developing speaking skills	2	0,5
understanding of logical relations (entailment, presupposition, implicature, etc.)	Practical lesson 32 1. InterGovernmental Relations in Policy Making. 2. Functions of Participle I. Literature: 7, 13, 14, 18 Recommended materials: 36, 38, 42 Internet sources: 53, 54, 56	2	2
	Self-study: doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources	2	0,5
ability to use grammatical resources of the language; understanding and interpreting different aspects of culture and language behaviour in the world of work	Practical lesson 33 1. The Role of Civil Society Organization in Policy Making. 2. Functions of Participle II. Literature: 6, 7, 10, 13, 16, 21, 22 Recommended materials: 28, 39, 42 Internet sources: 50, 51, 58	2	2
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the theme	3	0,5
	Practical lesson 34 1. The Role of International Agencies in Policy Making.	2	2

understanding and interpreting different aspects of culture and language behaviour in the world of work;	2. The Objective Participle Construction. Literature:2, 11, 13, 14, 180 Recommended materials:31, 35, 37, 42 Internet sources:48, 49, 51		
ability to use grammatical resources of the language	Self-study: rendering articles and authentic materials; summarizing a wide range of factual academic and specialism-related texts	2	0,5
correct use of topical vocabulary; practising and memorizing grammatical rules	Practical lesson 35 1. Constraints in Public Policy Formation. 2. The Subjective Participle Construction. Literature:6, 7, 10, 13, 16, 21, 22 Recommended materials:28, 39, 42 Internet sources:50, 51, 58	2	1
	Self-study: analyzing grammar rules and doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources	2	0.5
ability to use topical vocabulary and grammatical resources of the language;	Practical lesson 36 1. Policy Implementation Problems. 2. Implementation System and Models. 3. The Nominative Absolute Participle Construction. Literature:6, 12, 13, 18 Recommended materials:27, 32, 40 Internet sources: 50, 51, 58	2	2
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills	2	0,5
awareness and proper use of categories, structures and processes	Practical lesson 37 1. Policy Evaluation. 2. Policy Analysis. 3. The Prepositional Absolute Participle Construction. Literature:2, 10, 14, 16 Recommended materials:35, 38, 45 Internet sources:44, 57, 60	2	2
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the theme	2	0,5

Unit 16. Decentralization and Local Governance. The Gerund. The Infinitive			
correct use of topical vocabulary; practising and memorizing grammatical rules	Practical lesson 38 1. The Concept and Significance of Democratic Decentralization. 2. The Gerund. General Notions. 3. Double Nature of the gerund. Literature:6, 7, 10, 13, 16, 21, 22 Recommended materials:28, 39, 42 Internet sources:50, 51, 58	2	2
	Self-study: analyzing grammar rules and doing grammar tasks; developingthe ability to collect information on the topic from specialized Internet sources	2	0.5
knowledge of topical vocabulary; ability to use grammatical resources of the language;	Practical lesson 39 1. Decentralization in Contemporary Settings. 2. . Literature: 9, 17, 21, 22 Recommended materials:26, 38, 42 Internet sources:50, 51, 58	2	2
	Self-study: doing grammar tasks; developingthe ability to collect information on the topic from specialized Internet sources	3	0.5
awareness and proper use of categories, structures and processes	Practical lesson 40 1. Components of Decentralised Development: Empowerment, Socioeconomic, Equal Distrubution of Benefits of Development. 2. The Gerund. Tense Distinctions. Literature: 1, 4, 13, 16,25 Recommended materials: 28, 35, 41 Internet sources: 51, 59, 61	2	1
		Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the topic; developing speaking skills	2
capability to apply effectively the acquired knowledge of topical information to the appropriate situation;			
practising and memorizing grammatical rules			
understanding and interpreting different	Practical lesson 41 1. Partnership Among Different Levels of Government. 2. Partnership Between Local Government and NonState Agencies 3. The Gerund. Voice Distinctions. Literature: 7, 11, 13, 21, 25 Recommended materials: 27, 33, 39,	2	2

aspects of culture and language behaviour in the world of work	40 Internet sources: 52, 57, 61		
	Self-study: enriching thematic vocabulary; developing grammatical skills; analyzing grammar rules	2	0,5
correct use of topical vocabulary; practising and memorizing grammatical rules	Practical lesson 42 1. Impact of Decentralised Development. 2. The Use of the Gerund. Literature: 4, 8, 11, 13, 25 Recommended materials: 27, 39, 40 Internet sources: 52, 57, 61	2	1
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the topic; developing speaking skills	2	0,5
ability to use grammatical resources of the language; understanding and interpreting different aspects of culture and language behaviour in the world of work	Practical lesson 43 1. Organizational Structure of Rural Local Bodies. 2. The Gerund and the Infinitive. Literature: 16, 19, 22, 23 Recommended materials:31, 39, 40, 42 Internet sources:50, 51, 58	2	2
	Self-study: doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources	2	0,5
awareness and proper use of categories, structures and processes; understanding of logical relations (entailment, presupposition, implicature, etc.)	Practical lesson 44 1. Organizational Structure of Urban Local Bodies. 2. Micro Level Plans: Formulation and Implementation. 3. The Functions of the Gerund. Literature:9, 19, 20, 23 Recommended materials:26, 35, 39 Internet sources:50, 51, 58	2	1
	Self-study: writing study and specialism- related essays to develop an argument; explaining advantages and disadvantages of various options	2	0,5
Разом:		180	100

III. РЕКОМЕНДОВАНІ ДЖЕРЕЛА

Основні джерела

1. *Аннамарі English communication-I = Практика розмовної англійської мови. Ч.1: Навч. посібник / Аннамарі ; За ред. Т. І. Бондар. – К: Центр навчальної літератури, 2004.*
2. *Аннамарі English communication-II = Практика розмовної англійської мови. Ч.II: Навч. посібник / Аннамарі; За ред. Т. І. Бондар. – К: Центр навчальної літератури, 2004.*
3. Evans V., Dooley J. *Cultural Crossroads (1)*. Berkshire: Express Publishing, 2014 – 32p.
4. *Англійська мова для повсякденного спілкування = English for every day communication: підручник / В. К. Шпак, В. Я. Полулях, З. Ф. Кириченко et al.; за ред. В. К. Шпака. – 4-те вид., стер. – К.: Вища школа, 2004.*
5. *Англійська для економістів і бізнесменів: Підручник / За ред. Шпака В.К. – К: Вища школа, 2001.*
6. *Бербенець Л. І. Business English Communication Course: Навч. посібник / Л. І. Бербенець, Л. М. Хистова. – К: КНТЕУ, 2004.*
7. *Бізнес Словник: Економіка, Фінанси, Банки, Інвестиції, Кредити. Англо-укр. Понад 12500 термінів / Укл.: Єрмоленко С.Я., Єрмоленко В.І. – К : Школа, 2002. – 720с.*
8. *Верба Г. В. Граматика сучасної англійської мови = Modern English Grammar (reference book): довідник / Г. В. Верба, Л. Г. Верба. – К. : ВП Логос-М, 2012. – 352 с. – (Учням та абітурієнтам).*
9. *Вовшин Я. М. In the World of Business. В мире бизнеса: учеб. пособие / Я. М. Вовшин, Л. С. Барановский. – 5-е изд. – М. : Дашков и К, 2009. – 256 с.*
10. *Видо-часові форми англійського дієслова: Навч.-метод. посібник / В. О. Вуколова, Н. Л. Замкова, Н. Б. Іваницька та ін. – К : КНТЕУ, 2004. – 152с.*
11. *Глушенкова Е. В. Английский язык для студентов экономических специальностей. Тесты и ключи к упражнениям: Учебное пособие / Е. В. Глушенкова, Е. Н. Комарова. – М: Астрель, АСТ, 2004. – 123с.*
12. *Довгоруц Л. Я. Англійська мова для студентів економічних спеціальностей: Навч. посібник / Л. Я. Довгоруц; За ред. Бутиця Ф.Ф. – Житомир: Рута, 2001. – 384с.*
13. *Жашкевич І. Й. Англійська мова бухгалтерії та фінансів = English of Accounting and Finance: навч. посібник / І. Й. Жашкевич, О. Л. Жеронкіна. – К.: КНТЕУ, 2007. – 123с.*

14. *Іноземна мова (за професійним спрямуванням) : завдання до практичних занять : освіт. ступінь "бакалавр" : галузь знань 05 "Соціальні та поведінкові науки" : спец. 056 "Міжнародні економічні відносини" : спеціалізація "Міжнародний бізнес" / авт. Т. І. Ткачук. – Вінниця : Видавничо-редакційний відділ ВТЕІ КНТЕУ, 2017. – 59 с.*
15. *Іноземна мова професійного спрямування. Англійська мова для менеджерів: підручник / Н.В. Муқан, Л.П. Балацька, М.В. Гаврилук – Київ: Знання, 2009. – 595с.*
16. *Кнодель Л. В. Англійська мова для бізнес-спеціальностей = English for business: Textbook / Л. В. Кнодель. – К: Паливода А.В., 2007. – 472с.*
17. *Колот Л. А. Менеджмент - моя спеціальність = I major in management : навч. посібник / Л. А. Колот. – К.: КНТЕУ, 2012. – 228 с.*
18. *Комунікативна діяльність у публічному управлінні: навч.-метод. посіб. / уклад.: С.А. Бронікова, Н.І. Демедишина, Р.І. Ленда, І.М. Плотницька, Л.А. Хомічак / за ред. Р.І. Ленди, І.М. Плотницької. – К.: НАДУ при Президентіві України, 2016. – 49с.*
19. *Латигіна А. Г. Basic English of Economics: Підручник / А. Г. Латигіна. – К: КНТЕУ, 2004. – 319с.*
20. *Латигіна А. Г. I Major in Economics: Підручник / А. Г. Латигіна, Н. В. Бессараб. – К : КНТЕУ, 2004. – 292с.*
21. *Латигіна А. Г. Базовий курс англійської мови з економіки = Basic English of economics: підручник / А. Г. Латигіна. – вид. 2-ге переробл. та доп. – К.: КНТЕУ, 2013. – 456 с.*
22. *Мильнікова В. В. Англійська мова економіки, фінансів та банківської справи: Навч. посібник / В. В. Мильнікова. – К: КНТЕУ, 2001. – 390с.*
23. *Орлик Л. С. English for Business Communication with Foreign Partners: Навч. посібник / Л. С. Орлик, Є. В. Рудешко. – К: КНТЕУ, 2002.*
24. *Розум, А. П. Англійська для економістів = English for economists : навч. посібник / А. П. Розум. – К.: КНТЕУ, 2014. – 312 с.*
25. *Рудешко Є. В. Англійська мова комерційної діяльності: Навч. посібник / Є. В. Рудешко. – К: КНТЕУ, 2002. – 205с.*
26. *Сергеєва О.Ю., Ігнатенко Л.Ю., Шур В.М. Англійська мова у професійній діяльності (державне управління): навч. посіб. / О.Ю.Сергеєва, Л.Ю. Ігнатенко, В.М. Шур. – Х.: Вид-во ХарРі НАДУ «Магістр», 2014. – 136с.*
27. *Сікорська Л. О. Вправи з граматики сучасної англійської мови: навч. посібник / Л. О. Сікорська. – К.: КНТЕУ, 2008.*
28. *Шульга Л.П. Англійська мова для тих, хто вивчає публічне адміністрування: книга для студента = English for students of Public Administration: student's book: навч. посіб. у 3 кн. Кн.1 / Л.П. Шульга, В. В. Шульга; Нац. акад. держ. упр. при Президентіві України. – К.: НАДУ, 2011. – 102с.*
29. *Шульга Л.П. Англійська мова для тих, хто вивчає публічне адміністрування: книга для студента = English for students of Public*

Administration: student's book: навч. посіб. у 3 кн. Кн.2 / Л.П. Шульга, В. В. Шульга; Нац. акад. держ. упр. при Президентові України. – К.: НАДУ, 2010. – 99с.

30. Шульга Л.П. Англійська мова для тих, хто вивчає публічне адміністрування: книга для студента = English for students of Public Administration: student's book: навч. посіб. у 3 кн. Кн.3 / Л.П. Шульга, В. В. Шульга; Нац. акад. держ. упр. при Президентові України. – К.: НАДУ, 2010. – 108с.

31. *Business English: універсальний англо-український бізнес-словник: тематичний українсько-англійський бізнес-словник: практичний посібник з ділової англійської* / уклад. К. М. Заплішна. – Х.: Школа, 2010. – 544 с.

32. *English for students of economics = Англійська мова для студентів напряму "Економіка і підприємництво"* / уклад. Л. А. Люлька. – К.: Персонал, 2009.

Додаткові джерела

33. *Голіцинський Ю. Граматика: збірник вправ* / Ю. Голіцинський, Н. Голіцинська. – 7-ме вид., випр. та допов. – К.: Арій, 2012.

34. *Зоценко Л. А. Практичний курс з граматики англійської мови = Practical Course of English Grammar: навч. посібник* / Л. А. Зоценко, Л. С. Орлик. – К.: КНТЕУ, 2009. .

35. *Новий англо-український, українсько-англійський словник: 40000 слів* / Упор. Малишев В.Ф. – К.: А.С.К., 2003.

36. *Переклад англомовної економічної літератури: Економіка США: Загальні принципи* Навч. посібник / Л. М. Черноватий, В. І. Карабан, І. О. Пенькова, І. П. Ярощук; За ред. Л.М. Черноватого та В.І. Карабана. – Вінниця: Нова книга, 2005. – 496с.

37. *Харченко Г. Є. Англійська мова рекламного бізнесу = English of advertising: Підручник* / Г. Є. Харченко. – К.: КНТЕУ, 2006.

38. *Шимків, А. Англо-український тлумачний словник економічної лексики = English-Ukrainian explanatori dictionary of economic terms* / А. Шимків; Наук. ред. С. В. Слухай. – К.: Києво-Могилянська академія, 2004. – 429с.

39. Cotton D. Market Leader: intermediate / D. Cotton, D. Falvey, S. Kent.– Pearson Education Limited, 2006. – 169 p.

40. Emmerson E. Business Vocabulary Builder / E. Emmerson.– Macmillan Publishers Limited, 2009. – 176 p.

41. Emmerson E. Essential Business Vocabulary Builder / E. Emmerson.– Macmillan Publishers Limited, 2011. – 176 p.

42. Evans V. New Round Up 5 English Grammar Practice / V. Evans, J. Dooley. – Person Education Limited, 2011. – 208 p.

43. Farral C. Professional English in Use: Marketing / C. Farral, M. Lindsley . – Cambridge University Press, 2008. – 144 p.
44. Gore S. Oxford English for Marketing and Advertising / S. Gore.– Oxford University Press, 2007. – 72 p.
45. MacKenzie I. English for Business Studies / I. MacKenzie.–Cambridge University Press, 2002. – 206 p.
46. MacKenzie I. English for Business Studies / I. MacKenzie.–Cambridge University Press, 2010. – 191 p.
47. Raitskaya L. Guide to Economics /L. Raitskaya, S. Cochrane – Macmillan, 2007. – 133 p.
48. Taylor J. Business English /J. Taylor, J. Zeter – Express Publishing, 2011. – 39 p.
49. Trappe T. Intelligent English /T. Prappe, Tullis G – Pearson Education Limited, 2005. – 176 p.
50. Macmillan Essential dictionary for learners of English. – Macmillan Publishers Limited, 2003.

Интернет ресурси

51. <http://www.volusion.com>
52. <https://www.inc.com>
53. <https://www.slideshare.net>
54. <http://www.allbusiness.com>
55. <http://www.indiafillings.com>
56. <http://www.linkedin.com>
57. <http://www.economicdiscussion.net>
58. <https://study.com>
59. <http://www.economicshelp.org>
60. <http://www.marketing91.com>
61. <https://www.thebalancesmb.com>
62. <https://www.mindtools.com>
63. <https://www.blog.hubspot.com>
64. <https://www.econlib.org>
65. topdifferences.com
66. www.linguistlist.org
67. www.iti.org.uk
68. <https://www.coursera.org>

