# 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

и Н. Л. Замкова

28 09 2020

# IHO3EMHA MOBA 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

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#### І. 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 $\epsilon$ :

- 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 дозволятиме 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 діяльностів 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  $\epsilon$  обов'язковою дисципліною.

**Результатом вивчення навчальної дисципліни** «Іноземна мова за професійним спрямуванням» для освітньої програми «Публічне управління та адміністрування»  $\epsilon$  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 регістри 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 напряму, 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 регістри 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.

# <u>Лінгвістична (лексична, граматична, семантична, фонологічна, орфографічна та орфоєпічна) субкомпетентність:</u>

- 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  $\epsilon$  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 І-ІІІ 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 оформлені, 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 переводу 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

	Кількість годин					
Назва теми		Усього		з них		
		годин/	лекції	практичні	CPC	Форми
110000 10000		кредитів		-		Контролю
				ктткнає		
	1	2	3	4	5	6
	Ικ	урс, II сем	естр			
Unit I. Business and	d Entrepreneurship.	38		14	24	
The Noun	T =	_				
1. Key Notions of Business	Formation of	5		2	3	П3, УО,
Dusiness	Nouns.					T3
	Classification of					
	Nouns	_				
2. Productive	The Category of	6		2	4	T, I3
Resources: natural	Number. Countable and					
resources, capital, labor, technology	Uncountable					
labor, teenhology	Nouns					
3. Profits and	Regular plurals.	5		2	3	ТЗ, УО
Profitability.	Compounds					
Competition	_					
4. Types of	Irregular plurals	6		2	4	P, I3
Business.						
Manufacturing Businesses						
5. Service	Singularia tantum	5		2	3	СУН, ПЗ
Businesses	nouns	3		2	3	C 3 11, 113
6. Forms of	Pluralia tantum	5		2	3	УО, Т
Business. Sole	nouns. Invariable			_		, _
Proprietorships.	nouns					
Partnerships						
7. Corporations.	The Category of	6		2	4	ТЗ, УО
Franchising	Case. The					
	Possessive Case,					
Unit ? Rucinace	Organizations and	40		16	24	
Unit 2. Business Organizations and Human Resources. The Article		<b>→</b> ∪		10	<i>∠</i> <del>1</del>	
8. Types of		5		2	3	УО, ІЗ
Companies.	of Articles			_		_ , 10
Privately-owned						
and State-owned						
Companies						
9. Relationships	The use of articles	5		2	3	ТЗ, СУН
between	with class nouns					

Companies					
10. Holding	The use of articles	5	2	3	Т, УО
Company.	with nouns of	5	2		1,50
Conglomerate	material				
11. Joint Venture.	The use of articles	5	2	3	ТЗ, СУН
Consortium	with abstract	3	2	3	13, 0311
Consortium					
12 Campanias'	nouns The use of articles	5	2	3	VO ID
12. Companies'		3	2	3	УО, ІЗ
Restructuring	with proper nouns		2	2	CVIII IID
13. Workforce of	The use of articles	5	2	3	СУН, ПЗ
a Company	with set				
110	expressions			2	TIO ID
14.Organizational	The use of articles	5	2	3	УО, ІЗ
Structure of a	with names of				
Typical Company	meals and seasons				
15. Human	The use of articles.	5	2	3	УО, Т
Resources. HR	Special cases				
Department					
Unit 3. Managemen	nt and Leadership.	55	22	33	
The Pronoun					
16. Key Notions	Classification of	5	2	3	СУН, ПЗ
of Management	Pronouns				
17. Basic	Personal Pronouns	5	2	3	УО, Т
Management					
Functions					
18. The	Possessive	5	2	3	УО, ІЗ
Management	Pronouns				,
Process					
19. Kinds of	Reflexive	5	2	3	СУН, ПЗ
Managers	Pronouns	_			,
20. Areas of	Reciprocal	5	2	3	УО, Т
Management	Pronouns				, , ,
21. Managerial	Interrogative	5	2	3	УО, ІЗ
Roles	Pronouns				7 0, 13
22. Managerial	Demonstrative	5	2	3	ПЗ, УО,
Skills	Pronouns	3	2	3	T3
23. Leadership.	Indefinite and	5	2	3	СУН, ПЗ
Leadership Styles	Negative Pronouns	3	2	3	C 9 11, 113
	1	5	2	3	УО, Т
24. Autocratic and	Defining Pronouns	3		3	y O, 1
Democratic Styles	Quantitativa	5	2	3	пэмо
25. Free Rein	Quantitative	3	2	3	П3, УО,
Style.	Pronouns				T3
Visionary.					
Coaching	D-1-4' D	F	2	2	VO ID
26. Toxic,	Relative Pronouns	5	2	3	УО, ІЗ
Narcissistic and					
Other Leadership					
Styles					
	cs. Key Economic	47	16	31	
Notions. The Adjec	tive				

27. Key Notions of	Adjectives with	6	2	4	ПЗ, УО,
Economics	Nouns With	0	2	4	T3
28.The Notion of	Adjectives with	6	2	4	УО, ІЗ
Scarcity	verbs	0	2	4	30,13
29.Types of	The Attributive vs	5	2	3	УО, Т
Economic Systems	Predicative	3	2	3	30, 1
Leonomic Systems	Position of				
	Adjectives				
30.Market	The order of	6	2	4	УО, ІЗ
Economy	Adjectives	0	2	7	30,13
31.Microeconomics	Degrees of	6	2	4	ПЗ, УО,
31.Wicroeconomics	Comparison	0	2	7	T3
32.Macroeconomics	Irregular Forms	6	2	4	УО, I3
33.Main Functions	Types of	6	2	4	УО, Т УО, Т
of Economists	Comparisons	0	2	7	30, 1
34. Domestic	Grammar revision	6	2	4	УО, ІЗ
Economy	Grammar Tevision	0	2	4	30,13
Разом за II семест	<u> </u>	180/6	68	112	
1 asom sa 11 cemeci		вий контроль -		112	
		урс, III семес			
Unit 5. Product, Ma		урс, 111 семес 52	16	36	
· ·		32	10	30	
Relations. The Adve	ero				
1. The Concept of	The Adverb	6	2	4	УО, ІЗ
a Product	The Adverb	0	2	7	30,13
2. Tangible and	The Order of	6	2	4	СУН, ПЗ
Intangible	Adverbs		2	'	0511,113
Products	110,0100				
3. Core, Actual	Adverb Structure	6	2	4	УО, Т
and Augmented				•	, , ,
Products					
4. The Concept of	Adverb	6	2	4	УО, ІЗ
a Market	Classification				, 0, 13
5. Consumer and	Adverbs of	7	2	5	УО, Т
Industrial Product	frequency, time,	,			50, 1
Classifications	place and manner				
6. Types of	Adverbs of	7	2	5	ПЗ, УО,
Markets	probability, degree	,	2	3	T3
Warkets	and completeness				13
7.Demand and	Adverbs with two	7	2	5	СУН, ПЗ
Supply	forms and	,	2	3	0511,113
Биррту	differences in				
	meaning				
8. Target market	Adverbs/	7	2	5	УО, Т
o. Target market	Adjectives	,	2	3	50, 1
Unit 6 Marketing a	and Advertising. The	38	12	26	
Preposition.	ma maverusing. The	30	12	20	
9. Marketing	The Preposition.	7	2	5	УО, ІЗ
7. Iviai Keting	Omission of	<i>'</i>	2		, 50, 15
		L		<u> </u>	

	Prepositions with				
	Some Time				
10 m c D	Expressions	7		~	CVIII IID
10. The four P's	Spatial Prepositions	7	2	5	СУН, ПЗ
11. Marketing	Directional	6	2	4	СУН, ПЗ
Environment	Prepositions				,
12. Advertising	Prepositions of	6	2	4	УО, Т
	Time				
13. Product and	Prepositions to	6	2	4	УО, ІЗ
Institutional	indicate the way to				
Advertising	do something				
14.Advertising	Other Prepositions	6	2	4	ПЗ, УО,
Media	1				T3
Unit 7. Trade and C	Commerce. The	51	16	35	
Numeral. The Verb					
15.Key Notions of	TheNumeral	6	2	4	УО, ІЗ
Trade					,
16.Forms of Trade	Fractions. Reading	6	2	4	УО, Т
	Figures				,
17. Wholesale and	Telling the time,	7	2	5	УО, ІЗ
Retail Trade	dates, telephone				,
	numbers,				
	addresses				
18.E-commerce	Types of Verbs	7	2	5	СУН, ПЗ
19.Distribution	Regular and	6	2	4	УО, Т
Channels	Irregular Verbs				,
20. Market	State and Event	6	2	4	УО, ІЗ
Coverage	Verbs				ĺ
21.International	Time, Tense and	6	2	4	СУН, ПЗ
Trade	Aspect				
22.International	Be, Have and Have	7	2	5	ПЗ, УО,
Trade	got				T3
Organizations					
	d Banking. Present	39	12	27	
Tense Forms					
23.The Concept	The Present	7	2	5	УО, ІЗ
and Types of	Indefinite Tense				
Money					
24.Functions of	The Present	6	2	4	ПЗ, УО,
Money	Continuous Tense				T3
25.Banking Sector	Present Indefinite/	6	2	4	СУН, ПЗ
	Present				
	Continuous				
26.Types of Banks	The Present	6	2	4	УО, Т
71	Perfect Tense				
27.The National	The Present	7	2	5	УО, ІЗ
Bank of Ukraine	Perfect Continuous				
	Tense				
28.Personal and	Present Perfect/	7	2	5	ПЗ, УО,
L	1				. , ,

Corporate Finance	Present Perfect Continuous				Т3
Разом за III семест		180/6	56	124	
	Підсумков	ий контроль -	- екзамен		
	II к	урс, IV семес	гр		
Unit 9. Administrati	ve Theory. Past	55	26	29	
Tense Forms					
1. Public	The Past	4	2	2	СУН, ПЗ
Administration	Indefinite Tense				
Meaning					
2. Public	The Past	4	2	2	П3, УО,
Administration	Continuous Tense				Т3
Nature					
3. Public	Past Indefinite/	5	2	3	СУН, ПЗ
Administration	Past Continuous		ļ		
Scope					
4. Public	The Past Perfect	4	2	2	УО, Т
Administration	Tense				
Importance					
5. Nature and	The Past Perfect	4	2	2	П3, УО,
Typologies of	Continuous Tense		ļ		T3
Organization					
6. Development	Past Perfect/ Past	5	2	3	СУН, ПЗ
and Growth of	Perfect		ļ		
Administrative	Continuous				
Theories					
7. Scientific	Past Tense Forms.	4	2	2	ПЗ, УО,
Management	Time Indicators				T3
Approach					
8. Administrative	Present Perfect /	5	2	3	СУН, ПЗ
Management	Past Indefinite				
Approach					
9. Critique of	Past Forms with	4	2	2	УО, Т
Bureaucracy	when-clauses		_	_	
10. Human	Past Forms with	4	2	2	СУН, ПЗ
Relations	as soon as-clauses				
Approach	D . T			2	HD 110
11. Socio-	Past Forms with	4	2	2	ПЗ, УО,
Psychological	after-clauses and				Т3
Approach	before/clauses			2	NO. T
12. Open and	Past Forms with	5	2	2	УО, Т
Cooperative	till/untill-clauses				
Systems	Deat E 24	4			CMI II
13. Systems	Past Forms with	4	2	2	СУН, ПЗ
Approach	scarcely/hardly/				
TI:4 10 D-11' C	nearly/barely	40	22	26	
	stems Management.	48	22	26	
Future Tense Forms	. The Future	1	2	2	пэмо
14. Concept,	Ine Future Indefinite Tense	4	2	2	ПЗ, УО,
Nature, Scope and	muchille relise				T3

Characteristics					
15. Distinctiveness	The Present	4	2	2	СУН, ПЗ
of Public Systems	Continuous Tense			_	0 7 11, 113
Management	as a Future Form				
16. Public Systems	To Be Going To	4	2	2	ПЗ, УО,
Management:	Do Smth			_	T3
Constitutional	Do Smin				13
Context					
17. Public Systems	The Present	5	2	3	СУН, ПЗ
Management:	Continuous Tense				
Political Context	/ To Be Going To				
	Do Smth				
18. Public Systems	Present	5	2	3	ПЗ, УО,
Management:	Continuous/				T3
Socioeconomic	Future Indefinite				
Context					
19.New	Future Indefinite/	5	2	3	СУН, ПЗ
Technologies and	To Be Going To				
Public Systems	Do Smth				
Management	Do smin				
20. Concept of	The Future	4	2	2	УО, Т
Governance	Continuous Tense				Í
21. Governance:	Time Clauses	5	2	3	ПЗ, УО,
Role of Political					T3
Executive					
22. Governance:	The Future Perfect	4	2	2	СУН, ПЗ
Role of the	Tense				
Legislature					
23. Governance:	The Future Perfect	4	2	2	УО, Т
Role of the	Continuous Tense				
Judiciary					
24.Intergovern-	Future Tense	4	2	2	П3, УО,
mental Relations in	Forms.				T3
the Process of	Time Indicators				
Governance					
Unit 11. Types of	Management. The	40	20	20	
Sequence of Tenses.	Indirect Speech				
25. Financial	The Sequence of	4	2	2	СУН, ПЗ
management	Tenses				
26. Materials /	Simultaneous	4	2	2	П3, УО,
Logistics	Actions				Т3
Management					
27. Strategic	The Object Clause	4	2	2	УО, Т
Management	Precedes the				
	Principal Clause				
28. Key	The Object Clause	4	2	2	СУН, ПЗ
Management Tools	Follows the				
	Principal Clause				
29. Management	Indirect Speech	4	2	2	УО, Т
Information					

Systems	Crystages							
Measurement   Questuins   Special   4	_ •	Indianat Cananal	4		2	2	пр уо	
31. Selective   Market Techniques   Questuins   Ques			4		2	2		
Market Techniques   Indirect   Indirect   A			4		2	2		
32. Future			4		2	2	уО, 1	
Designing Techniques   Requests, Suggestions   Suggesti		_	4				MO T	
Techniques   Requests, Suggestions   Suggestions   Suggestions   A			4		2	2	уО, 1	
Suggestions		, and the second						
33. Accountability   Modal Verbs in Reported Speech   4   2   2   173, УО, ТЗ	Techniques							
Reported Speech   4	22 1 111						<b>770</b> 770	
34.Responsiveness in Public Systems   Introductory   Verbs	33. Accountability		4		2	2		
in Public Systems Management         Introductory Verbs								
Management Unit         Verbs         37         16         21           Management. The Passive Voice         37         16         21           Management. The Dassive Voice         4         2         2         ПЗ, УО, ТЗ           Resource Management: Meaning and Nature         Passive Voice         5         2         3         УО, Т           Resource Passive, Present Management: Continuous Scope Passive         Continuous         2         2         7         УО, Т           Resource Passive Passive Management: Significance         Passive Past Continuous Passive, Past Past Passive, Past Past Passive, Pa		*	4		2	2	СУН, 113	
Unit         12.         Human         Resource         37         16         21           Management. The Passive Voice         35. Human         The Use of the Resource         4         2         2         II3, YO, TS           Resource         Passive Voice         36. Human         Present Simple Passive, Present Continuous Passive         5         2         3         YO, T           Resource         Passive         Passive         4         2         2         CYH, II3           Resource         Passive         Passive         4         2         2         CYH, II3           Resource Management:         Passive         Passive         5         2         3         YO, T           Human Resource Management         Passive, Past Continuous Passive, Past Continuous Passive, Past Continuous Passive,	_							
Management. The Passive Voice         4         2         2         ПЗ, УО, ТЗ           35. Human         The Use of the Passive Voice         4         2         2         ПЗ, УО, ТЗ           Resource Management: Management: Scope Passive, Present Management: Continuous Scope Passive         Passive         2         3         УО, Т           37. Human Present Passive Management: Significance         Passive         4         2         2         CVH, ПЗ           38. Strategic Human Resource Management Passive, Passive         Past Simple Simple Simple Passive, Passive         2         3         УО, Т           39. Human Past Perfect Passive         4         2         2         ПЗ, УО, Т           40. Job Analysis and Strategy         Future Simple Passive, Future Perfect Passive         2         3         СУН, ПЗ           41. Recruitment, Perfect Infinitive, Perfect Infinitive, Perfect Infinitive, Perfect Infinitive Perfe								
The Use of the Passive Voice			37		16	21		
Resource Management: Meaning and Nature         Passive Voice         T3           36. Human Nature         Present Simple Passive, Present Continuous Passive         5         2         3         YO, T           Resource Management: Scope         Passive Passive         4         2         2         CVH, II3           Resource Management: Significance         Passive Management         Past Simple Passive, Past Continuous Passive,         5         2         3         YO, T           Human Resource Management         Past Simple Continuous Passive,         5         2         3         YO, T           39. Human Resource Planning and Strategy         Past Perfect Passive, Future Perfect Passive         4         2         2         II3, YO, T3           41. Recruitment, Selection         Present Infinitive, Perfect Infinitive         5         2         3         CYH, II3           42. Appointment and Promotion         Perfect infinitive, modal + be + p.p.         5         2         3         CYH, II3           III курс, V семестр           Unit 13. Human Resource Administration. If-clauses         50         20         30         CYH, II3		I						
Management: Meaning and Nature         Present Simple Passive, Present Perfect         5         2         3         УО, Т           Resource Management: Scope         Passive Passive         2         2         3         УО, Т           37. Human Resource Management: Significance         Passive Management: Significance         4         2         2         CУН, ПЗ           40. Job Analysis and Strategy         Past Perfect Passive, Puture Perfect Passive         4         2         2         1ПЗ, УО, ТЗ           41. Recruitment, Selection         Perfect Infinitive Perfect Infinitive         5         2         3         СУН, ПЗ           42. Appointment and Promotion         Perfect Infinitive Perfect Infinitive         5         2         3         СУН, ПЗ           42. Appointment and Promotion         Perfect Infinitive Perfect Infinitive         5         2         3         СУН, ПЗ           42. Appointment and Promotion         Perfect Infinitive Perfect Infinitive         5         2         3         СУН, ПЗ           42. Appointment and Promotion         Perfect Infinitive         5         2         3         СУН, ПЗ           42. Appointment and Promotion         Promotion         5         2         3         СУН, ПЗ           42. Appointment and Promotion         P			4		2	2		
Meaning and Nature         Nature         Present Simple Passive, Present Management: Continuous Scope Passive         5         2         3         УО, Т           Resource Management: Scope Passive         Passive         4         2         2         CYH, ПЗ           37. Human Resource Management: Significance         Passive         4         2         2         CYH, ПЗ           88. Strategic Human Resource Management Passive, Pass		Passive Voice					T3	
Nature         Present         Simple Passive, Present         5         2         3         УО, Т           Resource         Passive         Present         A         2         2         3         УО, Т           Management:         Continuous Passive         Passive         A         2         2         CYH, ПЗ           Resource         Passive         Passive         A         2         2         CYH, ПЗ           Resource         Passive         Passive         B         2         3         УО, Т           Human Resource         Passive, Past Continuous Passive, Past Continuous Passive, Passive         Passive         T3         T3           39. Human Passive         Passive         T3         T3         T3         T3           40. Job Analysis and Job Design         Future Simple Parsive, Future Perfect Passive         5         2         3         CYH, ПЗ           41. Recruitment, Perfect Infinitive, Perfect Infinitive, Perfect Infinitive         5         2         3         ПЗ, УО, Т           42. Appointment and Promotion         Perfect —ing form, modal + be + p.p.         5         2         3         CYH, ПЗ           History V cewectp           Unit 13. Human Resource         50	_							
Significance   Passive   Present   Continuous   Passive   Present   Continuous   Continuous   Passive   Present   Continuous   Passive   Continuous   Passive   Continuous   Continuous   Continuous   Passive   Continuous   Continuous   Passive   Continuous   Continuous   Passive   Continuous   Continuous   Passive   Continuous   Continuous   Passive   Continuous   Continuo	<u> </u>							
Resource         Passive, Present Continuous Passive         Passive         Continuous Passive         Passive         Continuous Passive         Passive         COTH, ПЗ         CO								
Management: Scope         Continuous Passive         Passive         CyH, ПЗ           37. Human Resource         Present Passive         Perfect Passive         4         2         2         CyH, ПЗ           Management: Significance         Simple Passive,         5         2         3         YO, T           Human Resource Management         Past Simple Passive,         5         2         3         YO, T           Mesource Planning and Strategy         Passive         4         2         2         ПЗ, УО, ТЗ           40. Job Analysis and Job Design         Future Simple Passive, Future Perfect Passive         5         2         3         CYH, ПЗ           41. Recruitment, Selection         Perfect Infinitive, Perfect Infinitive Pasom 3a IV cemecrp         180/6         84         96           Pasom 3a IV cemecrp         180/6         84         96         III курс, V cemecrp           Unit 13. Human Resource Administration. If-clauses         50         20         30         CYH, ПЗ           1. Performance         If-clauses. Type 1         5         2         3         ПЗ, УО,		_	5		2	3	УО, Т	
Scope         Passive         4         2         2         СУН, ПЗ           37. Human         Present Passive         Perfect Passive         4         2         2         CУН, ПЗ           Resource Management: Significance         Past         Simple         5         2         3         УО, Т           Human Resource Management         Passive,		ĺ						
37. Human         Present Perfect         4         2         2         СУН, ПЗ Разіve           Resource Management: Significance         38. Strategic         Past Simple Passive, Past Continuous Passive,         5         2         3         УО, Т           Human Resource Management         Passive, Past Continuous Passive,         Passive, Past Perfect         4         2         2         ПЗ, УО, Т           39. Human Resource Planning and Strategy         Passive         4         2         2         ПЗ, УО, Т           40. Job Analysis and Job Design         Future Simple Passive, Future Perfect Passive         5         2         3         СУН, ПЗ           41. Recruitment, Selection         Perfect Infinitive, Perfect Infinitive Perfect —ing form, modal + be + p.p.         5         2         3         СУН, ПЗ           42. Appointment and Promotion         Perfect —ing form, modal + be + p.p.         5         2         3         СУН, ПЗ           Підсумковий контроль — екзамен           Підсумковий контроль — екзамен            Підсумковий контроль — екзамен           Підсумковий контроль — екзамен           Підсумковий контроль — екзамен           Підсумковий контроль — екзамен           Під у О, <td col<="" td=""><td>_</td><td></td><td></td><td></td><td></td><td></td><td></td></td>	<td>_</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	_						
Resource Management: Significance       Passive       Image: Continuous Passive Past Passive	Scope							
Management:       Significance       Past       Simple       5       2       3       УО, Т         Human Resource Management       Passive, Past Continuous Passive,       Passive, Past Continuous Passive,       2       2       3       УО, Т         39. Human Resource Planning and Strategy       Passive Passive       2       2       13, УО, Т         40. Job Analysis and Job Design Perfect Passive, Future Perfect Passive Perfect Passive       5       2       3       СУН, ПЗ         41. Recruitment, Selection Perfect Infinitive, Perfect Infinitive Perfect In			4		2	2	СУН, ПЗ	
Significance         Past         Simple         5         2         3         УО, Т           Human Resource Management         Passive, Past Continuous Passive,         Passive,         2         3         УО, Т           39. Human Past Perfect Passive, Passive and Strategy         Passive Passive         2         2         ПЗ, УО, ТЗ           40. Job Analysis and Job Design Passive, Future Perfect Passive         Passive, Future Perfect Passive         2         3         СУН, ПЗ           41. Recruitment, Selection Perfect Infinitive Perfect Passive Perfect Infinitive Perfect Passive Passi	Resource	Passive						
38. Strategic         Past         Simple Passive, Past Continuous Passive,         5         2         3         УО, Т           40. Job Analysis and Job Design         Future Simple Passive         5         2         3         СУН, ПЗ           41. Recruitment, Selection         Perfect Infinitive Perfect Infinitive         5         2         3         СУН, ПЗ           42. Appointment and Promotion         Perfect – ing form, modal + be + p.p.         5         2         3         СУН, ПЗ           Нижурс, V семестр           180/6         84         96           Підсумковий контроль – екзамен           И туре, V семестр           Unit 13. Human Resource Administration. If-clauses         50         20         30         СУН, ПЗ           1. Performance         If-clauses. Type 1         5         2         3         ПЗ, УО,	_							
Human Resource Management       Passive, Passive, Passive, Passive,       Passive, Passive       Passive, Passive       Passive, Passive       Passive, Passive       Passive, Passive, Passive, Passive       Passive, Passive								
Management       Continuous Passive,		_	5		2	3	УО, Т	
Passive,         39. Human       Past       Perfect       4       2       2       ПЗ, УО,         Resource Planning and Strategy       Passive       T3         40. Job Analysis and Job Design       Future       Simple Passive, Future Perfect Passive       2       3       СУН, ПЗ         41. Recruitment, Persent Infinitive, Selection       Perfect Infinitive       5       2       3       ПЗ, УО, ТЗ         42. Appointment and Promotion       Perfect –ing form, modal + be + p.p.       5       2       3       СУН, ПЗ         Pa30M 3a IV семестр         III курс, V семестр         Unit 13. Human Resource       50       20       30       СУН, ПЗ         Administration. If-clauses       5       2       3       ПЗ, УО,	Human Resource	Passive, Past						
39. Human         Past         Perfect         4         2         2         ПЗ, УО, ТЗ           Resource Planning and Strategy         Future         Simple Simple Passive         5         2         3         СУН, ПЗ           40. Job Analysis and Job Design         Passive, Future Perfect Passive         5         2         3         СУН, ПЗ           41. Recruitment, Selection         Perfect Infinitive         5         2         3         ПЗ, УО, ТЗ           42. Appointment and Promotion         Perfect –ing form, modal + be + p.p.         5         2         3         СУН, ПЗ           Pasom 3a IV семестр         180/6         84         96           Підсумковий контроль – екзамен           Ипіt 13. Нитап Resource         50         20         30         СУН, ПЗ           Administration. If-clauses         1. Performance         If-clauses. Type 1         5         2         3         ПЗ, УО,	Management	Continuous						
Resource Planning and Strategy       Passive       T3         40. Job Analysis and Job Design       Future Simple Passive, Future Perfect Passive       5       2       3       CУН, П3         41. Recruitment, Selection       Present Infinitive, Perfect Infinitive       5       2       3       П3, УО, Т3         42. Appointment and Promotion       Perfect –ing form, modal + be + p.p.       5       2       3       СУН, П3         Разом за IV семестр         11 курс, V семестр         Unit 13. Human Resource Administration. If-clauses       50       20       30       СУН, П3         1. Performance       If-clauses. Type 1       5       2       3       П3, УО,		•						
and Strategy       40. Job Analysis       Future Simple Passive, Future Perfect Passive       5       2       3       СУН, ПЗ СУ		Past Perfect	4		2	2	П3, УО,	
40. Job Analysis and Job Design       Future Simple Passive, Future Perfect Passive       5       2       3       СУН, ПЗ	Resource Planning	Passive					Т3	
and Job Design       Passive, Perfect Passive       Future Perfect Passive       2       3       ПЗ, УО, ТЗ, УО, ТЗ, УО, ТЗ, УО, ТЗ, УО, ТЗ, ОО, ТЗ, ОО, ТЗ, ОО, ТЗ, ОО, ТЗ, ОО, ОО, ОО, ОО, ОО, ОО, ОО, ОО, ОО, О	and Strategy							
Perfect Passive         41. Recruitment, Selection       Present Infinitive, Perfect Infinitive       5       2       3       ПЗ, УО, ТЗ         42. Appointment and Promotion       Perfect –ing form, Perfect –ing form, modal + be + p.p.       5       2       3       СУН, ПЗ         Pasom sa IV семестр         III курс, V семестр         Unit 13. Human Resource       50       20       30       СУН, ПЗ         Administration. If-clauses       5       2       3       ПЗ, УО,	40. Job Analysis	Future Simple	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         III курс, V семестр         Unit 13. Human Resource Administration. If-clauses       50       20       30       СУН, ПЗ         1. Performance       If-clauses. Type 1       5       2       3       ПЗ, УО,	and Job Design	Passive, Future						
Selection         Perfect Infinitive         T3           42. Appointment and Promotion         Perfect –ing form, modal + be + p.p.         5         2         3         СУН, П3           Pasom за IV семестр         180/6         84         96           Підсумковий контроль – екзамен           Unit 13. Human Resource         50         20         30         СУН, П3           Administration. If-clauses         1. Performance         If-clauses. Type 1         5         2         3         П3, УО,								
42. Appointment and Promotion       Perfect –ing form, modal + be + p.p.       5       2       3       СУН, ПЗ мом 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 мом дом дом дом дом дом дом дом дом дом			5		2	3	П3, УО,	
and Promotion       modal + be + p.p.       B80/6       84       96         Підсумковий контроль – екзамен         III курс, V семестр         Unit 13. Human Resource       50       20       30       СУН, ПЗ         Administration. If-clauses       1. Performance       If-clauses. Type 1       5       2       3       ПЗ, УО,								
and Promotion       modal + be + p.p.       B80/6       84       96         Підсумковий контроль – екзамен         III курс, V семестр         Unit 13. Human Resource       50       20       30       СУН, ПЗ         Administration. If-clauses       1. Performance       If-clauses. Type 1       5       2       3       ПЗ, УО,		Perfect -ing form,	5		2	3	СУН, ПЗ	
Підсумковий контроль – екзамен           III курс, V семестр           Unit 13. Human Resource         50         20         30         СУН, ПЗ           Administration. If-clauses         1. Performance         If-clauses. Type 1         5         2         3         ПЗ, УО,	and Promotion							
III курс, V семестр         Unit 13. Human Resource       50       20       30       СУН, ПЗ         Administration. If-clauses       -       -       -       -         1. Performance       If-clauses. Type 1       5       2       3       ПЗ, УО,	Разом за IV семест					96		
III курс, V семестр         Unit 13. Human Resource       50       20       30       СУН, ПЗ         Administration. If-clauses       -       -       -       -         1. Performance       If-clauses. Type 1       5       2       3       ПЗ, УО,	Підсумковий контроль – екзамен							
Administration. If-clauses  1. Performance   If-clauses. Type 1   5   2   3   ПЗ, УО,		III						
1. Performance If-clauses. Type 1 5 2 3 $\Pi$ 3, YO,	Unit 13. Human Resource		50		20	30	СУН, ПЗ	
Jr ,	Administration. If-cl	auses						
Appraisal T3	1. Performance	If-clauses. Type 1	5		2	3	ПЗ, УО,	
	Appraisal						Т3	

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	П3, УО, Т3
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	П3, УО, Т3
8. Total Quality Management	Unreal Past	5	2	3	УО, Т
9. Employee Health and Safety	Had Better = Should	5	2	3	СУН, ПЗ
10.Discipline and Grievances	Would Rather = I'd Prefer	5	2	3	УО, Т
Unit 14. Democracy	and Development.	48	18	30	
Mood					
11. Models of	The Indicative	5	2	3	СУН, ПЗ
Development	Mood				
12. Social	The Imperative	5	2	3	ПЗ, УО,
Transformation	Mood	<u> </u>	2	2	T3
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	П3, УО, Т3
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	П3, УО,
19. Religious Politics	Different Types of Clauses	5	2	3	СУН, ПЗ
Unit 15. Public Poli		44	18	26	

The Non-Finite Form	ns of the Verb. The				
	Double Nature of	5	2	3	УО, Т
20. Understanding		3	2	3	уО, 1
Public Policy	the Participle	5	2	2	СУП ПЭ
221. Models of	Tense Distinctions	5	2	3	СУН, ПЗ
Public Policy	77 . D		2	2	HD MO
22. Policy Sciences	Voice Distinctions	5	2	3	П3, УО, Т3
23. InterGovern- mental 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	П3, УО, Т3
26. Constraints in Public Policy Formation	The Subjective Participle Construction	5	2	3	СУН, ПЗ
27. Policy	The Nominative	5	2	3	ПЗ, УО,
Implementation Problems	Absolute Participle Construction				Т3
28. Policy Evaluation	The Prepositional Absolute Participle Construction	5	2	3	СУН, ПЗ
Unit 16. Decentral Governance. The Ge		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	П3, УО, Т3
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	П3, УО,

34. Organizational	The Functions of	5		2	3	ПЗ, УО,		
Structure of Rural	the Infinitive					T3		
Local Bodies								
35. Organizational	Infinitive	6		2	4	СУН, ПЗ		
Structure of Urban	Constructions							
Local Bodies								
Разом за V семестр		180/6		70	110			
Підсумковий контроль – екзамен								
Всього	720/24							

#### Умовні позначення:

УО – усне опитування; ІЗ – індивідуальне завдання; ПО – письмове опитування; КТ – комп'ютерне тестування;

Т – тестування; ДК – розрахунки та дослідження з використанням

Р – реферат; комп'ютера.

# ІІ. 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. Possesive 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+ comparitive, 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 Averbs. 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/untill*-clauses. Past Forms with *scarecely*, *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 Intriductory 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. Startegic Human Resource Management. Human Resource Planning and Startegy. Job Analysis. Job Design. Recruitment. Selection. Appointment. Promotion. Remuneration and Salary System.

The Use of the Passive Voice. Present Simple Passive. Present Continuos 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. Emplyee Benefits. Training and Development. Learning and Development. Management Development. Employee Capacity Building Strategies. Total Quality Management. Emplyee 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 Prsent 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 Pulic Policy Formation. Policy Implementation Problems. Policy Evaluation.

Double Nature of the Participle. Tense Distinctions. Voice Distinctions. Functions of Participle I. Functione of Participle II. The Objective Participal Construction. The Subjective Participal Construction. The Nominative Absolute Participal Construction. The Prepositional Absolute Participal 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 Entrepreneurs	hip. The Noun.	*
knowledge of topical vocabulary; ability to use grammatical resources of the language;	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
understanding different aspects of language behaviour	Self-study: enriching thematic vocabulary; developing grammatical skills; analyzing grammar rules	3	1
correct use of topical vocabulary; practising and memorizing grammatical	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
rules	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	Literature: 1, 4, 7, 13,16 Recommended materials: 27, 32, 41 Internet sources: 51, 59, 61	2	2
grammatical resources of the language	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

correct use of topical vocabulary; practising and	Self-study: studying thematic information; developing grammatical skills; analyzing grammar rules  Practical lesson 5 1. Service Businesses. 2. Singularia tantum nouns. Literature: 4, 8, 11, 13, 14 Recommended materials: 31, 33, 41	2	2
memorizing grammatical rules	Internet sources: 51, 59, 61 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	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
information to the appropriate situation	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			
	Practical lesson 8		
	1. Types of Companies.		
	2. Privately-owned and State-owned		
	Companies.		
awareness and control of	3. The Article.	2	2
the organisation of the	Literature: 2, 5, 8, 13, 16,20	2	2
meaning of grammatical	Recommended materials: 26,		
elements;	29, 32, 38		
1 . 1			
understanding of logical relations (entailment,	Internet sources: 45, 46, 47		
presupposition,	Self-study:		
implicature, etc.)	preparing presentations on the topic;		
implicatare, etc.)	doing grammar exercises;	3	1
	reading and translating texts on the		
	theme		
	Practical lesson 9		
	1. Relationships between		
	Companies.		
	2. Use of articles with common		
understanding and	nouns.	2	2
interpreting different	Literature: 2, 5, 13, 25		
aspects of culture and	Recommended materials: 27,		
language behaviour in the world of work	28, 33, 38		
the world of work	Internet sources: 45, 46, 47		
	Self-study:		
	writing study and specialism- related	2	1
	essays to develop an argument;	3	1
	explaining advantages and		
	disadvantages of various options  Practical lesson 10		
	1. Holding Company.		
	2. Conglomerate.		
	3. Use of articles with nouns of		
	material.		
comphility to apply	4. Use of articles with nouns used in	2	2
capability to apply effectively the acquired	apposition.	<u> </u>	<u> </u>
knowledge of topical	Apposition.  Literature: 6, 8, 13, 16, 23		
information to the appropriate situation	Recommended materials: 27, 28, 33,		
	38		
	Internet sources: 45, 46, 47		
	Self-study:		
	doing grammar exercises;	4	
	reading and translating texts on the	4	1
	topic		

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

	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	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
and writing speech; practising and memorizing grammatical rules	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,	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
implicature, etc.)	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	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
memorizing grammatical rules	Self-study: enriching thematic vocabulary; developing grammatical skills; analyzing grammar rules	4	0,5

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

	T		
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	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 Self-study:	2	2
the language	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;	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
ability to use grammatical resources of the language	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	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
appropriate situation	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills	3	1
U	nit 4. Economics. Key Economic Notic	ons. The Adjective	•
awareness and control of the organisation of the meaning of grammatical elements; understanding of logical relations (entailment,	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
presupposition, implicature, etc.)	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills	4	1

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

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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	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
appropriate situation	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	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
meaning of grammatical elements	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 Cor	ncept of Product. T	he Adverb.
knowledge of topical vocabulary; ability to use lexical and	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
grammatical resources of the language	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills	4	0,5
gain in depth the knowledge of the topical vocabulary;	Practical lesson 2 1. Tangible Products and Intangible Products. 2. The order of adverbs. Literature:7, 13, 14, 16	2	3

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	Practical lesson 3  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
use of categories, structures and processes	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	Practical lesson 4  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
of the language	Self-study: analyzing grammar rules and doing grammar tasks; developingthe 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	Practical lesson 5  1. Market Orientation.  2. Adverb Classification. Literature:8, 11, 13, 16 Recommended materials:37, 42, 45 Internet sources:48, 49, 51	2	3
the world of work	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	Practical lesson 6  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		
	Practical lesson 7	2	3
		2	3
capability to apply	1. Demand and supply.		
effectively the acquired	2. Adverbs with two forms and		
knowledge of topical	differences in meaning.		
information to the	Literature: 10, 13, 16, 23, 24		
appropriate situation	Recommended materials:28, 37, 42		
appropriate situation	Internet sources:48, 49, 51	5	0.5
	Self-study:	5	0,5
	preparing presentations on the topic;		
	doing grammar exercises;		
	reading and translating a newspaper		
	article on the theme.		
	Practical lesson 8	2	3
knowledge of topical	1. Target Market.		
	2. Adverbs / Adjectives.		
vocabulary;	Literature:5, 11, 13, 17		
ability to use	Recommended materials:53, 54, 56		
grammatical resources	Internet sources:		
of the language;	Self-study:	5	0,5
of the language,	writing notes and memos conveying		
ability to lexical	complex relevant information to		
resources of the	academic and professional addressees,		
language;	rendering articles and authentic		
iunguuge,	materials;		
	summarizing a wide range of factual		
	academic and specialism-related texts		
	Unit 6. Marketing and Advertising. The	Preposiiton.	
		-	
	Practical lesson 9	2	3
1 , 1' C1 ' 1	1. Marketing.		
understanding of logical	2. The Preposition.		
relations;	3. Omission of prepositions with		
awareness and control of	some time expressions.		
the organisation of the	Literature: 5, 7, 13, 14, 18		
	Recommended materials:35, 36, 38		
meaning of grammatical	Internet sources:53, 54, 56		
elements	Self-study:	5	0,5
	studying thematic information;		
	developing grammatical skills;		
	analyzing grammar rules		
	Practical lesson 10	2	3
	1. The four P's.		
	2. Spatial Prepositions.		
1	Literature: 7, 13, 14, 18		
awareness and proper	Recommended materials:36, 42, 45		
use of categories,	Internet sources:53, 54, 56		
structures and processes	Self-study:	5	0,5
	activating topical vocabulary;		,
L		<u> </u>	

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

appropriate situation	grammar tasks; developingthe ability to collect information on the topic from specialized Internet sources  [Init 7. Trade and Commerce. The Numer	al. The Verb.	
knowledge of topical vocabulary; ability to use grammatical resources of the language;	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
awareness and proper use of categories, structures and processes	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;	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
awareness and proper use of categories, structures and processes	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. Retrail 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	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
information to the	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	Practical lesson 19 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;	Practical lesson 20 1. Market Coverage. 2. State and Event Verbs. Literature:2, 7, 17 Recommended materials:29, 35, 45 Internet sources:44, 57, 60	2	3
practising and memorizing grammatical rules	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	Practical lesson 21 1. International Trade. 2. Time, Tense and Aspect. Literature:11, 18, 21 Recommended materials:32, 38, 45 Internet sources:44, 57, 60	2	3
relations (entailment, presupposition, implicature, etc.)	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	Practical lesson 22 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
grammatical resources of the language	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 Te	ense Forms.	
knowledge of topical vocabulary;  ability to use grammatical resources of the language	Practical lesson 23 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	Practical lesson 24  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
memorizing grammatical rules	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	Practical lesson 25  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;	Practical lesson 26 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
awareness and proper use of categories, structures and processes	Self-study: learning topical vocabulary; revising grammar rules and doing grammar tasks; developing writing skills	4	0,5

awareness and proper use of categories,	Practical lesson 27 1. The National Bank of Ukraine. 2. The Present Perfect Continuous Tense.	2	3
structures and processes; ability to use topical vocabulary and grammatical resources	Literature: 12, 13, 16, 19, 22 Recommended materials:29, 35, 40 Internet sources:50, 51, 58		
of the language	Self-study: analyzing grammar rules and doing grammar tasks; developingthe ability to collect information on the topic from specialized Internet sources	5	0,5
ability to identify, evaluate and synthesise topical information; ability to use grammatical resources of the language	Practical lesson 28  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	2	3
	Self-study: studying thematic information; developing grammatical skills; analyzing grammar rules	5	0,5
Разом:		180	100
	IV семестр		
	Unit 9. Administrative Theory. Past Te	ense Forms	
	Practical lesson 1	2	2
understanding of logical relations (entailment, presupposition, implicature, etc.)	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		
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the topic; developing speaking skills	3	1
understanding and interpreting different aspects of culture and language behaviour in the world of work;	Practical lesson 2 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	2	2
ability to use grammatical resources	Self-study: preparing presentations on the topic; doing grammar exercises;	4	1

of the language	reading and translating a newspaper article on the topic; developing speaking skills		
correct use of topical vocabulary; practising and memorizing	Practical lesson 3 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
grammatical rules	Self-study: 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;	Practical lesson 4 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
awareness and proper use of categories, structures and processes	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	Practical lesson 5 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	Practical lesson 6 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
memorizing grammatical rules	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the topic; developing speaking skills	4	1

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

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;	4	1
	doing grammar exercises; reading and translating a newspaper article on the topic; developing speaking skills.		
understanding and interpreting different aspects of culture and language behaviour in the world of work;	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
ability to use grammatical resources of the language	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 hardly/scarcely/nearly/barely 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
Uni	it 10. Public Systems Management. Futu	re 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;	3	1
	explaining advantages and disadvantages		
	of various options; developing		
	presentation skills		
	Practical lesson 15	2	2
	1. Distinctiveness of Public Systems		
	Management.		
correct use of topical	2. The Present Continuous as a		
vocabulary;	Future Form.		
, , , , , , , , , , , , , , , , , , , ,	Literature:9, 19, 20, 23		
practising and	Recommended materials:26, 35, 39		
memorizing	Internet sources:50, 51, 58		
grammatical rules	Self-study:	4	1
	writing notes and memos conveying		
	complex relevant information to		
	academic and professional addressees,		
	rendering articles and authentic materials  Practical lesson 16	2	2
		2	2
ability to use topical	Public Systems Management:     Constitutional Context.		
vocabulary and			
grammatical resources	2. To Be Going To Do Smth. Literature: 14, 19, 21, 24,		
of the language;	Recommended materials:26, 38, 42		
	Internet sources:50, 51, 58		
awareness and proper	Self-study:	3	1
use of categories,	activating topical vocabulary;		
structures and processes	revising grammar rules;		
	developing speaking skills	2	2
	Practical lesson 17	2	2
	1. Public Systems Management:		
	Political Context.		
	2. The Present Continuous Tense vs		
awareness and proper	To Be Going To Do Smth.		
use of categories,	Literature: 16, 19, 22, 23		
structures and processes	Recommended materials:31, 39, 40,		
structures and processes	42		
	Internet sources:50, 51, 58		
	Self-study:	3	1
	preparing presentations on the topic;		
	doing grammar exercises;		
	reading and translating a newspaper		
	article on the topic; developing speaking skills		
	Practical lesson 18	2	2
capability to apply	1. Public Systems management:		
capacinity to appry	Socioeconomic Context.		

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;	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
awareness and proper use of categories, structures and processes	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	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
memorizing grammatical rules	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	Literatura 0 10 20 22		
	Literature:9, 19, 20, 23 Recommended materials:26, 35, 39		
of the language;	Internet sources:50, 51, 58		
awareness and proper		2	1
use of categories,	Self-study: analyzing grammar rules and doing	3	1
structures and processes			
structures una processes	grammar tasks; developing the ability to		
	collect information on the topic from		
	specialized Internet sources		
	Practical lesson 23	2	2
correct use of topical	1. Governance: Role of the Judiciary.		
_	2.The Future Perfect Continuous		
vocabulary;	Tense.		
	Literature: 6, 7, 10, 13, 16, 21, 22		
practising and	Recommended materials:28, 39, 42		
memorizing	Internet sources:50, 51, 58		
grammatical rules	Self-study:	3	1
	doing grammar tasks; developingthe		
	ability to collect information on the topic		
	from specialized Internet sources		
	Practical lesson 24	2	2
	1. Intergovernmental Relations in the		
ability to use topical	Process of Governance.		
vocabulary and	2. Future Tense Forms. Time		
grammatical resources	Indicators.		
of the language;	Literature:9, 19, 20, 23		
,	Recommended materials:26, 35, 39		
awareness and proper	Internet sources:50, 51, 58		
use of categories,	Self-study:	3	1
structures and processes	preparing presentations on the topic;	C	-
	doing grammar exercises;		
	reading and translating a newspaper		
	article on the topic; developing speaking		
	skills		
Unit 11 T	Types of Management. The Sequence of t	enses Indirect Spe	ech
	Practical lesson 25	2	2
		2	2
	1. Financial Mangement.		
	2. The Sequence of Tenses.		
awareness and proper	Literature:6, 7, 10, 13, 16, 21, 22		
use of categories,	Recommended materials:28, 39, 42		
structures and processes;	Internet sources:50, 51, 58		
	Self-study:	3	1
ability to use	writing notes and memos conveying		-
grammatical resources	complex relevant information to		
of the language	academic and professional addressees,		
	rendering articles and authentic materials		
	and administration in the second seco		
	Practical lesson 26	2	2
		2	<i>L</i>
	1. Materials Management.		

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	3	1
	information on the topic from specialized Internet sources		
	Practical lesson 27	2	2
ability to use topical vocabulary and grammatical resources of the language; awareness and proper	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		
use of categories, structures and processes	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;	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
awareness and proper use of categories, structures and processes	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	1 Work Managament		
aspects of culture and	1. Work Management.		
language behaviour in	2. Indirect General Questions.		
the world of work;	Literature: 6, 7, 10, 13, 16, 21, 22		
the world of work,	Recommended materials:28, 39, 42		
ability to use	Internet sources:50, 51, 58		
grammatical resources	Self-study:	3	1
of the language	doing grammar tasks; developingthe		
	ability to collect information on the topic		
	from specialized Internet sources		
	Practical lesson 31	2	2
	1. Selective Market Techniques.		
	2. Indirect Special Questions.		
awareness and proper	Literature: 9, 17, 21, 22		
use of categories,	Recommended materials:26, 38, 42		
structures and processes	Internet sources:50, 51, 58	4	4
	Self-study: learning topical vocabulary;	4	1
	revising grammar rules and doing		
	grammar tasks;		
	developing writing skills		
	Practical lesson 32	2	2
	1. Future Designing Techniques.	2	2
understanding and	2. Indirect Commands, Requests,		
interpreting different	Suggestions.		
aspects of culture and	Literature: 9, 17, 21, 22		
language behaviour in	Recommended materials:26, 38, 42		
the world of work;	Internet sources:50, 51, 58		
ability to use	Self-study:	3	1
grammatical resources	analyzing grammar rules and doing		
of the language	grammar tasks; developingthe ability to		
or the language	collect information on the topic from		
	specialized Internet sources		
	Practical lesson 33	2	2
understanding and	1. Accountability.		
interpreting different	2. Modal Verbs in Reported Speech.		
aspects of culture and	Literature: 16, 19, 22, 23		
language behaviour in	Recommended materials:31, 39, 40, 42		
the world of work;	Internet sources: 50, 51, 58		
,	Self-study:	3	1
ability to use	learning topical vocabulary; revising	<i>J</i>	1
grammatical resources	grammar rules and doing grammar tasks;		
of the language	developing writing skills		
	Practical lesson 34	2	2
	1. Responsiveness in Public Systems	~	_
ability to use topical	Mnagement.		
vocabulary and	2. Special Inrtoductory Verbs.		
grammatical resources	3. Changing Dialogues in Reported		
L			

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

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		
awareness and proper use of categories, structures and processes	Internet sources:50, 51, 58  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;	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
ability to use grammatical resources of the language	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	3. Perfect Infinitive.		
aspects of culture and	Literature: 9, 17, 21, 22		
language behaviour in	Recommended materials:26, 38, 42		
the world of work;	Internet sources:50, 51, 58		
the world of work,	Self-study:	2	0.5
ability to use	learning topical vocabulary; revising	2	0,5
grammatical resources	grammar rules and doing grammar tasks;		
of the language	developing writing skills		
or the language	1 0 0	2	2
	Practical lesson 9	2	2
	1. Appointment and Promotion.		
capability to apply	2. Perfect –ing form, modal+be+p.p.		
effectively the acquired	Literature: 9, 17, 21, 22		
knowledge of topical	Recommended materials:26, 38, 42		
information to the	Internet sources:50, 51, 58		
appropriate situation	Self-study:	2	0,5
	analyzing grammar rules and doing		
	grammar tasks; developing the ability to		
	collect information on the topic from		
	specialized Internet sources		
	Unit 13. Human Resource Administration	on. If-clauses	
	Practical lesson 10	2	1
ability to use topical	1. Performance Appraisal.		
vocabulary and	2. If-clauses. Type 1.		
grammatical resources	Literature: 14, 19, 21, 24,		
of the language;	Recommended materials:26, 38, 42		
or the language,	Internet sources:50, 51, 58		
awareness and proper	Self-study:	2	0,5
use of categories,	doing grammar tasks; developing the	2	0,3
structures and processes	ability to collect information on the topic		
1	from specialized Internet sources		
		2	2
	Practical lesson 11	2	2
	1. Rewards and Incentive		
,	Management.		
awareness and proper	2. If-clauses. Type 2.		
use of categories,	Literature: 9, 17, 21, 22		
structures and processes	Recommended materials:26, 38, 42		
	Internet sources:50, 51, 58		
	Self-study:	2	0,5
	learning topical vocabulary; revising		
	grammar rules and doing grammar tasks;		
	developing writing skills		
understanding and	Practical lesson 12	2	2
interpreting different	1. Employee Benefits.		
aspects of culture and	2. If-clauses. Type 3.		
language behaviour in	Literature: 9, 17, 21, 22		
the world of work;	Recommended materials:26, 38, 42		
	Internet sources:50, 51, 58		
ability to use	Self-study:	2	0,5
grammatical resources	doing grammar tasks;		ĺ
L	•	1	1

of the language	developingthe ability to collect		
	information on the topic from		
	specialized Internet sources		
	Practical lesson 13	2	2
capability to apply	1. Training and Development.		
effectively the acquired	2. Omission of "if".		
knowledge of topical	Literature: 9, 17, 21, 22		
information to the	Recommended materials:26, 38, 42		
appropriate situation	Internet sources:50, 51, 58	2	0.5
	Self-study: learning topical vocabulary; revising	2	0,5
	grammar rules and doing grammar tasks;		
	developing writing skills		
	Practical lesson 14	2	2
	1. Learning and Development.	2	2
	2. Mixed Conditionals. Type 2 –		
awareness and proper	Type 1.		
use of categories,	Literature: 16, 19, 22, 23		
structures and processes;	Recommended materials:31, 39, 40,		
<b>1</b>	42		
ability to use	Internet sources:50, 51, 58		
grammatical resources	Self-study:	2	0,5
of the language	analyzing grammar rules and doing		
	grammar tasks; developingthe ability to		
	collect information on the topic from		
	specialized Internet sources		
	Practical lesson 15	2	1
awareness and proper	1. Management Development.		
use of categories,	2. Mixed Conditionals. Type 2 –		
structures and processes;	Type 3.		
-1-11144	Literature: 9, 17, 21, 22 Recommended materials:26, 38, 42		
ability to use grammatical resources	Internet sources:50, 51, 58		
of the language	Self-study:	2	0,5
of the language	learning topical vocabulary; revising	2	0,3
	grammar rules and doing grammar tasks;		
	developing writing skills		
	Practical lesson 16	2	2
	1. Employee Capacity Building.		
capability to apply	2. Mixed Conditionals. Type 3 –		
effectively the acquired	Type 2.		
knowledge of topical	Literature: 9, 17, 21, 22		
information to the	Recommended materials:26, 38, 42		
appropriate situation	Internet sources:50, 51, 58		
	Self-study:	2	0,5
	activating topical vocabulary;		
	revising grammar rules; developing speaking skills		
	Practical lesson 17	2	2
	11450041 1055011 17		

understanding and interpreting different aspects of culture and language behaviour in the world of work;	1. Total Quality Management. 2. Unreal Past. Literature:14, 19, 21, 24, Recommended materials:26, 38, 42 Internet sources:50, 51, 58 Self-study:	2	0,5
ability to use grammatical resources of the language	preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the theme		
correct use of topical vocabulary; practising and memorizing	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
grammatical rules	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	Practical lesson 19 1. Disciplibe and Grievances. 2. Would Rather = I'd Refer. Literature: 9, 17, 21, 22 Recommended materials:26, 38, 42 Internet sources:50, 51, 58	2	2
grammatical rules	Self-study: studying thematic information; developing grammatical skills; analyzing grammar rules	2	0,5
	Unit 14. Democracy and Developmen	nt. Mood	
understanding and interpreting different aspects of culture and language behaviour in	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
the world of work	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

	0.10 . 1		0.5
practising and memorizing	Self-study: writing study and specialism- related	2	0,5
grammatical rules	essays to develop an argument;		
grammatical rates	explaining advantages and disadvantages		
	of various options		
	Practical lesson 22	2	2
	1. Political Economy and		
correct use of topical	Development.		
vocabulary;	2. The Subjunctive Mood.		
practising and	Literature: 9, 17, 21, 22 Recommended materials:26, 38, 42		
memorizing	Internet sources:50, 51, 58		
grammatical rules	Self-study:	2	0,5
	enriching thematic vocabulary;	_	0,5
	developing grammatical skills;		
	analyzing grammar rules		
	Practical lesson 23	2	2
awareness and proper	1. Political Parties.		
use of categories,	2. The Present Subjunctive.		
structures and processes;	Literature:6, 12, 13, 18		
ability to use topical	Recommended materials:27, 32, 40		
vocabulary and	Internet sources: 50, 51, 58	2	0.7
grammatical resources	Self-study: preparing presentations on the topic;	2	0,5
of the language	doing grammar exercises;		
	reading and translating texts on the		
	theme		
	Practical lesson 24	2	2
ability to reproduce and	1. Media and Public Policy.		
produce effectively	2. The Past Subjunctive.		
topical vocabulary in	Literature:2, 10, 14, 16 Recommended materials:35, 38, 45		
oral and writing speech;	Internet sources:44, 57, 60		
practising and memorizing	Self-study:	2	0,5
grammatical rules	writing notes and memos conveying	_	0,5
grammatical rates	complex relevant information to		
	academic and professional addressees,		
	rendering articles and authentic materials		
	Practical lesson 25	2	1
	1. Human Development: Health,		
knowledge of topical	Education, Social Security.		
vocabulary;	2. The Analytical Forms of the		
ability to use	Subjunctive Mood.		
grammatical resources	Literature: 16, 19, 22, 23		
of the language	Recommended materials:31, 39, 40,		
	42		
	Internet sources:50, 51, 58	_	
	Self-study:	2	0,5
	activating topical vocabulary;		

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

1.22	1.14 11 (D.11; D.1;		
ability to reproduce and	1. Models of Public Policy.		
produce effectively	2. Tense Distinctions.		
topical vocabulary in	Literature: 2, 11, 13, 15, 18, 23		
oral and writing speech;	Recommended materials: 35, 38, 42,		
	43		
practising and	Internet sources: 45, 46, 47		
memorizing	Self-study:	2	0,5
grammatical rules	analyzing grammar rules and doing		
	grammar tasks; developingthe ability to		
	collect information on the topic from		
	specialized Internet sources		
	Practical lesson 31	2	2
	1. Policy Sciences.		
correct use of topical	2. Voice Distinctions.		
vocabulary;	Literature: 1, 4, 13, 16,25		
•	Recommended materials: 28, 35, 41		
practising and	Internet sources: 51, 59, 61		
memorizing		2	0.5
grammatical rules	Self-study:	2	0,5
	preparing presentations on the topic;		
	doing grammar exercises;		
	reading and translating a newspaper		
	article on the topic; developing speaking		
	skills		
	Practical lesson 32	2	2
understanding of logical	1. InterGovernmental Relations in		
relations (entailment,	Policy Making.		
presupposition,	2. Functions of Participle I.		
implicature, etc.)	Literature: 7, 13, 14, 18		
	Recommended materials:36, 38, 42		
	Internet sources:53, 54, 56		
	Self-study:	2	0,5
	doing grammar tasks; developingthe	2	0,3
	ability to collect information on the topic		
	from specialized Internet sources		
		2	2
1.114	Practical lesson 33	2	2
ability to use	1. The Role of Civil Society		
grammatical resources of the language;	Organization in Policy Making.		
of the language,	2. Functions of Participle II.		
understanding and	Literature: 6, 7, 10, 13, 16, 21, 22		
interpreting different	Recommended materials:28, 39, 42		
aspects of culture and	Internet sources:50, 51, 58		
language behaviour in		3	0.5
the world of work	Self-study: preparing presentations on the topic;	3	0,5
	doing grammar exercises;		
	reading and translating a newspaper		
	article on the theme		
	Practical lesson 34	2	2
		<u> </u>	<u> </u>
	1. The Role of International Agencies		
	in Policy Making.		

understanding and interpreting different	2. The Objective Participle Construction. Literature:2, 11, 13, 14, 180		
aspects of culture and language behaviour in the world of work;	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; developingthe 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. Dec	centralization and Local Governance. Th	e Gerund. The Infi	nitive
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
awareness and proper use of categories, structures and processes	Self-study: doing grammar tasks; developingthe ability to collect information on the topic from specialized Internet sources	3	0.5
capability to apply effectively the acquired knowledge of topical information to the appropriate situation;	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
practising and memorizing grammatical rules	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 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

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

## III. РЕКОМЕНДОВАНІ ДЖЕРЕЛА

## Основні джерела

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