

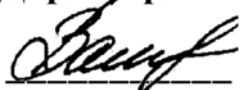
**КИЇВСЬКИЙ НАЦІОНАЛЬНИЙ ТОРГОВЕЛЬНО-ЕКОНОМІЧНИЙ
УНІВЕРСИТЕТ
ВІННИЦЬКИЙ ТОРГОВЕЛЬНО-ЕКОНОМІЧНИЙ ІНСТИТУТ**

СИСТЕМА УПРАВЛІННЯ ЯКІСТЮ

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

Кафедра іноземної філології та перекладу

**ЗАТВЕРДЖУЮ
Директор ВТЕІ КНТЕУ**

 **Н. Л. Замкова**
26.06.2020

ІНОЗЕМНА МОВА ЗА ПРОФЕСІЙНИМ СПРЯМУВАННЯМ

FOREIGN LANGUAGE FOR SPECIFIC PURPOSES

РОБОЧА ПРОГРАМА

Ступінь вищої освіти	«бакалавр»	/ bachelor
Галузь знань	07 Управління та адміністрування	/ Management and Administration
Спеціальність	071 Облік і оподаткування	/ Accounting and Taxation
Спеціалізація/ Освітня програма	Облік і оподаткування	/ Accounting and Taxation

Розробник: Іваницька Н.Б., д.філол.н., професор.

Гарант(и) освітньої програми «Облік і оподаткування» - Гладій І.О., к.е.н., доцент, доцент кафедри обліку та оподаткування ВТЕІ КНТЕУ

Обговорено та схвалено на засіданні кафедри іноземної філології та перекладу 29.05.2020 р. пр. № 6; на засіданні вченої ради обліково-фінансового факультету 09.06.2020 р. пр. № 6 та засіданні вченої ради інституту 26.06.2020 р. пр. № 6.

Рецензенти: Ткачук Т.І., к.філол.н.

Волос В.С., директор Бюро літературних і технічних перекладів «ВІЗА»

Редактор: Фатєєва Т. Д.
Комп'ютерна верстка: Шуляк Н.В.

Підп. до друку 13.07.2020 р. Формат 60x84/16. Папір офсетний
Друк різнографічний. Ум. друк. арк.2,56 .
Обл.-вид. арк. 2,20. Тираж 5. Зам. № 209

Редакційно-видавничий відділ ВТЕІ КНТЕУ
21000, м. Вінниця, вул. Хмельницьке шосе, 25

1. ЗАГАЛЬНІ ПОЛОЖЕННЯ:

Мета вивчення дисципліни.

Основна мета вивчення дисципліни «Іноземна мова за професійним спрямуванням» - сформувати в здобувачів вищої освіти професійні іншомовні компетентності у сфері обліку та оподаткування, що сприятимуть їхньому ефективному функціонуванню в полікультурному навчальному та професійному середовищі та стануть запорукою конкурентноспроможності випускників Вінницького торговельно-економічного інституту КНТЕУ освітнього ступеня «бакалавр» освітньої програми «Облік і оподаткування» на сучасному ринку праці.

Курс «Іноземна мова за професійним спрямуванням» для здобувачів вищої освіти освітнього ступеня «бакалавр» охоплює етап навчання від рівня B1+ до рівня B2 та забезпечує досягнення випускниками рівня незалежного користувача іноземної мови, що відповідає міжнародній практиці мовної освіти у вищих навчальних закладах. Критерії вказаного рівня володіння мовою (РВМ) визначено відповідно до дескрипторів, запропонованих Загальноєвропейськими Рекомендаціями з мовної освіти.

Побудована на принципах плюрилінгвізму, інтегрованості розвитку іншомовної компетентності, прозорості, гнучкості та варіативності, робоча програма зорієнтована на формування професійної комунікативної компетентності як мовної поведінки, що є специфічною для академічного і професійного середовища і вимагає набуття лінгвістичної (мовленнєвих умінь та мовних знань), соціолінгвістичної та прагматичної субкомпетентностей.

Зміст робочої програми створює умови для досягнення здобувачами вищої освіти РВМ B2, як цього вимагає освітній ступінь бакалавра. Такий РВМ забезпечує академічну і професійну мобільність здобувачів вищої освіти, дає змогу випускникам ЗВО компетентно функціонувати у професійному й академічному контекстах та забезпечує їм базу для навчання упродовж усього життя. Запропонований зміст також передбачає подальший рух у напрямі РВМ C1 для здобуття освітнього ступеня магістра.

Одержані здобувачами вищої освіти знання можуть вибути використані в процесі ефективного спілкування іноземною мовою в професійному середовищі; під час підготовки публічних виступів у розрізі галузевих проблем; для пошуку нової текстової, аудіо та відео-інформації, що міститься в іншомовних професійних матеріалах; для аналізу іншомовних джерел інформації з метою отримання даних, що є необхідними для виконання професійних завдань та прийняття професійних рішень; для перекладу іншомовних професійних текстів на рідну мову.

Результати вивчення навчальної дисципліни її місце в освітньому процесі.

Результатом вивчення навчальної дисципліни «Іноземна мова за професійним спрямуванням» для освітньої програми «Облік і оподаткування» є формування комплексу компетентностей:

- інтегральна компетентність:

здатність розв'язувати складні спеціалізовані задачі та практичні проблеми під час професійної діяльності у сфері обліку, аналізу, аудиту та оподаткування або в процесі навчання, що передбачає застосування теорій та методів економічної науки і характеризується комплексністю й невизначеністю умов.

- загальні компетентності:

ЗК 01. Здатність вчитися і оволодівати сучасними знаннями.

ЗК 10. Здатність спілкуватися іноземною мовою.

ЗК 13. Здатність проведення досліджень на відповідному рівні.

Формування зазначених компетентностей у процесі вивчення дисципліни забезпечують *мовленнєві, лінгвістичні* (лексичні, граматичні, семантичні, фонологічні, орфографічні та орфоепічні), *соціолінгвістичні, прагматичні* субкомпетентності, а також *уміння вчитися*.

Мовленнєві субкомпетентності містять аудіювання, говоріння, читання, письмо:

Аудіювання:

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

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

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

- розуміти намір мовця і комунікативні наслідки його висловлювання;

- визначати позицію і точку зору мовця;

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

Говоріння:

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

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

- поводитись адекватно в типових світських, академічних і професійних ситуаціях;

- реагувати на телефонні розмови, які виходять за межі типового спілкування;

- реагувати на оголошення, доволі складні повідомлення та інструкції в академічному і професійному середовищах;

- адекватно реагувати на позицію/точку зору співрозмовника;

- пристосовуватися до змін, які зазвичай трапляються під час бесіди і стосуються її напрямку, стилю та основних наголосів;
- чітко виступати з підготовленими індивідуальними презентаціями щодо широкого кола тем академічного та професійного спрямування;
- продукувати чіткий, детальний монолог з широкого кола тем, пов'язаних з навчанням та спеціальністю;
- користуватися базовими засобами зв'язку для поєднання висловлювань у чіткий, логічно об'єднаний дискурс.

Читання:

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

Письмо:

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

Лінгвістична (лексична, граматична, семантична, фонологічна, орфографічна та орфоенічна):

- 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;
- ідентифікувати мовні форми, властиві офіційним та розмовним реєстрам академічного і професійного мовлення;
- володіти широким діапазоном словникового запасу (у тому числі термінології), що є необхідним в академічній та професійній сферах;
- вміння визначати відношення слова до його загального контексту, внутрішньо лексичних зв'язків, значень граматичних елементів, категорій, структур та процесів, а також важливих для розуміння та продукування іншомовного дискурсу таких логічних зв'язків, як наслідковість, пресупозиція, імплікативність.

Соціолінгвістична та прагмалінгвістична субкомпетентності:

- усвідомлювати, як ключові цінності, переконання та поведінка в академічному і професійному середовищі України відрізняються при порівнянні однієї культури з іншими (міжнародні, національні, інституційні особливості);

- розуміти різні корпоративні культури в конкретних професійних контекстах і те, яким чином вони співвідносяться одна з одною;

- застосовувати міжкультурне розуміння у процесі безпосереднього усного і писемного спілкування в академічному та професійному середовищі;

- належним чином поводити себе й реагувати у типових світських, академічних і професійних ситуаціях повсякденного життя, а також знати правила взаємодії між людьми у таких ситуаціях (розпізнавання відповідних жестів, спілкування очима, усвідомлення значення фізичної дистанції та розуміння жестикуляції у кожній з таких ситуацій).

Уміння вчитись:

- знаходити конкретну інформацію, пов'язану з професійними питаннями, користуючись бібліотечним каталогом, сторінкою змісту, довідниками, словниками та Інтернетом;

- формувати план-схему висловлювання та логічно структурувати ідеї;

- виділяти головну ідею та розвивати її;

- стисло викладати зміст тексту;

- організовувати текст як послідовність абзаців з їх заголовками та підзаголовками;

- робити адекватні та придатні для користування конспекти з різноманітних інформаційних джерел;

- вести навчальні аналітичні щоденники (мовний портфель);

- вести облік прочитаного матеріалу;

- розуміти вимоги щодо оцінювання, критерії виставлення балів на екзаменах, тестах та при виконанні окремих завдань;

- належним чином здійснювати самооцінювання.

Програмним результатом навчання здобувачів з навчальної дисципліни «Іноземна мова за професійним спрямуванням» є:

ПР 16. Володіти та застосовувати знання державної та іноземної мови для формування ділових паперів і спілкування у професійній діяльності

Міждисциплінарні зв'язки: програма упорядкована відповідно до анотації освітньо-професійної програми підготовки бакалаврів, тісно пов'язана з іншими нормативними дисциплінами гуманітарного спрямування, зокрема «Українська мова за професійним спрямуванням», «Іноземна мова спеціальності». Дисципліна також дає можливість розширювати фахові знання у процесі оволодіння професійними дисциплінами.

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, вміє узагальнювати та систематизувати набуті знання; самостійно знаходить джерела інформації та працює з ними; проводить власні дослідження, може використовувати набуті знання та вміння при розв'язанні задач.
Достатній (частково-пошуковий)	82-89	Володіє навчальним матеріалом, вміє зіставляти та узагальнювати, виявляє творчий інтерес до предмету, виконує завдання з повним поясненням та обґрунтуванням, але допускає незначні помилки; може усвідомити нові для нього факти, ідеї.
	75-81	Володіє визначеним програмою навчальним матеріалом; розв'язує завдання, передбачені програмою, з частковим поясненням.
Елементарний (репродуктивний)	69-74	Володіє навчальним матеріалом на репродуктивному рівні; може самостійно розв'язати та пояснити розв'язання завдання.
	60-68	Ознайомлений з навчальним матеріалом, відтворює його на репродуктивному рівні; виконує елементарні завдання за зразком або відомим алгоритмом.
Низький (фрагментарний)	35-59	Ознайомлений та відтворює навчальний матеріал на рівні окремих фактів та фрагментів матеріалу; під керівництвом викладача виконує елементарні завдання.
	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 екзаменаційного завдання, 20 – результат поточної успішності відповідно до шкали переведу поточної роботи для врахування її при підсумковій оцінці.

Обсяг дисципліни в кредитах та його розподіл (тематичний план)

Назва теми	Кількість годин				Форми контролю
	Усього годин/ кредитів	з них			
		лекції	практичні (лабораторні) заняття	самостійна робота студентів	
1	2	3	4	5	6
I семестр					
Unit 1. Business and Entrepreneurship. The Noun.	46		14	32	
1. Key Notions of Business. Formation of nouns. Classification of nouns.	6		2	4	УО, ПЗ, Т, ТЗ
2. Productive Resources: natural resources, capital, labour, technology. The Category of Number. Countable and uncountable nouns	6		2	4	УО, ПЗ, Т, ТЗ
3. Profits and Profitability. Competition. Regular plurals. Compounds.	7		2	5	УО, ПЗ, ІЗ, ТЗ, КТ
4. Types of Business. Manufacturing Businesses. Irregular plurals.	7		2	5	УО, ПЗ, Т, ІЗ
5. Service Businesses. Singularia tantum nouns.	7		2	5	УО, ПЗ, Т, ІЗ
6. Forms of Business. Sole Proprietorships. Partnerships. Pluralia tantum nouns. Invariable nouns.	6		2	4	УО, ПЗ, Т, ІЗ, ТЗ
7. Corporations. Entrepreneurship. Category of Case. Possessive case, of-phrases.	7		2	5	УО, ПЗ, Т, ІЗ, ТЗ
Unit 2. Business Organizations and Human Resources. The Article.	47		14	33	
8. Types of Companies. Privately-owned and State-owned Companies. The Article. Kinds of Articles.	6		2	4	УО, ПЗ, Т, ІЗ, ТЗ, КТ

1	2	3	4	5	6
9. Relationships between Companies. Use of articles with common nouns.	7		2	5	YO, ПЗ, Т, ІЗ, ТЗ, КТ
10. Holding Company. Conglomerate. Use of articles with nouns of material.	7		2	5	YO, ПЗ, Т, ІЗ, ТЗ, КТ
11. Joint Venture. Consortium. Use of articles with abstract nouns.	6		2	4	YO, ПЗ, Т, ІЗ, ТЗ, КТ
12. Shareholders. Use of articles with proper nouns (geographical names, names of places,).	7		2	5	YO, ПЗ, ІЗ, ТЗ, КТ
13. Workforce of a Company. Use of articles with proper nouns (buildings, public organizations, etc., names of persons).	7		2	5	YO, ПЗ, ІЗ, ТЗ, КТ
14. Human Resources (HR). HR Department. Human Resource Management. Special difficulties in the use of articles (names of month and days, seasons, meals, languages). Use of articles with set expressions.	7		2	5	YO, ПЗ, Т, ІЗ, ТЗ
Unit 3. Management and Leadership. The Pronoun.	46		14	32	
15. Key Notions of Management. Basic Management Functions. Classification of pronouns. Personal and possessive pronouns.	6		2	4	YO, ПЗ, ІЗ, ТЗ, КТ
16. Planning and Organizing Functions. Directing and Controlling Functions. Reflexive pronouns. Reciprocal pronouns.	7		2	5	YO, ПЗ, Т, ІЗ
17. Leadership. Leadership styles. Autocratic / Authoritarian style of leadership. Interrogative pronouns. Demonstrative pronouns.	7		2	5	YO, ПЗ, Т, ІЗ, ТЗ
18. Participative or Democratic style. Indefinite and negative pronouns.	7		2	5	YO, ПЗ, Т, ІЗ, ТЗ
19. Laissez-faire (Free Rein Style). Pronouns: <i>some, any, all, most, no, none of</i> .	6		2	4	YO, ПЗ, Т, ІЗ, ТЗ
20. Visionary, Coaching, Narcissistic. Defining pronouns. <i>Both, either, neither; each, every</i> .	7		2	5	YO, ПЗ,

1	2	3	4	5	6
21. Toxic and Other Leadership Styles. Quantitative pronouns. <i>Much/ many, a lot of, (a) little / (a) few.</i>	6		2	4	УО, ПЗ, Т, ІЗ, ТЗ
Unit 4. Economics. Key Economic Notions. The Adjective. Comparative and Superlative forms of adjectives.	41		14	27	
22. Key Notions of Economics. Adjectives with nouns.	6		2	4	УО, ПЗ, ІЗ, ТЗ, КТ
23. Goods and Services. Adjectives with verbs.	6		2	4	УО, ПЗ, ІЗ, ТЗ, КТ
24. Production. Distribution. -ed and -ing forms of the Adjectives.	5		2	3	УО, ПЗ, ІЗ, ТЗ, КТ
25. The notion of Scarcity. Order of adjectives; stronger and weaker meanings.	6		2	4	УО, ПЗ, ІЗ, ТЗ, КТ
26. Types of Economic Systems. Degrees of comparison of adjectives. Comparative and superlative forms of adjectives.	6		2	4	УО, ПЗ, Т, ІЗ, ТЗ
27. Main Functions of Economists. Comparative structures: <i>as...as, not so..as, the more...the less, the same as</i> with adjectives. The structures: <i>the+ comparative, so and such, enough</i> and <i>too</i> with adjectives.	6		2	4	УО, ПЗ, Т, ІЗ, КТ
28. Duties of Managers. Grammar revision.	6		2	4	УО, ПЗ, Т, ІЗ, КТ
Разом за I семестр	180/6		56	124	
Підсумковий контроль - екзамен					
II семестр					
Unit 1. Product, Market and Market Relations. The Adverb.	28		14	14	
1. The Concept of Product. Types of averb.	4		2	2	УО, ПО, ІЗ
2. Tangible Products and Intangible Products. Adverb and word order.	4		2	2	УО, ПО, ІЗ
3. Core, Actual and Augmented Products. Adverbs of frequency, time, place and manner.	4		2	2	УО, ПО, Т, ІЗ
4. The Concept of a Market. Adverbs of probability, degree, and completeness.	4		2	2	УО, ПО, Т, ІЗ
5. Demand and Supply. Connecting adverbs (<i>so, too, either, neither; first, next, then, etc; actually, fortunately, etc; only, even</i>).	4		2	2	УО, ПО, ІЗ, КТ

1	2	3	4	5	6
6. Types of Markets. Comparison of adverbs. Adverbs of degree: <i>quite</i> – <i>rather</i> .	4		2	2	УО, ПО, Т, ІЗ
7. Target Market. Adverbs/ adjectives.	4		2	2	УО, ПО, Т, ІЗ
Unit 2. Marketing and Advertising. The Preposition. The Numeral.	28		14	14	
8. Marketing The Preposition. General form and use	4		2	2	УО, ПО, ІЗ, КТ
9. The four Ps. Product, Price. Prepositions of place.	4		2	2	УО, ПО, Т, ІЗ,
10. Placement and Promotion. Prepositions of movement.	4		2	2	УО, ПО, Т, ІЗ
11. Common Channel of Distribution: manufacturer – wholesaler – retailer – customer. Prepositions of time. Common prepositional phrases.	4		2	2	УО, ПО, Т, ІЗ
12. Advertising. Service Advertising. The Numeral. Cardinal numerals. Ordinal numerals.	4		2	2	УО, ПО, ІЗ, КТ
13. Product Advertising. Institutional Advertising. Fractions. Expressing quantity, reading figures.	4		2	2	УО, ПО, Т, ІЗ
14. Advertising Media. Telling the time, dates, telephone numbers, addresses.	4		2	2	УО, ПО, Т, ІЗ
Unit 3. Trade and Commerce. Word formation. The Sentence. Questions, negatives and answers.	32		16	16	
15. Key Notions of Trade. Word formation. Productive and unproductive affixes.	4		2	2	УО, ПО, ІЗ, КТ
16. Producers and Consumers. The Sentence. Simple / compound/ complex, extended/ unextended sentences.	4		2	2	УО, ПО, Т, ІЗ
17. Forms and Types of Trade. The Subject. The Predicate. The Object.	4		2	2	УО, ПО, Т, ІЗ
18. Wholesale Trade. The Attribute.	4		2	2	УО, ПО, Т, ІЗ
19. Retail Trade. The Adverbial Modifier.	4		2	2	УО, ПО, Т, ІЗ

1	2	3	4	5	6
20. E-commerce. Word order in statements. Questions, negatives and answers. Yes/No questions. Wh-questions. Subject/object questions.	4		2	2	УО, ПО, Т, ІЗ
21. International Trade. Prepositions in wh-questions. Negative statements.	4		2	2	УО, ПО, Т, ІЗ
22. International Trade Organization. Negative questions. Question tags. Alternative Questions. Disjunctive Questions.	4		2	2	УО, ПО, Т, ІЗ
Unit 4. Money and Banking. The Verb. Present Tense Forms.	48		24	24	
23. Concept of Money. Types of verbs	4		2	2	УО, ПО, ІЗ, КТ
24. Functions of Money: medium of exchange. Regular verbs and Irregular verbs.	4		2	2	УО, ПО, Т, ІЗ
25. Functions of Money: measure of value. State verbs and event verbs.	4		2	2	УО, ПО, Т, ІЗ
26. Functions of Money: store of value. Time, tense and aspect. <i>Be, have</i> and <i>have got</i> .	4		2	2	УО, ПО, Т, ІЗ
27. Types of Money. Present Simple (Indefinite).	4		2	2	УО, ПО, Т
28. Hard money, soft money and nomoney. Present Continuous (Progressive).	4		2	2	УО, ПО, Т
29. Credit and Debit Cards. Present Simple (Indefinite) and Present Continuous (Progressive).	4		2	2	УО, ПО, Т, ІЗ
30. Banking Sector. Time indicators	4		2	2	УО, ПО, КТ
31. Types of Banks. State Verbs.	4		2	2	УО, ПО, Т
32. National Bank of Ukraine. Present Perfect.	4		2	2	УО, ПО, Т
33. Personal Finance. Present Perfect Continuous.	4		2	2	УО, ПО, Т, ІЗ
34. Corporate Finance. Present Perfect and Present Perfect Continuous	4		2	2	УО, ПО, Т, ІЗ
Unit 5. Finance. Financial System. Past Forms.	22		8	14	
35. Finance Functions. Past Simple (Indefinite).	6		2	4	УО, ІЗ, Т, ІЗ

1	2	3	4	5	6
36. Personal finance. Past Habitual: <i>used to. Have gone to / have been to / have been in.</i>	6		2	4	УО, ПЗ, Т
37. Managerial or corporate finance. Venture Capital. Past Continuous (Progressive).	4		2	2	УО, ПЗ, Т
38. Public finance. Financial intermediaries Past Perfect. Past Perfect Continuous.	6		2	4	УО, ПЗ, Т, ІЗ, ТЗ
Unit 6. Financial Institutions. Future Forms.	22		10	12	
39. Types of Financial Institutions. Future Simple/ Be Going to. Future Simple/ Present Continuous. Future Continuous.	4		2	2	УО, ПЗ, Т, ІЗ
40. Commercial Banking. Future Perfect. Future Perfect Continuous.	4		2	2	УО, ПЗ, Т, ІЗ, ТЗ
41. Personal Banking. Future-in-the Past tense forms.	4		2	2	УО, ПЗ, Т, ІЗ, ТЗ
42. Non-Bank Financial Institutions (finance houses; insurance companies; pension funds; unit trust companies; investment trust companies). Other ways of expressing future: constructions: <i>be about+ infinitive, be on the point + -ing form, be due to + infinitive, be sure to/ be certain to/ be bound to + infinitive, to be (un)likely to + infinitive, to be sure to + infinitive.</i>	4		2	2	УО, ПЗ, Т, ІЗ
43. Other ways of expressing future: constructions: <i>be about+ infinitive, be on the point + -ing form, be due to + infinitive, be sure to/ be certain to/ be bound to + infinitive, to be (un)likely to + infinitive, to be sure to + infinitive.</i>	6		2	4	УО, ПЗ, Т, ІЗ
Разом за II семестр	180/6		86	94	
Підсумковий контроль - екзамен					
III семестр					
Unit 1. Accounting and Accountancy. Modals.	30		10	20	
1. Jobs in Accounting. The Nature of Accounting Ability (<i>can - could - be able to</i>). Obligation/ Duty. Probability (<i>should/ ought</i>).	6		2	4	УО, ПЗ, Т, ІЗ
2. The Nature of Accounting Obligation/ Duty. Probability (<i>should/ ought</i>).	6		2	4	К

1	2	3	4	5	6
3. Bookkeeping. The Principle of Double Entry. Chart of Accounts Necessity (<i>must -have to - should/ ought – need</i>). Absence of necessity (<i>needn't/ don't have to / don't need to – didn't need to – needn't have done</i>). Prohibition (<i>mustn't – can't</i>). Logical assumption (<i>must – can't/ couldn't</i>).	6		2	4	YO, ПЗ, Т, ІЗ, ТЗ
4. Financial Statements. Profit and Loss Account. Possibility (<i>can - could/ may - might</i>). Permission (<i>can/ could/ may /might</i>). Request (<i>can/ could/ will/ would/ may/ might</i>). Offers (<i>I'll/ shall/ can/ could</i>). Suggestions (<i>shall/ can/ could</i>).	6		2	4	YO, ПЗ, Т, ІЗ, ТЗ
5. Financial Statements. Balance Sheet. Cash Flow Statement Advice (<i>should/ ought to/ must</i>). Criticism (<i>should/ ought to</i>). Promise (<i>will</i>).	6		2	4	YO, ПЗ, Т, ІЗ, ТЗ
Unit 2. Company`s Accounting Performance. The Passive Voice.	30		10	20	
6. Assets and Liabilities. Transformation from Active to Passive.	6		2	4	СҮН
7. Revenues and Expenses.. Personal/ impersonal constructions	6		2	4	YO, ПЗ, Т І
8. Business Performance Analysis. Special passive constructions. <i>Have something done..</i>	6		2	4	YO, ТЗ
9. Company Working with Measurements of Cost, Performance and Risk.	6		2	4	YO, ПЗ, Т, ІЗ
10. <i>Get something done. To be done/ being done.</i>	6		2	4	Т
Unit 3. Auditing. Sequence of Tenses.	30		10	20	
11. Auditor Liability. Roles of Auditors. Direct speech and reported speech.	6		2	4	YO, ПЗ, Т, ІЗ
12. Internal Auditing. Reported speech: person, place and time.	6		2	4	YO, ПЗ, Т, ІЗ, ТЗ
13. External Auditing. Reported statements. Reported questions.	6		2	4	YO
14. Auditor`s Report. Reported speech: the tense change.	6		2	4	YO, ПЗ, Т, ІЗ, ТЗ
15. International Standards on Auditing (ISAs). Reported requests, orders, and advice. Introductory Verbs.	6		2	4	Р
Unit 4. Tax System Conditionals.	36		12	24	
16. Tax System. Methods of Depreciation. Present and future conditionals.	6		2	4	YO, ПЗ, Т, ІЗ

1	2	3	4	5	6
17. Types of Taxes. Direct Taxes. Indirect Taxes. Present and future conditionals. Unlikely/ unreal conditions.	6		2	4	УО, ПЗ, Т, ІЗ, ТЗ
18. Types of Taxes. Indirect Taxes. Unlikely/ unreal conditions.	6		2	4	УО
19. Non-payment of Taxes. Past conditionals.	6		2	4	УО, ПЗ
20. Value added tax (Goods and Services Tax).	6		2	4	К
21. Mixed conditionals. <i>I wish, if only, it's time.</i>	6		2	4	
Unit 5. The Role of Financing in International Trade. Non-finite forms of the Verb	54		14	40	
22. Different Types of Trade Finance Instruments.	8		2	6	УО, ПЗ, Т, ІЗ, ТЗ
23. The Infinitive. Forms of the Infinitive and their meaning.	8		2	6	К
24. Trade Finance during the Crisis. The Objective infinitive complex. The Subjective infinitive complex	8		2	6	УО, ПЗ, ІЗ
25. International Trade, Risk, and the Role of Banks. The Participle.	8		2	6	УО, ПЗ, Т, ІЗ
26. International Trade, Risk, and the Role of Banks. The Gerund.	8		2	6	УО, ПЗ, ІЗ
27. International Trade, Risk, and the Role of Banks. The Gerund	8		2	6	ІЗ
28. Final test	6		2	4	Т
Разом за III семестр	180/6		56	124	
Підсумковий контроль - екзамен					
ВСЬОГО	540/18		198	342	

Примітка:

УО – усне опитування;

ПЗ - письмове завдання;

Т- тестування;

Р- реферативне повідомлення;

ІЗ – індивідуальне завдання;

ТЗ - творче завдання

К- кейс

СУН – система управління навчанням.

II. ПРОГРАМА НАВЧАЛЬНОЇ ДИСЦИПЛІНИ.

Зміст дисципліни (теми програми).

I семестр

Unit 1. Business and Entrepreneurship. The Noun.

Key Notions of Business. Productive Resources: natural resources, capital, labour, technology. Profits and Profitability. Competition. Types of Business. Manufacturing Businesses. Service Businesses. 1Forms of Business. Sole Proprietorships. Partnerships. Corporations. Entrepreneurship.

The Noun. 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, the Management and the Workforce of a Company. The Management Structure of a Typical Company. Human Resources (HR). Human Resources Department. Human Resource Management.

The Article. Use of articles with common nouns. Use of articles with nouns of material and abstract nouns. 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). Use of articles with set expressions.

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.

The Pronoun. 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.*

Unit 4. Economics. Key Economic Notions. The Adjective.

Comparative and Superlative forms of adjectives.

Key Notions of Economics. Goods and Services. Production. Distribution. Scarcity. Types of Economic Systems. Microeconomics. Macroeconomics. Key Functions of Economists.

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

II семестр

Unit 1. Product, Market and Market Relations. The Adverb.

The concept of 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. Types of adverb. Adverb and word order. 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 2. 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 Numeral. Cardinal numerals. Ordinal numerals. Fractions. Expressing quantity, reading figures. Telling the time, dates, telephone numbers, addresses.

Unit 3. Trade and Commerce. Word formation.

The Sentence. Questions, negatives and answers.

Key Notions of Trade. Producers and Consumers. Forms and Types of Trade. Wholesale Trade. Retail Trade. E-commerce. International Trade. International Trade Organization.

The Sentence. Simple / compound/ complex, extended/ unextended sentences. The Subject. The Predicate. The Object. The Attribute. The Adverbial Modifier. Word order in statements. **Questions, negatives and answers.** Yes/No questions. Wh-questions. Subject/object questions. Prepositions in wh-questions. Negative statements. Negative questions. Question tags. Alternative Questions. Disjunctive Questions.

Unit 4. Money and Banking. The Verb. Present Tense Forms

Concept 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 Verb. Types of verbs. Regular and irregular verbs. State verbs and event verbs. Time, tense and aspect. *Be, have and have got*. **Present Tense Forms.** Present Simple (Indefinite). Adverbs of frequency. Present Continuous (Progressive). State Verbs. Present Perfect. Have been (to) /have been (to). Present Perfect Continuous (Progressive).

Unit 5 Finance. Financial System. Past Forms.

Finance Functions. Personal finance. Managerial or corporate finance. Public finance. Financial Services. Financial Capital.

Past Forms. Past Simple (Indefinite). Past Habitual: *used to. Have gone to / have been to / have been in.* Past Continuous (Progressive). Past Perfect. Past Perfect Continuous.

Unit 6. Financial Institutions. Future Forms.

Types of Financial Institutions. Banking Sector. Types of Banks. Central Banking. Investment Banking. Commercial Banking. Personal Banking. . Non-Bank Financial Institutions (finance houses; insurance companies; pension funds; unit trust companies; investment trust companies).

Future Forms. Future Simple/ Be Going to. Future Simple/ Present Continuous. Future Continuous. Future Perfect. Future Perfect Continuous. Future-in-the Past tense forms. Other ways of expressing future: constructions: *be about+ infinitive, be on the point + -ing form, be due to + infinitive, be sure to/ be certain to/ be bound to + infinitive, to be (un)likely to + infinitive, to be sure to + infinitive.*

III семестр

Unit 1. Accounting and Accountancy. Modals

Jobs in Accounting. The Nature of Accounting. Bookkeeping. The Principle of Double Entry. Chart of Accounts. Financial Statements. Profit and Loss Account. Financial Statements. Balance Sheet. Financial Statements. Cash Flow Statement.

Modals. Ability (*can - could - be able to*). Obligation/ Duty. Necessity (*must - have to - should/ ought – need*). Absence of necessity (*needn't/ don't have to / don't need to – didn't need to – needn't have done*). Prohibition (*mustn't – can't*). Logical assumption (*must – can't/ couldn't*). Probability (*should/ ought*). Possibility (*can - could/ may - might*). Permission (*can/ could/ may /might*). Request (*can/ could/ will/ would/ may/ might*). Offers (*I'll/ shall/ can/ could*). Suggestions (*shall/ can/ could*). Advice (*should/ ought to/ must*). Criticism (*should/ ought to*). Promise (*will*). Expressions similar to modal verbs.

Unit 2. Company`s Accounting Performance. The Passive Voice.

Assets and Liabilities. Revenues and Expenses. Business Performance Analysis. Company Working with Measurements of Cost, Performance and Risk. Company Accounting Strategy and Control.

The Passive Voice. Transformation from Active to Passive. Personal/ impersonal constructions. Special passive constructions. *Have something done. Get something done. To be done/ being done.*

Phrasal and prepositional verbs, prepositional phrases.

Unit 3. Auditing. Sequence of Tenses.

Auditor Liability. Roles of Auditors. Internal Auditing. External Auditing. Auditor's Report. International Standards on Auditing (ISAs).

Sequence of Tenses. Direct speech and reported speech. Reported speech: person, place and time. Reported statements. Reported questions. Reported speech: the tense change. Reported requests, orders, and advice. Introductory Verbs.

Unit 4. Tax System. Conditionals.

Tax System. Methods of Depreciation. Types of Taxes. Direct Taxes. Indirect Taxes. Non-payment of Taxes. Social Security Contributions. Value added tax (Goods and Services Tax). Fees and effective taxes. Taxation Planning.

Conditionals. Present and future conditionals. Unlikely/ unreal conditions. Past conditionals. Mixed conditionals. *I wish, if only, it's time.*

Unit 5. The Role of Financing in International Trade.

Non-finite forms of the Verb

Different Types of Trade Finance Instruments. Trade Finance during the Crisis. International Trade, Risk, and the Role of Banks. Methods of Payment in International Trade.

Non-finite forms of the Verb. The Infinitive. The Objective infinitive complex. The Subjective infinitive complex. Participles. The Present Participle. The Past Participle. The Perfect Participle. The Objective Participle complex. The Subjective Participle complex. The Absolute Participle complex. The Gerund. Complexes with the Gerund. Inversion. Stylistic Use of Word Order.

Структура навчальної дисципліни.

Результат навчання	Навчальна діяльність	Робочий час студента, год.
1	2	3
I семестр		
Unit 1. Business and Entrepreneurship. The Noun.		14/32
knowledge of topical vocabulary; ability to use grammatical resources of the language; understanding different aspects of language behaviour	Practical lesson 1. 1. Key Notions of Business. 2. Formation of nouns. 3. Classification of nouns. Literature: 1-7. Recommended materials: 8, 9, 10, 34, 38, 28, 35, 41 Internet sources: 36, 37, 56, 60.	2
	Self-study: enriching thematic vocabulary; developing grammatical skills; analyzing grammar rules.	4

correct use of topical vocabulary; practising and memorizing grammatical rules	Practical lesson 2. 1. Productive Resources. 2. The Category of Number. Literature: 1-7. Recommended materials: 8, 9, 10, 34, 38, 28, 35, 41 Internet sources: 51, 59, 61	2
	Self-study: doing grammar exercises; reading and translating texts on the topic.	4
understanding and interpreting different aspects of culture and language behaviour in the world of work; ability to use grammatical resources of the language	Practical lesson 3. 1. The Profits and Profitability. 2. Competition. 3. Regular plurals. 4. Compounds. Literature: 1-7. Recommended materials: 8, 9, 10, 34, 38, 28, 35, 41 Internet sources: 51, 59, 61	2
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills	5
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: 1-7. Recommended materials: 8, 9, 11, 25, 21, 26, 30. Internet sources: 51, 59, 61	2
	Self-study: studying thematic information; developing grammatical skills; analyzing grammar rules	5
correct use of topical vocabulary; practising and memorizing grammatical rules	Practical lesson 5. 1. Service Businesses. 2. Singularia tantum nouns. Literature: 1-7. Recommended materials: 8, 9, 11, 25, 21, 26, 30. Internet sources: 51, 59, 61	2
	Self-study: doing grammar exercises; reading and translating texts on the topic	5
knowledge of topical vocabulary; ability to use lexical and grammatical resources of the language	Practical lesson 6. 1. Forms of Business. 2. Sole Proprietorships. 3. Partnerships. 4. Pluralia tantum nouns. 5. Invariable nouns. Literature: 1-7. Recommended materials: 11,12, 15, 16, 21, 24, 27. Internet sources: 36, 45, 51, 59, 60.	2
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the theme.	4

capability to apply effectively the acquired knowledge of topical information to the appropriate situation	Practical lesson 7. 1. Corporations. 2. Entrepreneurship. 3. Category of Case. Literature: 1-7. Recommended materials: 11,12, 15, 16, 21, 24, 27. Internet sources: 36, 45, 51, 59, 60.	2
	Self-study: writing study and specialism- related essays to develop an argument; explaining advantages and disadvantages of various options	5
Unit 2. Business Organizations and Human Resources. The Article.		14/33
awareness and control of the organisation of the meaning of grammatical elements; understanding of logical relations (entailment, presupposition, implicature, etc.)	Practical lesson 8. 1. Types of Companies. 2. Privately-owned and State-owned Companies. 3. The Article. Literature: 1-7. Recommended materials: 8, 9, 11, 25, 21, 26, 30. Internet sources: 45, 46, 47	2
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating texts on the theme.	4
understanding and interpreting different aspects of culture and language behaviour in the world of work	Practical lesson 9. 1. Relationships between Companies. 2. Use of articles with common nouns. Literature: 1-7. Recommended materials: 8, 9, 10, 34, 38, 28, 35, 41 Internet sources: 45, 46, 47	2
	Self-study: writing study and specialism- related essays to develop an argument; explaining advantages and disadvantages of various options	5
understanding and interpreting different aspects of culture and language behaviour in the world of work	Practical lesson 10. 1. Holding Company. 2. Conglomerate. 3. Use of articles with nouns of material. Literature: 1-7. Recommended materials: 11,12, 15, 16, 21, 24, 27. Internet sources: 36, 45, 51, 59, 61	2
	Self-study: doing grammar exercises; reading and translating texts on the topic	5
capability to apply effectively the acquired knowledge of topical information to the appropriate situation	Practical lesson 11. 1. Joint Venture. 2. Consortium. 3. Use of articles with abstract nouns. Literature: 1-7. Recommended materials: 8, 9, 11, 13, 14, 21, 27, 26, 30. Internet sources: 36, 37, 38, 45,46,47	2
	Self-study: enriching thematic vocabulary; developing grammatical skills; analyzing grammar rules.	4

ability to use lexical and grammatical resources of the language; knowledge of topical vocabulary	Practical lesson 12. 1. Shareholders. 2. Management 3. Use of articles with proper nouns (geographical names, names of places, buildings, public organizations, etc., names of persons). Literature: 1-7. Recommended materials: 8, 9, 11, 13, 14, 21, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47.	2
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills	5
gain in depth the knowledge of the topical vocabulary; practising and memorizing grammatical rules	Practical lesson 13. 1. The Workforce of a Company. 2. Use of articles with proper nouns (buildings, public organizations, etc., names of persons) Literature: 1-7. Recommended materials: 8, 9, 10, 12, 17, 19, 34, 38, 28, 35, 41 Internet sources: 35, 41, 45, 46, 47	2
	Self-study: writing study and specialism- related essays to develop an argument; explaining advantages and disadvantages of various options	5
understanding and interpreting different aspects of culture and language behaviour in the world of work; ability to use grammatical resources of the language	Practical lesson 14. 1. Human Resources (HR). 2. HR Department. Human Resource Management. 3. Special difficulties in the use of articles (names of month and days, seasons, meals, languages). Literature: 11, 13, 15, 18, 23 Recommended materials: 28, 38, 41, 43 Internet sources: 45, 46, 47	2
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills	5
Unit 3. Management and Leadership. The Pronoun		14/32
awareness and control of the organisation of the meaning of grammatical elements; understanding of logical relations (entailment, presupposition, implicature, etc.)	Practical lesson 15. 1. Key Notions of Management. 2. Basic Management Functions. 3. Classification of pronouns. 4. Personal and possessive pronouns. Literature: 1-7. Recommended materials: 12, 15, 18, 19, 23, 27. Internet sources: 35, 41, 45, 46, 47	2
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills	4
correct use of topical vocabulary; practising and memorizing grammatical rules	Practical lesson 16. 1. Planning and Organizing Functions. 2. Directing and Controlling Functions. 3. Personal and possessive pronouns. Reflexive	2

	<p>pronouns. Reciprocal pronouns. Literature: 1-7. Recommended materials: 11,12, 15, 16, 21, 24, 27. Internet sources: 36, 45, 51, 59, 60.</p>	
	<p>Self-study: doing grammar exercises; reading and translating a newspaper article on the topic.</p>	5
<p>ability to use grammatical resources of the language; understanding and interpreting different aspects of culture and language behaviour in the world of work</p>	<p>Practical lesson 17. 1. Leadership. 2. Leadership styles. Autocratic or Authoritarian leadership style. 3. Interrogative pronouns. Demonstrative pronouns. Literature: 1-7. Recommended materials: 8, 9, 10, 12, 17, 19, 24, 25, 28, 29, 30. Internet sources: 35, 41, 45, 46, 47.</p>	2
	<p>Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the theme.</p>	5
<p>understanding of logical relations; awareness and control of the organisation of the meaning of grammatical elements</p>	<p>Practical lesson 18. 1. Participative or Democratic leadership style. 2. Indefinite pronouns and negative pronouns. Literature: 1-7. Recommended materials: 12, 15, 18, 19, 23, 27. Internet sources: 35, 41, 45, 46, 47.</p>	2
	<p>Self-study: writing study and specialism- related essays to develop an argument; explaining advantages and disadvantages of various options</p>	5
<p>ability to identify, evaluate and synthesise topical information; ability to use grammatical resources of the language</p>	<p>Practical lesson 19. 1. Laissez-fair or Free Rein leadership style. 2. Pronouns: <i>some, any, all, most, no, none of</i>. Literature: 1-7. Recommended materials: 8, 9, 11, 13, 14, 21, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.</p>	2
	<p>Self-study: analyzing grammar rules and doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources</p>	4
<p>understanding and interpreting different aspects of culture and language behaviour in the world of work; ability to use grammatical resources of the language</p>	<p>Practical lesson 20. 1. Visionary, Coaching, Narcissistic. 2. Defining pronouns. Literature: 1-7. Recommended materials: 8, 9, 11, 13, 14, 21, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.</p>	2
	<p>Self-study: writing study and specialism- related essays to develop an argument; explaining advantages and disadvantages of various options</p>	5

capability to apply effectively the acquired knowledge of topical information to the appropriate situation	Practical lesson 21. 1. Toxic leadership styles. 2. Other leadership styles. 3. Quantitative pronouns. Literature: 1-7. Recommended materials: 8, 9, 10, 12, 17, 19, 24, 25, 28, 29, 30. Internet sources: 35, 41, 45, 46, 47	2
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills.	4
Unit 4. Economics. Key Economic Notions. The Adjective. Comparative and Superlative forms of adjectives.		14/27
awareness and control of the organisation of the meaning of grammatical elements; understanding of logical relations (entailment, presupposition, implicature, etc.)	Practical lesson 22. 1. Key Notions of Economics. 2. Adjectives with nouns. Literature: 1-7. Recommended materials: 12, 15, 18, 19, 23, 27. Internet sources: 35, 41, 45, 46, 47	2
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills	4
knowledge of topical vocabulary; ability to use grammatical resources of the language; awareness and proper use of categories, structures and processes	Practical lesson 23. 1. Goods and Services. 2. Adjectives with verbs. Literature: 1-7. Recommended materials: 11,12, 15, 16, 21, 24, 27. Internet sources: 36, 45, 51, 59, 60.	2
	Self-study: analyzing grammar rules and doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources	4
correct use of topical vocabulary; practising and memorizing grammatical rules	Practical lesson 24. 1. Production. 2. Distribution. 3. –ed and –ing forms of adjectives. Literature: 1-7. Recommended materials: 11,12, 15, 16, 21, 24, 27. Internet sources: 36, 45, 51, 59, 60.	2
	Self-study: enriching thematic vocabulary; developing grammatical skills; analyzing grammar rules.	3
gain in depth the knowledge of the topical vocabulary; practising and memorizing grammatical rules	Practical lesson 25. 1. The Notion of Scarcity. 2. Order of adjectives; stronger and weaker meaning. Literature: 13, 21, 23, 24 Recommended materials: 26, 39, 40 Internet sources: 52, 57, 60.	2
	Self-study: doing grammar exercises; reading and translating a newspaper article on the topic.	4

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 26. 1. Types of Economic Systems. 2. Degrees of Comparison of Adjectives. 3. Comparative and Superlative Adjective Forms. Literature: 1-7. Recommended materials: 12, 15, 18, 19, 23, 27. Internet sources: 35, 41, 45, 46, 47.	2
	Self-study: writing study and specialism- related essays to develop an argument; explaining advantages and disadvantages of various options	4
ability to identify, evaluate and synthesise topical information; ability to use grammatical resources of the language	Practical lesson 27. 1. Key Functions of Economists . 2. Comparative structures: as...as, not so...as, the more...the less, the same as with adjectives. 3. The structures: the +comparative, so and such , enough and too with adjectives. Literature: 1-7. Recommended materials: 8, 9, 10, 12, 17, 19, 24, 25, 28, 29, 30. Internet sources: 35, 41, 45, 46, 47.	2
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the theme.	4
understanding of logical relations; awareness and control of the organisation of the meaning of grammatical elements	Practical lesson 28. 1. Duties of Managers. 2. Grammar revision. Literature: 1-7. Recommended materials: 11, 12, 13, 14, 15, 17, 21, 24, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills.	4
Разом за I семестр		180/6
II семестр		
Unit 1 Product, Market and Market Relations. The Concept of Product. The Adverb.		14/14
knowledge of topical vocabulary; ability to use lexical and grammatical resources of the language	Practical lesson 1. 1. The Concept of Product. 2. Word order. Literature: 1-7. Recommended materials: 8, 9, 10, 12, 17, 19, 24, 25, 28, 29, 30. Internet sources: 35, 41, 45, 46, 47.	2
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills	2

gain in depth the knowledge of the topical vocabulary; practising and memorizing grammatical rules	Practical lesson 2. 1. Tangible Products and Intangible Products. 2. Types of averb. Literature: 1-7. Recommended materials: 8, 9, 10, 12, 17, 19, 24, 25, 28, 29, 30. Internet sources: 35, 41, 45, 46, 47	2
	Self-study: Learning topical vocabulary; revising grammar rules and doing grammar tasks; developing writing skills	2
ability to use topical vocabulary and grammatical resources of the language; awareness and proper use of categories, structures and processes	Practical lesson 3. 1. Core, Actual and Augmented Products. 2. Adverbs of frequency. 3. Adverbs of time, place and manner. Literature: 1-7. Recommended materials: 12, 15, 18, 19, 23, 27. Internet sources: 35, 41, 45, 46, 47.	2
	Self-study: enriching thematic vocabulary; developing grammatical skills; analyzing grammar rules.	2
ability to identify, evaluate and synthesise topical information; ability to use grammatical resources of the language	Practical lesson 4. 1. The Concept of a Market. 2. Adverbs of probability and completeness. Literature: 1-7. Recommended materials: 11, 12, 13, 14, 15, 17, 21, 24, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: analyzing grammar rules and doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources	2
understanding and interpreting different aspects of culture and language behaviour in the world of work	Practical lesson 5. 1. Demand and Supply. 2. Demanders and Suppliers. 3. Connecting adverbs (<i>so, too, either, neither, first, next, then, etc.; actually, fortunately, etc. only, even</i>). Literature: 1-7. Recommended materials: 8, 9, 10, 12, 17, 19, 24, 25, 28, 29, 30. Internet sources: 35, 41, 45, 46, 47.	2
	Self-study: doing grammar exercises; reading and translating texts on the topic; developing speaking skills.	2
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 degree. 3. Comparison of adverbs. Literature: 1-7.	2

	Recommended materials: 8, 9, 11, 13, 14, 21, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	
	Self-study: rendering articles and authentic materials; summarizing a wide range of factual academic and specialism-related texts	2
capability to apply effectively the acquired knowledge of topical information to the appropriate situation	Practical lesson 7. 1. Target Market. 2. Adverbs/adjectives. Literature: 1-7. Literature: 1-7. Recommended materials: 8, 9, 10, 12, 17, 19, 24, 25, 28, 29, 30. Internet sources: 35, 41, 45, 46, 47.	2
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the theme.	2
Unit 2. Marketing and Advertising. The Preposition. The Numeral		14/14
knowledge of topical vocabulary; ability to use grammatical resources of the language; ability to lexical resources of the language	Practical lesson 8. 1. Marketing. 2. Prepositions. General forms and use. Literature: 1-7. Recommended materials: 8, 9, 11, 25, 21, 26, 30. Internet sources: 45, 46, 47.	2
	Self-study: writing notes and memos conveying complex relevant information to academic and professional addressees, rendering articles and authentic materials; summarizing a wide range of factual academic and specialism-related texts.	2
understanding of logical relations; awareness and control of the organisation of the meaning of grammatical elements	Practical lesson 9. 1. The four Ps. 2. Product, Price. 3. Prepositions of place. Literature: 1-7. Recommended materials: 11, 12, 15, 16, 21, 24, 27. Internet sources: 36, 45, 51, 59, 60.	2
	Self-study: studying thematic information; developing grammatical skills; analyzing grammar rules.	2
awareness and proper use of categories, structures and processes	Practical lesson 10. 1. Placement and Promotion. 2. Prepositions of movement. Literature: 1-7. Recommended materials: 11, 12, 13, 14, 15, 17, 21, 24, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills.	2

ability to identify, evaluate and synthesise topical information; ability to use grammatical resources of the language	Practical lesson 11. 1. Common Channel of Distribution: manufacture-wholesaler-retailer/customer. 2. Prepositions of time. 3. Common prepositional Phrases. Literature: 1-7. Recommended materials: 8, 9, 10, 12, 17, 19, 24, 25, 28, 29, 30. Internet sources: 35, 41, 45, 46, 47.	2
	Self-study: doing grammar exercises; reading and translating texts on the topic; developing speaking skills	2
understanding and interpreting different aspects of culture and language behaviour in the world of work; ability to use grammatical resources of the language	Practical lesson 12. 1. Advertising. 2. Service Advertising. 3. The Numeral. 4. Cardinal and Ordinal Numerals. Literature: 1-7. Recommended materials: 8, 9, 11, 13, 14, 21, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: writing notes and memos conveying complex relevant information to academic and professional addressees, rendering articles and authentic materials; summarizing a wide range of factual academic and specialism-related texts	2
awareness and control of the organisation of the meaning of grammatical elements; understanding of logical relations	Practical lesson 13. 1. Product Advertising. 2. Institutional Advertising. 3. Fractions. 4. Expressing quantity. Literature: 1-7. Recommended materials: 8, 9, 11, 13, 14, 21, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the topic.	2
capability to apply effectively the acquired knowledge of topical information to the appropriate situation	Practical lesson 14. 1. Advertising Media. 2. Telling the time, dates, telephone numbers, addresses. Literature: 1-7. Recommended materials: 8, 9, 10, 12, 17, 19, 24, 25, 28, 29, 30. Internet sources: 35, 41, 45, 46, 47.	2
	Self-study: analyzing grammar rules and doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources	2

Unit 3. Trade and Commerce. Word formation. The Sentence. Questions, negatives and answers.		16/16
knowledge of topical vocabulary; ability to use grammatical resources of the language; awareness and proper use of categories, structures and processes	Practical lesson 15. 1. Key Notions of Trade. 2. Word formation. 3. Productive and unproductive affixes. Literature: 1-7. Recommended materials: 11,12, 15, 16, 21, 24, 27. Internet sources: 36, 45, 51, 59, 60.	2
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills.	2
ability to use topical vocabulary and grammatical resources of the language; awareness and proper use of categories, structures and processes	Practical lesson 16. 1. Producers and Consumers. 2. The Sentence. 3. Simple / compound/ complex, extended/ unextended sentences. Literature: 1-7. Recommended materials: 8, 9, 10, 12, 17, 19, 24, 25, 28, 29, 30. Internet sources: 35, 41, 45, 46, 47.	2
	Self-study: enriching thematic vocabulary; developing grammatical skills; analyzing grammar rules.	2
gain in depth the knowledge of the topical vocabulary; practising and memorizing grammatical rules	Practical lesson 17. 1. Forms and Types of Trade. 2. The Subject. 3. The Predicate. 4. The Object. Literature: 1-7. Recommended materials: 8, 9, 11, 13, 14, 21, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: writing study and specialism- related essays to develop an argument; explaining advantages and disadvantages of various options	2
capability to apply effectively the acquired knowledge of topical information to the appropriate situation	Practical lesson 18. 1. Wholesale Trade. 2. The Attribute. Literature: 1-7. Recommended materials: 11, 12, 13, 14, 15, 17, 21, 24, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: revising grammar rules; developing speaking skills.	2
understanding and interpreting different aspects of culture and language behaviour in the world of work; ability to	Practical lesson 19. 1. Retail Trade. 2. The Adverbial Modifier. Literature: 1-7. Recommended materials: 8, 9, 10, 12, 17, 19, 24, 25, 28,	2

use grammatical resources of the language	29, 30. Internet sources: 35, 41, 45, 46, 47.	
	Self-study: Learning topical vocabulary; revising grammar rules and doing grammar tasks; developing writing skills	2
ability to reproduce and produce effectively topical vocabulary in oral and writing speech; practising and memorizing grammatical rules	Practical lesson 20. 1. E-commerce. 2. Word Order in Different Types of Sentences. Literature: 1-7. Recommended materials: 8, 9, 10, 12, 17, 19, 24, 25, 28, 29, 30. Internet sources: 35, 41, 45, 46, 47.	2
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the topic.	2
awareness and control of the organisation of the meaning of grammatical elements; understanding of logical relations (entailment, presupposition, implicature, etc.)	Practical lesson 21. 1. International Trade. 2. Prepositions in wh-questions. 3. Negative statements. Literature: 1-7. Recommended materials: 11, 12, 13, 14, 15, 17, 21, 24, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: developing grammatical skills; analyzing grammar rules; developing reading and speaking skills	2
ability to identify, evaluate and synthesise topical information; ability to use grammatical resources of the language	Practical lesson 22. 1. International Trade Organization. 2. Negative questions. 3. Question tags. 4. Alternative Questions. 5. Disjunctive Questions. Literature: 1-7. Recommended materials: 8, 9, 10, 12, 17, 19, 24, 25, 28, 29, 30. Internet sources: 35, 41, 45, 46, 47.	2
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the theme.	2
Unit 4. Money and Banking. The Verb. Present Tense Forms.		24/24
knowledge of topical vocabulary; ability to use grammatical resources of the language	Practical lesson 23. 1. Concept of Money. 2. Types of verbs. Literature: 1-7. Recommended materials: 8, 9, 11, 13, 14, 21, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills.	2

gain in depth the knowledge of the topical vocabulary; practising and memorizing grammatical rules	Practical lesson 24. 1. Functions of Money: medium of exchange. 2. Regular verbs and Irregular verbs. Literature: 1-7. Recommended materials: 11, 12, 13, 14, 15, 17, 21, 24, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: developing grammatical skills; analyzing grammar rules; developing reading and speaking skills	2
capability to apply effectively the acquired knowledge of topical information to the appropriate situation	Practical lesson 25. 1. Functions of Money: measure of value. 2. State verbs and event verbs. Literature: 1-7. Recommended materials: 8, 9, 11, 13, 14, 21, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: doing grammar exercises; reading and translating texts on the topic; developing speaking skills	2
ability to use topical vocabulary and grammatical resources of the language; awareness and proper use of categories, structures and processes	Practical lesson 26. 1. Functions of Money: store of value. 2. Time, tense and aspect. <i>Be, have and have got.</i> Literature: 1-7. Recommended materials: 8, 9, 10, 12, 17, 19, 24, 25, 28, 29, 30. Internet sources: 35, 41, 45, 46, 47.	2
	Self-study: learning topical vocabulary; revising grammar rules and doing grammar tasks; developing writing skills	2
awareness and proper use of categories, structures and processes; ability to use topical vocabulary and grammatical resources of the language	Practical lesson 27. 1. Types of Money 2. Present Simple. 3. Adverbs of Frequency. Literature: 1-7. Recommended materials: 11,12, 15, 16, 21, 24, 27. Internet sources: 36, 45, 51, 59, 60.	2
	Self-study: analyzing grammar rules and doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources	2
ability to identify, evaluate and synthesise topical information; ability to use grammatical resources of the language	Practical lesson 28. 1. Hard Money, Soft Money, NoMoney. 2. Present Continuous. Literature: 1-7. Recommended materials: 11, 12, 13, 14, 15, 17, 21, 24, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: studying thematic information; developing grammatical skills; analyzing grammar rules.	2

understanding of logical relations ; awareness and control of the organisation of the meaning of grammatical elements	Practical lesson 29. 1. Credit and Debit Cards. 2. Present Simple (Indefinite) and Present Continuous (Progressive). Literature: 1-7. Recommended materials: 8, 9, 11, 13, 14, 21, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: rendering articles and authentic materials; summarizing a wide range of factual academic and specialismrelated texts	2
control of the organisation of the meaning of grammatical elements; understanding of logical relations (entailment, presupposition, implicature, etc.)	Practical lesson 30. 1. Banking Sector. 2. Time indicators. Literature: 1-7. Recommended materials: 11,12, 15, 16, 21, 24, 27. Internet sources: 36, 45, 51, 59, 60.	2
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the topic; developing speaking skills.	2
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 31. 1. Types of Banks. 2. State Verbs. Literature: 1-7. Recommended materials: 8, 9, 10, 12, 17, 19, 24, 25, 28, 29, 30. Internet sources: 35, 41, 45, 46, 47.	2
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the topic; developing speaking skills	2
correct use of topical vocabulary; practising and memorizing grammatical rules	Practical lesson 32. 1. National Bank of Ukraine. 2. Present Perfect. Literature: 1-7. Recommended materials: 11, 12, 13, 14, 15, 17, 21, 24, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources	2
ability to use topical vocabulary and grammatical resources of the language; awareness and proper use of categories, structures	Practical lesson 33. 1. Personal Finance. 2. Present Perfect Continuous. Literature: 1-7. Recommended materials: 8, 9, 11, 13, 14, 21, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2

and processes	Self-study: writing study and specialism- related essays to develop an argument; explaining advantages and disadvantages of various options; developing presentation skills.	2
awareness and proper use of categories, structures and processes	Practical lesson 34. 1. Corporate Finance. 2. Present Perfect and Present Perfect Continuous. Literature: 1-7. Recommended materials: 8, 9, 11, 13, 14, 21, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: writing study and specialism- related essays to develop an argument; explaining advantages and disadvantages of various options; developing presentation skills.	2
Unit 5. Finance. Financial System. Past Forms		8/14
knowledge of topical vocabulary; ability to use grammatical resources of the language; awareness and proper use of categories, structures and processes	Practical lesson 35. 1. Finance Functions. 2. Past Simple (Indefinite). Literature: 1-7. Recommended materials: 8, 9, 10, 12, 17, 19, 24, 25, 28, 29, 30. Internet sources: 35, 41, 45, 46, 47.	2
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills	4
awareness and control of the organisation of the meaning of grammatical elements; understanding of logical relations (entailment, presupposition, implicature, etc.)	Practical lesson 36. 1. Personal finance. 2. Past Habitual: <i>used to. Have gone to / have been to / have been in.</i> Literature: 1-7. Recommended materials: 8, 9, 10, 12, 17, 19, 24, 25, 28, 29, 30. Internet sources: 35, 41, 45, 46, 47.	2
	Self-study: writing study and specialism- related essays to develop an argument; explaining advantages and disadvantages of various options	4
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 37. 1. Managerial or corporate finance. 2. Venture Capital. 3. Past Continuous (Progressive). Literature: 1-7. Recommended materials: 8, 9, 11, 25, 21, 26, 30. Internet sources: 45, 46, 47.	2
	Self-study: writing notes and memos conveying complex relevant information to academic and professional addressees, rendering articles and authentic materials; summarizing a wide range of factual academic and specialism-related texts	2

awareness and control of the organisation of the meaning of grammatical elements; understanding of logical relations (entailment, presupposition, implicature, etc.)	Practical lesson 38. 1. Public finance. 2. Financial intermediaries. 3. Past Perfect. Past Perfect Continuous. Literature: 19, 35, 46, 40, 41, 52 Literature: 1-7. Recommended materials: 11, 12, 13, 14, 15, 17, 21, 24, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the theme.	4
Unit 6. Financial Institutions. Future Forms		10/12
knowledge of topical vocabulary; ability to use grammatical resources of the language; awareness and proper use of categories, structures and processes	Practical lesson 39. 1. Major Instruments of Financial System. 2. Revenue and Expenditure Forecasting. 3. Future Simple/ Be Going to. Future Simple/ Present Continuous. Future Continuous. Literature: 1-7. Recommended materials: 8, 9, 10, 12, 17, 19, 24, 25, 28, 29, 30. Internet sources: 35, 41, 45, 46, 47.	2
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills.	2
awareness and control of the organisation of the meaning of grammatical elements; understanding of logical relations (entailment, presupposition, implicature, etc.)	Practical lesson 40. 1. Commercial Banking. 2. Future Perfect. Future Perfect Continuous. 3. Types of Financial Institutions. Literature: 1-7. Recommended materials: 11, 12, 15, 16, 21, 24, 27. Internet sources: 36, 45, 51, 59, 60.	2
	Self-study: writing study and specialism- related essays to develop an argument; explaining advantages and disadvantages of various options	2
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 41. 1. Personal Banking. 2. Future-in-the Past tense forms. Literature: 1-7. Recommended materials: 11, 12, 13, 14, 15, 17, 21, 24, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: writing notes and memos conveying complex relevant information to academic and professional addressees, rendering articles and authentic materials; summarizing a wide range of factual academic and specialism-related texts	2

awareness and control of the organisation of the meaning of grammatical elements; understanding of logical relations (entailment, presupposition, implicature, etc.)	<p>Practical lesson 42.</p> <p>1. Non-Bank Financial Institutions (finance houses; insurance companies; pension funds; unit trust companies; investment trust companies).</p> <p>2. Other ways of expressing future: constructions: <i>be about+ infinitive, be on the point + -ing form, be due to + infinitive, be sure to/ be certain to/ be bound to + infinitive, to be (un)likely to + infinitive, to be sure to + infinitive.</i></p> <p>Literature: 1-7. Recommended materials: 11, 12, 13, 14, 15, 17, 21, 24, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.</p>	2
	<p>Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the theme.</p>	2
knowledge of topical vocabulary; ability to use grammatical resources of the language; awareness and proper use of categories, structures and processes	<p>Practical lesson 43.</p> <p>1. Other ways of expressing future: constructions: <i>be about+ infinitive, be on the point + -ing form, be due to + infinitive, be sure to/ be certain to/ be bound to + infinitive, to be (un)likely to + infinitive, to be sure to + infinitive.</i></p> <p>Literature: 1-7. Recommended materials: 11, 12, 13, 14, 15, 17, 21, 24, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.</p>	2
	<p>Self-study: writing notes and memos conveying complex relevant information to academic and professional addressees, rendering articles and authentic materials; summarizing a wide range of factual academic and specialism-related texts</p>	4
Разом за II семестр		180/6
III семестр		
Unit 1. Accounting and Accountancy. Modals.		10/20
ability to identify, evaluate and synthesise topical information; ability to use grammatical resources of the language	<p>Practical lesson 1</p> <p>1. Jobs in Accounting. 2. The Nature of Accounting. 3. Ability (<i>can - could - be able to</i>). Obligation/ Duty. Probability (<i>should/ ought</i>).</p> <p>Literature: 1-7. Recommended materials: 11, 12, 13, 14, 15, 17, 21, 24, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.</p>	2
	<p>Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills.</p>	4
understanding and interpreting different aspects of culture and language behaviour in the	<p>Practical lesson 2</p> <p>1. The Nature of Accounting. 2. Obligation/ Duty. Probability (<i>should/ ought</i>).</p> <p>Literature: 1-7.</p>	2

world of work; ability to use grammatical resources of the language	Recommended materials: 8, 9, 11, 13, 14, 21, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	
	Self-study: developing grammatical skills; analyzing grammar rules; developing reading and speaking skills.	4
gain in depth the knowledge of the topical vocabulary; practising and memorizing grammatical rules	Practical lesson 3. 1 Bookkeeping. 2. The Principle of Double Entry. Chart of Accounts/ 3. Necessity (<i>must -have to - should/ ought – need</i>). Absence of necessity (<i>needn't/ don't have to / don't need to – didn't need to – needn't have done</i>). 4. Prohibition (<i>mustn't – can't</i>). Logical assumption (<i>must – can't/ couldn't</i>). Literature: 1-7. Recommended materials: 8, 9, 11, 13, 14, 21, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: doing grammar exercises; reading and translating texts on the topic; developing speaking skills	4
knowledge of topical vocabulary; ability to use grammatical resources of the language; awareness and proper use of categories, structures and processes	Practical lesson 4 1. Financial Statements. 2. Profit and Loss Account. 3. Possibility (<i>can - could/ may - might</i>). Permission (<i>can/ could/ may /might</i>). Request (<i>can/ could/ will/ would/ may/ might</i>). Offers (<i>I'll/ shall/ can/ could</i>). Suggestions (<i>shall/ can/ could</i>). Literature: 1-7. Recommended materials: 8, 9, 10, 12, 17, 19, 24, 25, 28, 29, 30. Internet sources: 35, 41, 45, 46, 47	2
	Self-study: learning topical vocabulary; revising grammar rules and doing grammar tasks; developing writing skills.	4
capability to apply effectively the acquired knowledge of topical information to the appropriate situation	Practical lesson 5 1. Financial Statements. 2. Balance Sheet. 3. Cash Flow Statement. 4. Advice (<i>should/ ought to/ must</i>). Criticism (<i>should/ ought to</i>). Promise (<i>will</i>). Literature: 1-7. Recommended materials: 8, 9, 11, 25, 21, 26, 30. Internet sources: 45, 46, 47	2
	Self-study: analyzing grammar rules and doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources	4
ability to identify, evaluate and synthesise topical information; ability to use grammatical	Practical lesson 6 1. Assets and Liabilities. 2. Transformation from Active to Passive. Literature: 1-7.	2

resources of the language	Recommended materials: 11,12, 15, 16, 21, 24, 27. Internet sources: 36, 45, 51, 59, 60.	
	Self-study: studying thematic information; developing grammatical skills; analyzing grammar rules	4
Unit 2. Company`s Accounting Performance. The Passive Voice.		10/20
understanding of logical relations ; awareness and control of the organisation of the meaning of grammatical elements	Practical lesson 7 1. Revenues and Expenses. 2. Personal/ impersonal constructions. Literature: 1-7. Recommended materials: 11, 12, 13, 14, 15, 17, 21, 24, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: rendering articles and authentic materials; summarizing a wide range of factual academic and specialismrelated texts.	4
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 8 1. Business Performance Analysis. 2. Special passive constructions. <i>Have something done.</i> Literature: 1-7. Recommended materials: 8, 9, 10, 12, 17, 19, 24, 25, 28, 29, 30. Internet sources: 35, 41, 45, 46, 47.	2
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the theme.	4
awareness and control of the organisation of the meaning of grammatical elements; understanding of logical relations (entailment, presupposition, implicature, etc.)	Practical lesson 9 1. Company Working with Measurements of Cost, Performance and Risk. 2. Grammer Test. Literature: 1-7. Recommended materials: 8, 9, 11, 13, 14, 21, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: rendering articles and authentic materials; summarizing a wide range of factual academic and specialismrelated texts	4
correct use of topical vocabulary; practising and memorizing grammatical rules	Practical lesson 10 1. <i>Get something done.</i> 2. <i>To be done/ being done.</i> Literature: 1-7. Recommended materials: 8, 9, 10, 12, 17, 19, 24, 25, 28, 29, 30. Internet sources: 35, 41, 45, 46, 47.	2
	Self-study: rendering articles and authentic materials; summarizing a wide range of factual academic and specialismrelated texts	4

Unit 3. Auditing. Sequence of Tenses.		10/20
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 11 1. Auditor Liability. 2. Roles of Auditors. 3. Direct speech and reported speech. Literature: 1-7. Recommended materials: 8, 9, 11, 25, 21, 26, 30. Internet sources: 45, 46, 47	2
	Self-study: developing grammatical skills; analyzing grammar rules; developing reading and speaking skills	4
understanding of logical relations ; awareness and control of the organisation of the meaning of grammatical elements	Practical lesson 12 1 Internal Auditing. 2. Reported speech: person, place and time Literature: 1-7. Recommended materials: 8, 9, 11, 25, 21, 26, 30. Internet sources: 45, 46, 47.	2
	Self-study: developing grammatical skills; analyzing grammar rules; developing reading and speaking skills.	4
ability to identify, evaluate and synthesise topical information; ability to use grammatical resources of the language	Practical lesson 13 1. External Auditing. 2. Reported statements. Reported questions. Literature: 1-7. Recommended materials: 11, 12, 15, 16, 21, 24, 27. Internet sources: 36, 45, 51, 59, 60.	2
	Self-study: analyzing grammar rules and doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources	4
capability to apply effectively the acquired knowledge of topical information to the appropriate situation	Practical lesson 14 1. Auditor's Report. 2. Reported speech: the tense change Literature: 1-7. Recommended materials: 11, 12, 13, 14, 15, 17, 21, 24, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the topic; developing speaking skills.	4
gain in depth the knowledge of the topical vocabulary; practising and memorizing grammatical rules	Practical lesson 15 1. International Standards on Auditing (ISAs). 2. Reported requests, orders, and advice. 3. Introductory Verbs Literature: 1-7. Recommended materials: 8, 9, 10, 12, 17, 19, 24, 25, 28, 29, 30. Internet sources: 35, 41, 45, 46, 47.	2

	Self-study: analyzing grammar rules and doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources	4
Unit 4. Tax System Conditionals		12/24
ability to identify, evaluate and synthesise topical information; ability to use grammatical resources of the language	Practical lesson 16 1 Tax System. Methods of Depreciation. 2. Present and future conditionals. Literature: 1-7. Recommended materials: 11, 12, 13, 14, 15, 17, 21, 24, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: doing grammar exercises; reading and translating texts on the topic; developing speaking skills	4
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 17 1. Types of Taxes. Direct Taxes. Indirect Taxes. 2. Present and future conditionals. 3. Unlikely/ unreal conditions. Literature: 1-7. Recommended materials: 8, 9, 10, 12, 17, 19, 24, 25, 28, 29, 30. Internet sources: 35, 41, 45, 46, 47.	2
	Self-study: developing grammatical skills; analyzing grammar rules; developing reading and speaking skills	4
gain in depth the knowledge of the topical vocabulary; practising and memorizing grammatical rules	Practical lesson 18. 1. Types of Taxes. Indirect Taxes. 2. Unlikely/ unreal conditions. Literature: 1-7. Recommended materials: 8, 9, 11, 13, 14, 21, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills.	4
ability to identify, evaluate and synthesise topical information; ability to use grammatical resources of the language	Practical lesson 19 1. Non-payment of Taxes. 2. Past conditionals. Literature: 1-7. Recommended materials: 8, 9, 10, 12, 17, 19, 24, 25, 28, 29, 30. Internet sources: 35, 41, 45, 46, 47.	2
	Self-study: rendering articles and authentic materials; summarizing a wide range of factual academic and specialismrelated texts	4
ability to use grammatical resources of the language; understanding and interpreting different	Practical lesson 20. 1. Value added tax 2. Goods and Services Tax. Literature: 1-7.	2

aspects of culture and language behaviour in the world of work	Recommended materials: 8, 9, 11, 25, 21, 26, 30. Internet sources: 45, 46, 47	
	Self-study: analyzing grammar rules and doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources	4
correct use of topical vocabulary; practising and memorizing grammatical rules	Practical lesson 21. 1. Mixed conditionals. 2. <i>I wish, if only, it's time.</i> Literature: 1-7. Recommended materials: 11,12, 15, 16, 21, 24, 27. Internet sources: 36, 45, 51, 59, 60.	2
	Self-study: preparing presentations on the topic; doing grammar exercises; reading and translating a newspaper article on the theme.	4
Unit 5. The Role of Financing in International Trade. Non-finite forms of the Verb		14/40
awareness and control of the organisation of the meaning of grammatical elements; understanding of logical relations (entailment, presupposition, implicature, etc.)	Practical lesson 22. 1. Different Types of Trade Finance Instruments. Literature: 1-7. Recommended materials: 11, 12, 13, 14, 15, 17, 21, 24, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: analyzing grammar rules and doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources	6
understanding of logical relations ; awareness and control of the organisation of the meaning of grammatical elements	Practical lesson 23. 1. The Infinitive. 2. Forms of the Infinitive and their meaning Literature: 1-7. Recommended materials: 8, 9, 10, 12, 17, 19, 24, 25, 28, 29, 30. Internet sources: 35, 41, 45, 46, 47.	2
	Self-study: analyzing grammar rules and doing grammar tasks; developing the ability to collect information on the topic from specialized Internet sources	6
evaluate and synthesise topical information; ability to use grammatical resources of the language	Practical lesson 24. 1. Trade Finance during the Crisis. 2. The Objective infinitive complex. 3. The Subjective infinitive complex Literature: 1-7. Recommended materials: 8, 9, 11, 13, 14, 21, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: studying thematic information; developing grammatical skills; analyzing grammar rules	6

ability to identify, evaluate and synthesise topical information; ability to use grammatical resources of the language	Practical lesson 25 1. International Trade, Risk, and the Role of Banks. 2. The Participle. Literature: 1-7. Recommended materials: 8, 9, 11, 13, 14, 21, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: activating topical vocabulary; revising grammar rules; developing speaking skills.	6
capability to apply effectively the acquired knowledge of topical information to the appropriate situation	Practical lesson 26. 1. International Trade, Risk, and the Role of Banks. 2. The Gerund. Literature: 1-7. Recommended materials: 8, 9, 11, 13, 14, 21, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: developing grammatical skills; analyzing grammar rules; developing reading and speaking skills	6
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 27. 1. International Trade, Risk, and the Role of Banks. The 2. The Gerund. Literature: 1-7. Recommended materials: 8, 9, 11, 13, 14, 21, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: doing grammar exercises; reading and translating texts on the topic; developing speaking skills	6
ability to identify, evaluate and synthesise topical information; ability to use grammatical resources of the language	Practical lesson 28. Final test Literature: 1-7. Recommended materials: 8, 9, 11, 13, 14, 21, 27, 26, 30. Internet sources: 36, 37, 38, 45, 46, 47, 56.	2
	Self-study: learning topical vocabulary; revising grammar rules and doing grammar tasks; developing writing skills	4
Разом за III семестр		180/6
ВСЬОГО		540/18

III. РЕКОМЕНДОВАНІ ДЖЕРЕЛА

Основні:

1. Іваницька Н.Б., Сікорська Л.О. *Англійська мова бухгалтерського обліку, аудиту та фінансів = Mastering English in Accounting, Audit and Finance : навчальний посібник.* Вінниця : ВТЕІ КНТЕУ, 2013. 295 с.
2. Іваницька Н.Б., Калініченко А.І., Нечипоренко В.О., Сікорська Л.О. *Граматика перекладу фахової літератури (у вправах та прикладах): навчальний посібник..* Вінниця : Центр підготовки наукових та навчально-методичних видань ВТЕІ КНТЕУ, 2019.
3. Латигіна А. Г. *Basic English of Economics : підручник.* К. : КНТЕУ, 2004. 319 с.
4. Ian MacKenzei. *Professional English in Use. Finance.* Cambridge University Press. 2015. 140 p.
5. Margaret O'Keeffe, Lewis Lansford, Iwonna Dubicka, Bruce Wade. *Business Partner. Coursebook with Digital Resources.* Pearsom, 2019. 160 p.
6. Sean Mahoney, Evan Frendo. *English for Accounting with MultiROM.* Oxford University Press . 2007. 64 p.

Додаткові:

7. Бербенець Л. І., Хистова Л. М. *Англійська мова ділового спілкування = Business English Communication Course.* Київ : КНТЕУ, 2015. 204 с.
8. Верба Г. В., Верба Л. Г. *Граматика сучасної англійської мови = Modern English Grammar (reference book) : довідник.* Київ : ВП Логос-М, 2016. 352 с. (Учням та абітурієнтам).
9. Вуколова В.О., Замкова Н. Л., Іваницька Н.Б. *Видо-часові форми англійського дієслова : Навч.-метод. Посібник.* К. : КНТЕУ, 2004. 152 с.
10. Голицинський Ю., Голицинська Н. *Граматика : збірник вправ. 7-ме вид., випр. та допов.* Київ : Арій, 2014. 544 с. (Англійська мова для школярів).
11. Гороть Є. І., Василенко О. В., Малімон Л. К., Павлюк А. Б. *Практична граматики англійської мови : навч. посібник.* Луцьк : Вежа-Друк, 2017. 400 с.
12. Гужва Т. М. *Англійські розмовні теми. 67 тем = Topics in English. X. : Фоліо, 2006. 191 с.*
13. Гужва Т. М., Гусак Т.М. *The paths to university. Тести з англійської мови для студентів університетів та абітурієнтів : навч. посібник.* К. : Центр учбової літератури, 2008. 416 с.
14. Гусак Т. М. *Modern English Grammar in Practice. Guide Book and Workbook : навч. посібник. кн.1. 2-ге вид., допов.* К. : Інкос, 2009. 318 с.
15. Гусак Т. М. *Modern English Grammar in Practice. Teacher's Book.* К. : Інкос, 2010. 98 с.
16. Гусак Т. М. *Англійська граматики на практиці : навч. посібник.* К. : КНЕУ, 2001. 183с.
17. Кнодель Л. В. *Англійська мова для бізнес-спеціальностей = English for business : Textbook.* К : Паливода А.В., 2007. 472 с.

18. Колот Л. А. Менеджмент - моя спеціальність = *I Major in Management* : навчальний посібник. Київ : КНТЕУ, 2015. 252 с.
19. Латигіна А. Г. Англійська мова міжнародного бізнесу та менеджменту = *English of International Business and Management* : підручник. К. : КНТЕУ, 2011. 416 с.
20. Латигіна А.Г., Бессараб Н.В. *I Major in Economics* : підручник. К. : КНТЕУ, 2004. 292 с.
21. Нікіфорова В. Г., Чала Н. М. Англійська мова для банкірів = *English for Bankers* : навчальний посібник. Київ : КНТЕУ, 2016. 264 с.
22. Орлик Л. С., Новак Т.В. Англійська мова менеджменту антимонопольної діяльності : навч. К. : КНТЕУ, 2000. 211 с.
23. Орлик Л. С., Розум А.П. *English for Economists : For extra-mural students*: навч. посібник. К. : КНТЕУ, 2009. 129 с.
24. Орлик Л. С., Рудешко Є.В. *English for Business Communication with Foreign Partners* : навч. посібник. К. : КНТЕУ, 2002. 209 с.
25. Розум А. П. Англійська для економістів = *English for economists* : навч. посібник. К. : КНТЕУ, 2014. 312 с.
26. Сікорська Л. О. Вправи з граматики сучасної англійської мови : навч. посібник. К. : КНТЕУ, 2008. 196 с.
27. Тарнопольський О. Б., Кожушко С.П., Рудакова М.В. *Писати академічно = Writing Academically: A Coursebook for Teaching Academic Writing in English* : посібник. К. : ІНКОС, 2006. 228 с.
28. Biggs D. *Management Consulting: A Guide for Students*. Cengage Learning EMEA, 2010. 409 p.
29. Cook Th. A. *Mastering Import and Export Management*. AMACOM Div. American Mgmt. Assn., 2004. 560 p.
30. Ferreira E.J. *Administrative Management*. Juta and Company Ltd, 2010. 480 p.
31. Gibson P. *Administrative Office Management, Complete Course*. Cengage Learning, 2004. 560 p.
32. Griffin R.W. *Fundamentals of Management*. Cengage Learning, 2011. 544 p.
33. Griffin R.W. *Student Achievement Series: Principles of Management*. Cengage Learning, 2006. 488 p.
34. Khan & Jain *Financial Management*. Tata McGraw-Hill Education, 2007. 484 p.
35. Thomas A.B. *Research Skills for Management Studies*. Psychology Press, 2004. 269 p.

Інтернет-ресурси:

36. https://www.examenglish.com/FCE/fce_grammar.htm
37. <https://www.examenglish.com/FCE/>
38. <https://www.flo-joe.co.uk/fce/students/tests/> Cambridge English
39. <https://www.englishrevealed.co.uk/fce.php>
40. <https://www.esl-lounge.com/student/first-certificate.php>
41. <https://www.greenwichcollege.edu.au/cambridge-fce-learning-resources> Cambridge-FCE
42. <https://www.cambridgeenglish.org/exams-and-tests/first/preparation/> B2 First

43. <https://todayschool.es/first-certificate-tests-2/> **FCE Use of English – Key Word Sentence Transformations**
44. <https://englishtests.ucoz.com/index/0-15> (Cambridge First Certificate in English)
45. www.linguistlist.org
46. <http://dengik.tele-koam.ru>
47. <http://ktpnm.kpi.ua/ru/node/299>
48. <http://law-in-translation.in.ua>
49. <http://lingvo.kiev.ua/titles/titles9.htm>
50. <http://www.krugosvet.ru>
51. <http://www.uta.org.ua/uta/>
52. <https://grammarway.com/ua/present-perfect-continuous>
53. <https://www.youtube.com/watch?v=jMPgMH-7-jU>
54. <https://youtu.be/rSbyPWuOuk8>
55. www.merriam-webster.com
56. www.businessdictionary.com
57. www.investopedia.com
58. www.iti.org.uk
59. www.managerhelp.org
60. www.ncbe.gwu.edu