



**Syllabus of the academic discipline
"The language of business documents"**

Higher level	First (Bachelor), Second (Master's)
Discipline status	Academic discipline of the elective component of the general university list
Semester	Spring
Course volume, credits	4 credits (120 hours)
Language	Ukrainian
What will be studied (subject of study)	The subject of study of the academic discipline is the requirements of modern education for professional speech training of a competitive specialist, which is based on competency-based and personally oriented approaches. Accordingly, the goals of the course are the formation of: 1) systematized knowledge about language as the highest achievement of civilization; 2) knowledge about the rules of linguistic communication and the basics of oratory; 3) knowledge about the norms of the modern Ukrainian literary language, skills and abilities for the optimal use of this knowledge in professional communication, in public speaking; the ability to reflect, a developed "sense of language"; 4) skills and abilities for the correct construction of coherent texts, determined by the needs of professional communication; 5) the ability to correctly use high-quality information and reference sources for Ukrainian-language self-study and self-improvement, as well as in scientific research and further professional activities.
Why is it interesting/necessary to study (purpose)	The purpose of the discipline "Language of Business Papers" is to develop professional communicative competence as a personal quality in bachelor's degree applicants and to familiarize them with the methodology of drafting business documents.
What can be learned (learning outcomes)	As part of future professional activities, consistently and in detail cover issues of modern business speech, in particular: <ul style="list-style-type: none"> ➤ General concepts of language norms ➤ Official business style ➤ Document classifications ➤ Knowledge of the basic requirements for drafting and processing documents

<p>How can you use the acquired knowledge and skills (competences))</p>	<ul style="list-style-type: none"> ➤ Ability to communicate in the state language both orally and in writing ➤ Ability to communicate with representatives of other professional groups at different levels (with experts from other fields of knowledge/types of economic activity) ➤ Acquire interpersonal skills ➤ To master the lexical, orthoepic, spelling, grammatical and syllabic norms of modern business Ukrainian language ➤ Master the changes to the new spelling of the Ukrainian language ➤ To arrange on high levels options paper and electronic documents
<p>Educational logistics</p>	<ul style="list-style-type: none"> ➤ The main objectives of studying the discipline "Language of Business Papers" are: to form in students theoretical and methodological knowledge in the field of drafting business documents ➤ developing skills to reproduce specific documentation systems (foreign economic, banking, legal, diplomatic, etc.) ➤ students' study of the most numerous system - management documents classified according to certain characteristics <p>Types of classes: lectures, practical</p> <p>Teaching methods: discussion, round table, gamification, coaching, scribing. Teaching forms: face-to-face, distance learning</p>
<p>Prerequisites</p>	<p>Basic knowledge of the disciplines "Ukrainian Language", "Business Ukrainian Language"</p>
<p>Details</p>	<p>Knowledge from the course can be used during oral and written business communication and, especially, when drafting business papers.</p>

Information support from the fund and repository of the National Library of the National Academy of Sciences of the Russian Academy of Sciences	<p>Boyko N., Kotkova L., Lytvynska S., Prykhodko O., Samboryn V. Evaluative potential of the component composition of phraseological units of the Ukrainian language regarding indication of the world of emotions. <i>AD ALTA: journal of interdisciplinary research</i>. 13/01-XXII. 2023. P. 132–137. (the publication is indexed in the scientometric database «Web of Sciences»)</p> <p>Sibruk , AV, Lytvynska, SV, Koshetar, UP, Senchylo-Tatlilioglu, NO, Stetsyk, CM, Diachuk, TM, & Sibruk, VL Ukrainian education system: war challenges. <i>Multidisciplinary Science Journal</i>, 5, 2023. ss 0502. doi.org/10.31893/multiscience.2023 ss 0502 (publication indexed in the scientometric database "Scopus")</p> <p>Dyachuk T.M., Lytvynska S.V., Senchylo-Tatlilioglu N.O. Speech production of the Ukrainian people today (on the example of the names of current concepts). <i>Current issues of the humanities: interuniversity collection of scientific works of young scientists Drohobych. state. pedagogic. u-tu named after. Ivan Franko</i>. 2022 (ARTICLE group B).</p> <p>Sibruk, AV, Lytvynska, SV, Koshetar, UP, Senchylo-Tatlilioglu, NO and Tatlilioglu, K. Stylistic figures as a factor in the formation of communicative intention in scientific linguistic texts. <i>ACNS Conference Series: Social Sciences and Humanities</i>, 3, 2023. R. 02005. Available from: https://doi.org/10.55056/cs-ssh/3/02005</p> <p>Business Ukrainian: workshop / compiled by: S.V. Lytvynska, T.M. Dyachuk, H.M. Stetsyk, G.I. Onufriychuk, L.A. Dobrovolska. Kyiv: NAU, 2022. 83 p.</p> <p>Business Ukrainian language: a textbook / S. V. Lytvynska, A. V. Sibruk, G. I. Onufriychuk, H. M. Stetsyk. Kyiv: NAU, 2021. 124 p.</p>
Location and logistics software	<p>The format of conducting classes in the discipline is blended (a combination of traditional forms of learning with elements of e-learning through the Google Classroom system), distance learning – for part-time study. For full-time study – a combination of full-time and distance learning formats of teaching the discipline.</p> <p>projector</p>
Semester control, examination method	<p>Differentiated assessment, testing</p>
Chair	<p>Department of Ukrainian Language, History and Information Activities</p>
Faculty	<p>Faculty of Linguistics and Social Communications</p>

<p>Teacher(s)</p>	<div data-bbox="422 85 646 376" data-label="Image"> </div> <p> Full name of the teacher: SIBRUK Anastasia Position: Acting Head of the Department Academic degree: Candidate of Philological Sciences Academic title: Associate Professor Teacher profile: Tel.: (044) 406-77-14 Email: anastasiia.sibruk@npp.nau.edu.ua Workplace: 8.903 </p> <div data-bbox="422 584 646 875" data-label="Image"> </div> <p> Teacher's full name: CHERIPKO Serhiy Position: Associate Professor Academic degree: Candidate of Philological Sciences Teacher profile: https://scholar.google.com/citations?user=GvtquhUAAAAAJ&hl=en Tel.: (044) 406-77-14 Email: serhii.cheripko@npp.nau.edu.ua Workplace: 8.901 </p>
<p>Originality of the educational program</p>	<p>Author's course, taught in Ukrainian</p>
<p>Link to discipline</p>	<p>Google Classroom</p>