POLTAVA UNIVERSITY OF ECONOMICS AND TRADE
Educational and Scientific Institute of Full-Time Education
Educational and Scientific Institute of Correspondence and Distance Learning
Department of Business Foreign Language

SYLLABUS

of academic discipline

"Business foreign language"

for 2026-2027 academic year

Academic year and semester	1 year, 1-2 semesters
Education program / area of specialization	"Public Administration"
Specialty	D 4 Public management and administration
Subject area	D Business, administration and law
Academic degree	Master

Full name of faculty member / instructor academic degree and status position

Valentyna Voskoboinyk
Candidate of Philological Sciences, Associate Professor,
Associate Professor of the Department of Business Foreign Language

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Schedule	http://schedule.puet.edu.ua/
Advisory services	direct: http://www.pravo.puet.edu.ua/ online: by e-mail, Mon–Fri 10.00–17.00
Distance course	https://lms.puet.edu.ua/st/course/view.php?id=3434

Course syllabus

The aim of the cource	The course is aimed at practical mastery of a foreign (English) language for future professional communication, as well as obtaining a sufficient level of communication competence consisting of language, public-speaking and sociocultural skills, including skills of text abstracting and annotating, and preparing the students for the independent work with language material.
Duration	4 credits ECTS/120 hours (intramural form of education: lectures – 4 hours, practical classes (seminars) – 60 hours, out-of-class work – 56 hours; extramural form of education: lectures – 4 hours; practical classes (seminars) – 16 hours, out-of-class work – 100 hours).
Teaching forms and methods	Practical classes (seminars), out-of-class work off the schedule.
System of current and end-in-course control	Current knowledge evaluation: attendance of classes; testing; grammar practice; preparation of practical class expanded glossary to the theme; discussion of theoretical questions; current modal work. Final control: 2 semester – exam.
Core knowledge	Oral and listening comprehension skills, print literacy (B2 level)
Language of instruction	English

List of competences and program results in the course

Competences which a student should master	Program learning results
Ability to communicate professionally in a foreign language (GC 06);	Be able to communicate effectively, argue your position, use modern information and communication technologies in the field of public management and administration on the basis of social responsibility, legal and ethical norms (PLR 08).

Ability to organize information and analytical support for management processes using modern information resources and technologies, in particular, to develop measures for the implementation of electronic governance in various areas of public management and administration (SC 03).	Communicate in a foreign language on professional topics, discuss public administration problems and research results (PLR 09).

Thematic plan of the course

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

Statutes and Constitutions	exercising; summary writing; listening activities; classroom discussions; presentations.	1) Types and functions of constitutions. 2) Amendments to constitutions.
Theme 11. Administrative Law. Meeting management	Academic attendance; exercising; summary writing; listening activities; classroom discussions; presentations.	*List of questions which are studied by the student independently:* 1) The Commonwealth Ombudsman. 2) Meeting management.

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

Recommended sources of information

Legislative acts:

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

Main recommended sources of information:

10. Англійська мова ділового спілкування: навч. посібник / Л. І. Бербенець, Л. М. Хистова. Київ: Київ. нац. торг.-екон. ун-т, 2015. 204 с.
11. Дубініна О.В. Граматика англійської мови = English Grammar : навч. посіб. Київ : Київ. нац. торг.-екон. ун-т, 2020. 288 с.
12. Колот Л. А., Кушмар Л. В. Англійська мова ділової кореспонденції = Advanced Business English : навч. посіб. Вид. 3-тє, допов. Київ : Київ. нац. торг.-екон. ун-т, 2020. 228 с.
13. Скребкова-Пабат М.А. Ділова англійська мова = Business English. Львів: Новий світ-2000, 2024, 392 с.
14. Стасюк Т.В., Резунова О.С. Ділова англійська мова : навчальний посібник. Дніпро : Видавництво ПП Вахмістров О. Є. 2023. 268 с.
15. Academic English for PhD Researchers: навч.-метод. посібник / за заг. ред. В. П. Сімонок. Харків: Право, 2018. 224 с.
16. English for lawyers: підруч. для студ. вищ. навч. закл. / за ред. В. П. Сімонок. Харків: Право, 2018. 648 с.
17. Comfort J. Effective Presentation. Oxford: Oxford University Press, 2020. 80 p.
18. Comfort, J. Effective Telephoning. Oxford: Oxford University Press, 2020. 122 p.
19. International Legal English: A course for classroom or self-study use / Amy Krois-Lindner, TransLegal. Cambridge: Cambridge University Press, 2011. 336 p.
20. Legal English: навчальний посібник / В. П. Сімонок, О. Ю. Кузнецової. Харків: Право, 2020. 332 с.
21. Starting Business English: навчальний посібник / Christine Johnson, Jack Lonergan. Київ: Методика, 2016. 144 с.

Additional sources of information:

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

Software providing of computer support of educational process

- Microsoft Office software package.

Course Study and Assessment Policy

Assessment Policy for Higher Education Students: Assignments submitted past the deadline without valid reasons are subject to a grade reduction (75% of the maximum possible score for the specific activity). Retaking modules is permitted only with the leading lecturer's approval and in the presence of valid reasons (e.g., a medical certificate).

- Regulations on the Organization of the Educational Process: https://puet.edu.ua/wp-content/uploads/2026/01/poloz-supr-vprov-op.pdf

- Regulations on the Procedure and Criteria for Assessing the Knowledge, Skills, and Abilities of Higher Education Students: https://puet.edu.ua/wp-content/uploads/2026/07/polozh_por_kryt_ocinyuvannya.pdf
- Procedure for Liquidating Academic Debt by Higher Education Students: https://puet.edu.ua/wp-content/uploads/2026/07/poryadok-likvidacziyi-zdobuvachamy-vyshhoyi-osvity-akademichnoyi-zaborgovanosti.pdf
- Regulations on Retaking Courses: https://puet.edu.ua/wp-content/uploads/2023/07/poloz_pro-povt-navch.pdf

Attendance Policy: Class attendance is a mandatory component of the course. For objective reasons (e.g., illness, employment, internship), learning may take place in an online format (Moodle) upon agreement with the leading lecturer. If the class is conducted remotely, the student must be online and communicate with the lecturer according to the class schedule.

Academic Integrity Policy: Students must consciously adhere to the principles of academic integrity. Cheating (from peers, handwritten notes, printed or electronic media, etc.) is strictly prohibited during individual assignments and didactic tests. Students must provide high-quality citations and references when writing reports, preparing presentations, or drafting abstracts. Using textbooks (or their photocopies) and mobile devices during oral or written answers to key questions or summative assessments is not permitted. Mobile devices may only be used during class to search for answers to additional questions. Utilizing assistance from third parties to complete distance learning course tasks is prohibited.

The following regulations are in effect at PUET:

- Student Code of Honor: https://puet.edu.ua/wp-content/uploads/2023/07/kodeks_chesti_studenta.pdf
- Regulations on Academic Integrity: https://puet.edu.ua/wp-content/uploads/2023/07/polozh_akadem_dobrochesnist.pdf
- Regulations on the Prevention of Academic Plagiarism: https://puet.edu.ua/wp-content/uploads/2023/07/polozhennya-pro-zapobigannyavypadkam-akademichnogo-plagiatu.pdf
- The Policy for the Recognition of Learning Outcomes is defined by the following documents:
- Regulations on the Procedure for Transferring Learning Outcomes Acquired in Foreign and Domestic Educational Institutions: https://puet.edu.ua/wp-content/uploads/2023/07/polozh_por_perezarah_rez_zvo.pdf
- Regulations on the Academic Mobility of Higher Education Students: https://puet.edu.ua/wp-content/uploads/2023/07/polozha_pro_akademichnu_mobilnist.pdf
- Regulations on the Procedure for Recognizing Learning Outcomes Acquired through Non-formal and/or Informal Education: https://puet.edu.ua/wp-content/uploads/2023/07/polozhennya-pro-poryadok-vyznannya-rezultativ-navchannya-zdobutyh-shlyahom-neformalnoyi-ta-abo-informalnoyi-osvity.pdf; infographics (Education/Organization of the Educational Process/Non-formal Education section): https://puet.edu.ua/neformalna-osvita/.

Conflict Resolution Policy:

- Regulations on the Rules for Resolving Conflict Situations: https://puet.edu.ua/wp-content/uploads/2023/07/polozhennya-pro-pravyla-vyrishennya-konfliktnyh-sytuaczij-u-puet.pdf
- Regulations on the Appeal of Summative Assessment Results in the Form of an Exam: https://puet.edu.ua/wp-content/uploads/2023/07/poloz_pro-apel_pidscontr.pdf
- Authorized Person for the Prevention and Detection of Corruption: https://puet.edu.ua/zapobigannya-ta-protidiya-korupciyi/
- Support Policy for Participants in the Educational Process:
- Psychological Service: http://puet.edu.ua/psyhologichna-pidtrymka-v-puet/
- Student Ombudsman (Commissioner for Student Rights) of PUET: http://puet.edu.ua/other-divisions/studentskyj-ombudsmen-upovnovazhenyj-z-prav-studentiv-puet/
- Anti-Corruption Commissioner: https://puet.edu.ua/zapobigannya-ta-protidiya-korupciyi/

- Educational Environment Safety: Information regarding the safety of the PUET educational environment is provided in the "Life Safety" tab: http://puet.edu.ua/pro-puet/bezpeka-zhyttyediyalnosti/

Student performance evaluation

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

Activities	Maximum points
Module 1 (themes 1–14 – 1 semester): testing (28 points); grammar practice (7 points); preparation of expanded glossary to the theme (7 points); current modal work (18 points).	60
Module 2 (themes 15–22 – 2 semester): testing (16 points); grammar practice (8 points); preparation of expanded glossary to the theme (8 points); current modal work (28 points).	60
Credit (1 semester) / Exam (2 semester)	40 / 40
Total	100 / semester

System of awarding additional points by types of work on the study of the academic discipline "Business foreign language"

Type of work	Activities	Points
1. Education	1. Participation in subject Olympiads: university, interuniversity, all-Ukrainian, international	10-30
	2. Participation in competitions for the best expert in the discipline: university, interuniversity, all-Ukrainian, international	10-30
	3. Participation in public volunteer initiatives, various forms of non-formal and/or informal education[1].	1-15
	5. Creation and demonstration of a presentation to accompany a report on issues for discussion at a seminar.	0-5
2. Research	1. Participation in scientific circles ("In-Yure")	5-20
	2. Participation in scientific student clubs ("Themis")	5-20
	3. Participation in student work competitions: university, interuniversity, all-Ukrainian, international	5-15
	4. Participation in scientific student conferences: university, interuniversity, all-Ukrainian, international	5-15
	5. Preparation of publications in scientific publications.	20
Total		*

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

Allocation of points for all types of educational activity	Allocation of points according to the ECTS scale	Allocation of points according to the national scale
90-100	A	Excellent
82-89	B	Very good
75-81	C	Good

1 This includes, in particular, taking a number of online courses on online educational platforms HELP, Prometeus, Coursera, EdEra ect. for higher education applicants of the second (master's) level of higher education in the specialty D4 Public management and administration in the field of knowledge D Business, management and law, as well as attending speeches by scholars who are directly involved in the educational process in higher education institutions in training higher education applicants of the second (master's) level of higher education in the specialty D4 Public management and administration in the field of knowledge D Business, management and law.

67-74	D	Satisfactory
60-66	E	Satisfactory enough
35-59	FX	Unsatisfactory with the possibility of re-drafting of end-of-course control
1-34	F	Unsatisfactory with mandatory re-learning of educational discipline and end-of-course control