



## Syllabus

### Business Foreign Language

Higher education degree – Bachelor  
Field of Knowledge - 29 International relations  
Specialty – 293 International law  
Educational and Professional Program – International law

Year: 3, Semester: 6  
Number of credits: 5 Teaching language: English

#### Course Instructor

Ph D, Batryn Natalia

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#### Course Description

The course "Business Foreign Language" is aimed to ensure the appropriate level of knowledge of business English and develop students' abilities and skills in the active use of modern forms and means of communication (negotiations and debates, writing and delivering official speeches and presentations), in cooperation with business partners, establishing cooperation, solving complex issues, solving conflicts and problems, etc. Therefore, the goal of the course is to form the necessary level of communication skills in the areas of business and professional discourse in oral and written forms, as well as the development of sustained interest in its content. Studying the discipline requires a higher level of English language proficiency), mandatory mastery of the program of the previous stages of the courses, as well as purposeful, persistent work, active interaction and cooperation in practical classes and independent implementation of individual research task.

#### Course Structure

Hours (l/p)	Theme	Outcomes	Tasks
4/2	<b>Theme 1. Official reports</b> Components of an official report: introduction, main part, conclusion. Preparatory stage: planning and verbalization of ideas. Finding the necessary information. Analysis and generalization of materials.	Know the essence of the basic concepts and categories of business communication; techniques for public speeches.	Tests, group discussion, situational tasks, case studies.
4/2	<b>Theme 2. Official speeches</b> Characteristic features and typology of speeches. Writing a speech/speech with a negative content. Writing a speech/speech with a positive content. Requirements for writing conclusions.	Know and apply basic tools for presentations and effective public speaking. Formation of the ability to convey information in the form of a speech. Acquisition of speech preparation skills.	Tests, situational tasks, case studies, group presentations.

4/2	<p><b>Theme 3. The preparatory stage of the presentation</b></p> <p>Criteria of an effective oral presentation. Selection and organization of the content of presentation materials.</p>	Use modern tools in negotiations, apply different negotiation styles. Determining the purpose of the negotiation message.	Tests, situational tasks, case studies.
4/2	<p><b>Theme 4. Types of presentations</b></p> <p>features of presenting a presentation to an audience</p> <p>Directing the presentation to an international audience. Preparation for an oral presentation: main points.</p>	Be able to develop mechanism of managerial activity in the organization. Learn the peculiarities of group presentation. Determining the purpose of the message. Conducting audience analysis.	Tests, situational tasks, case studies, group presentations.
4/2	<p><b>Theme 5. Negotiation strategies and technologies, types of negotiations and their components</b></p> <p>Negotiations: myths and reality. Ethics of business negotiations - unwritten rules of negotiations and their observance.</p>	Be able develop intercultural competence and negotiation skills at the international level	Tests, group discussion, situational tasks, case studies.
4/2	<p><b>Theme 6 Technology of negotiations of local significance</b></p> <p>Stages of preparation and negotiation. Creation of conditions for negotiations.</p>	Monitor the effectiveness and efficiency negotiation process.	Tests, group discussion, situational tasks, case studies.
4/2	<p><b>Theme 7. Cross-cultural competence and negotiations at the international level</b></p> <p>The influence of the culture of the negotiators on the negotiation process</p>	Be able to manage and process debates.	Tests, group discussion, situational tasks, case studies.

### Learning Recourses

1. Basque Joëlle, Nicolas Bencherki, & Timothy Kuhn. (2022). The Routledge Handbook of the Communicative Constitution of Organization. Routledge.
2. Bell, R. L., & Martin, J. S. (2019). Managerial communication (Second edition.). Business Expert Press.
3. Conversation Starters. (2021). CRM Magazine, 25(7), 20–26.
4. Gulbrandsen, & Sine Nørholm Just. (2020). *Strategizing Communication : Theory and Practice*. Samfundslitteratur.
5. Pawan Tiwari. (2021). Communication for Management. Laxmi Publications Pvt Ltd.
6. Renu Gupta. (2021). *Professional Communication*. Laxmi Publications Pvt Ltd.
7. Sara LaBelle, & Jennifer H. Waldeck. (2020). Strategic Communication for Organizations. University of California Press.
8. Stephanie Kelly, E. (2019). Computer-Mediated Communication for Business: Theory to Practice. Cambridge Scholars Publishing.
9. Pop A-M, Sim M-A. Political Correctness in Business Communication. Annals of the University of Oradea, Economic Science Series. 2021;30(1):317-323. doi:10.47535/1991auoes30(1)035

### Internet resources

1. National Library of Ukraine named after V.I. Vernadskyi. URL: <http://www.nbuv.gov.ua>
2. Library named after L. Kanishchenko of the West Ukrainian National University. URL: <http://library.wunu.edu.ua/index.php/uk/>
3. Library named after V.G. Korolenko. URL: <http://korolenko.kharkov.com/>
4. Student electronic library. URL: <http://www.lib.ua-ru.net/>
5. Ternopil Regional Universal Scientific Library. URL: <https://library.te.ua/>

### Grading Policies

**Deadline policies:** Late assignments and Modules are graded with the permission of the Dean, if there are valid reasons (e.g. illness).

**Academic Integrity Policy:** Write-offs during tests and exams are prohibited (including using mobile devices). Mobile devices may only be used during online testing.

**Attendance Policy:** Attendance is a mandatory component of the grade for which points are earned. For valid reasons (such as illness, international internship), training may be provided on-line, in agreement with the course leader.

Course requirements include the following major independent measures of learners' competency.

Module 1	Module 2	Module 3
30 %	40 %	30 %
1. Grades in classes: 4 topics of 10 points each - max. 40 points. 2. Written work - max. 60 points.	1. Grades in classes: 3 topics of 10 points each - max. 30 points. 2. Written work - max. 70 points.	1. Participation in trainings - max. 20 points. 2. Preparation of CPIT - max. 40 points. 3. Defense of CPIT - max. 40 points.

Final course grade:

ECTS		
A	90-100	excellent
B	85-89	good
C	75-84	good
D	65-74	satisfactory
E	60-64	satisfactory
FX	35-59	failed (with an opportunity to retest)
F	1-34	failed (with no opportunity to retest)