



«

»

ECTS	3 (120)
	(-
	20
	201
	/
	1 ,
	3 / 120 .: (32 .- , 58 .-)
/	, ,
	,
/	: , .: +38067 72758973; e-mail: nataliswon@gmail.com : , .: +38067 72758973; e-mail: nataliswon@gmail.com

ZOOM



«

»

, ,
, ,
, ,
, , () , ,
, ,) , () ;
, , ;
, ,

2 . International Business. GR: the Noun.

Definitions of the international business. The World Trade Organization: origin, goals, activities. Countable and uncountable nouns. Plural of nouns.

3. Management. GR: Adjectives, Adverbs

Management functions. Duties of managers. Rules of using adjectives and adverbs.

4. Marketing. GR: The Numerals

4 Ps of Marketing. Advertising and its forms. Goals of marketing. The numerals (rules of using).

5. Money. GR: Indefinite tenses.

Definition of money. Functions of money. Forms of money. Financial institutions. Indefinite tense (rules of using).

6. Economy of Ukraine. GR. Continuous Tenses

Branches of economy. Leading industries of Ukraine. Promising industries. Continuous tenses (rules of using)

7. Applying for a Job. GR: Perfect Tenses. Perfect Continuous Tenses.

Guidelines for job application. How to get a good job. Perfect Continuous Tenses (rules of using).

8. Job Interview. Grammar Review.

How to get ready for the job interview. Tips for the jobs applicants

9 . Business letters. Structure of a Business Letter. GR: Passive Voice

Types of business letters. Tips for writing business letters. Typical structure of a business letter. Passive voice (rules of use).

10. Curriculum vitae. Application Letter. GR. Conditional Mood

Conditional Requirements for CV. Phrases for effective letter of CV. Mood.

11. Inquiry Letter.GR: Sequence of Tenses

Requirements for the letter of inquiry. Phrases for effective letter of inquiry.

12. Letter of Offer.GR: Infinitive and Gerund

Requirements for the letter of offer. Phrases for effective letter of offer

13. Letter of Order. GR. Participle.

Requirements for the letter of order. Phrases for effective letter of order. Participle (rules of use)

14. Letter of Complaint. Answering a Complaint. Gr. Modal Verbs

Requirements for the letter of complaint. Phrases for effective letter of complaint

15. Letter of Acknowledgement. Grammar Review.

Requirements for the letter of acknowledgement . Phrases for effective letter of acknowledgement

16. Letter of Refusal. Grammar Review.

Requirements for the letter of refusal. Phrases for effective letter of refusal.

«

»

ZOOM ().

1. English for Business Studies Teacher's Book: A Course for Business Studies ...Ian Mackenze (2002). English for Business Studies Student's Book. - Cambridge, England: Cambridge University Press.206 p.
2. English for Future Economists: [...]. – : , 2009. – 232 .
3. English. Business Correspondence. – , 2016. – 104 .
4. Business English: / , 2012. – 100 .
5. O. . The Language of Science. : « « »», 2022. 338 .
6. : , 2020. 577 .
7. , , , 2019. 105 .
8. Graham A. English for Academic Purposes. Northwich: Critical Publishing, 2018. 232 .
9. Ilchenko O.M., Myroniuk T.M. Reading, Vocabulary, Grammar and Listening Comprehension Tests (for PhD Candidates). (: , 2019. 62 .

1. -)/[. .]. – : , 2003. – 224 . (, ,



()
« »

- / 2	1. What is Business. GR: the Article.	Reading and speaking, exercises on the topic pp.9-13 [1]	Vocabulary and Grammar work on the topic. pp.178-193[1]
- / 2	2 . International Business. GR: the Noun.	Reading and speaking, exercises on the topic pp.145-150 [1]	Vocabulary and Grammar work on the topic. pp.178-193[1]

- / 2	3. Management. GR: Adjectives, Adverbs	Reading and speaking, exercises on the topic pp.14-19 [1]	Vocabulary and Grammar work on the topic pp.178-193[1]
- / 2	4. Marketing. GR: The Numerals	Reading and speaking, exercises on the topic pp.64-70 [1]	Vocabulary and Grammar work on the topic.pp.178-193[1]
- / 2	5. Money. GR: Indefinite tenses.	Reading and speaking, exercises on the topic pp.85-90 [1]	Vocabulary and Grammar work on the topic.pp.178-193[1]
- / 2	6. Economy of Ukraine. GR: Continuous Tenses	Reading and speaking, exercises on the topic pp.27-32 [2]	Vocabulary and Grammar work on the topic. pp.178-193[1]
- / 2	7. Applying for a Job. GR: Perfect Tenses. Perfect Continuous Tenses	Reading and speaking, exercises on the topic pp.41-45 [2]	Vocabulary and Grammar work on the topic.pp.178-193[1]
- / 2	8. Job Interview. Grammar Review	Reading and speaking, exercises on the topic pp.67-77 [3]	Vocabulary and Grammar work on the topic. pp.178-193[1]
- / 2	9 . Business letters. Structure of a Business Letter. GR: Passive Voice	Reading and speaking, exercises, writing a letter on the topic pp.4-12 [3]	Vocabulary and Grammar work on the topic. pp.178-193[1]
- / 2	10. Curriculum vitae. Application Letter. GR. Conditional Mood	Reading and speaking, exercises, writing a letter on the topic pp.77-89 [3]	Vocabulary and Grammar work on the topic. pp.178-193[1]
- / 2	11. Inquiry Letter.GR: Sequence of Tenses	Reading and speaking, exercises, writing a letter on the topic pp.18-25 [3]	Vocabulary and Grammar work on the topic. pp.178-193[1]
- / 2	12. Letter of Offer.GR: Infinitive and Gerund	Reading and speaking, exercises, writing a letter on the topic pp.25-31 [3]	Vocabulary and Grammar work on the topic.pp.178-193[1]
- / 2	13. Letter of Order. GR. Participle.	Reading and speaking, exercises, writing a letter on the topic pp.31-39 [3]	Vocabulary and Grammar work on the topic.pp.178-193[1]
- / 2	14. Letter of Complaint. Answering a Complaint. Gr. Modal Verbs	Reading and speaking, exercises, writing a letter on the topic pp.51-59 [3]	Vocabulary and Grammar work on the topic.pp.178-193[1]
- / 2	15. Letter of Acknowledgement. Grammar Review	Reading and speaking, exercises, writing a letter on the topic pp.39-43 [3]	Vocabulary and Grammar work on the topic.pp.178-193[1]
- / 2	16. Letter of Refusal. Grammar Review	Reading and speaking, exercises, writing a letter on the topic pp.51-59 [3]	Vocabulary and Grammar work on the topic.pp.178-193[1]

«Business letters. Structure of a Business Letter»

1 ()

42

70.

60 %

42-70

(42)

()

18,

- 30.

- -	0-32 (2)
-	0-8 (0,5)
	0-12
() (1-10) -	0-18
	0-30

:

ECTS		
A	90-100	
B	85-89	
C	75-84	
D	65-74	
E	60-64	
FX	35-59	
F	1-34	,

():

:

, . . .

(9 17.08.2023)
(3 03.08.2023)