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**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL AVIATION UNIVERSITY**

Faculty of Linguistics and Social Communications
Foreign Languages and Applied Linguistics Department



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“30” 08 2021

APPROVED

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A. Polukhin
“16” 09 2021



Quality Management System

COURSE TRAINING PROGRAM

on

“Business Foreign Language”

Educational Professional Program:

“Industrial and Civil Engineering”

Field of Study:

19 “Architecture and Construction”


Speciality:

192 “Building and Civil Engineering”

Training form	Semester	Total (hours/ECTS credits)	Practicals (seminars)	Self-study	Semester Grade
Full-time	2	105/3,5	36	69	Examination – 2 s.

Index: CM-5-192-1/21-1.2


QMS NAU CTP 12.01.04-01-2021

	Quality Management System Course Training Program “Business Foreign Language”	Document Code	QMS NAU CTP 12.01.04 – 01-2021
		Page 2 of 15	

The Course Training Program on “Business Foreign Language” is developed on the basis of the Educational and Professional Program “Industrial and Civil Engineering”, Curriculum and Extended Curriculum of Higher Education Seekers Training for “Master” № CM-5-192-1/21, № ECM-5-192-1/21 for Speciality 192 “Building and Civil Engineering” and corresponding normative documents.

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Discussed and approved by the Foreign Languages and Applied Linguistics Department, Minutes № 6 of “25” 06 2021.

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Discussed and approved by the Graduate Department for Educational and Professional Program “Industrial and Civil Engineering”, Speciality 192 “Building and Civil Engineering” – Department of Computer Technologies of Construction and Reconstruction of Airports, Minutes № 1 of “28” 08 2021.

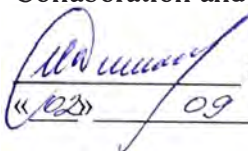
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Zarubinska I.B.

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	Quality Management System Course Training Program “Business Foreign Language”	Document Code	QMS NAU CTP 12.01.04 – 01-2021
		Page 3 of 15	

CONTENTS

Introduction	4
1. Explanatory Notes	4
1.1. Status, objectives and tasks of the subject	4
1.2 Learning outcomes the subject makes it possible to achieve.....	5
1.3. Competences the subject makes it possible to acquire.....	5
1.4. Interdisciplinary links	6
 2. Course training program on the subject.....	 6
2.1. Subject content.....	6
2.2. Modular structuring and integrated requirements for each module.....	6
2.3. Training schedule of the subject.....	9
2.4. List of examination questions	9
 3. Teaching and Methodological Materials	 10
3.1. Teaching methods.....	10
3.2. List of references (basic and additional)	10
3.3. Internet resources.....	11
 4. Rating System of Knowledge and Skills Assessment	 11

	Quality Management System Course Training Program “Business Foreign Language”	Document Code	QMS NAU CTP 12.01.04 – 01-2021
		Page 4 of 15	

INTRODUCTION

The Course Training Program on “Business Foreign Language” is developed on the “Methodical guidance for the subject course training program”, approved by the order № 249/од, of 29.04.2021 and corresponding normative documents.

1. EXPLANATORY NOTES

1.1. Status, objectives, tasks of the subject.

Subject status in the system of professional training of an expert.


Teaching English is of great importance in the higher educational system of Ukraine. Being directed on communication and linked with social and special subjects, “Business Foreign Language” makes significant contribution into the education of young people.

Learning a business foreign language is an integral part of students’ preparing for the transition from learning a foreign language as a subject to its practical use for the professional purpose. Learning a foreign language broadens students’ horizons, stimulates their interest to the profession and increases cultural level. The subject follows the compulsory foreign language course and gives students the opportunity to expand the business vocabulary, improve knowledge and proficiency of business English communication when applying for a job and communicating with foreign partners, learn to apply knowledge in real situations and conduct business correspondence, answer phone calls and prepare presentations in English.

The **objective** of teaching “Business Foreign Language” for students majoring in speciality 192 “Building and Civil Engineering” and educational and professional program “Industrial and Civil Engineering” is the development of students’ foreign language professional competence in all types of activities on topics related to industrial and civil engineering, formation of skills in reading, listening, speaking and writing, receiving and transmitting information from original sources orally and in writing, ability to build speech behavior in business situations

The tasks of mastering the subject are as follows:

- to extend business and professional vocabulary;
- to develop language skills required for business communication;
- to develop the ability to comprehend the content of the original scientific texts, profession-oriented technical texts and business texts and obtain the required information from them, interpret and translate them while learning;
- to activate oral skills during the discussion of topics;
- to develop the ability to understand the recorded and live foreign speech;
- to develop students’ ability to communicate within the learnt topic in the form of monologue, dialogue and polylogue speech;
- to develop creative thinking skills of students.

	Quality Management System Course Training Program “Business Foreign Language”	Document Code	QMS NAU CTP 12.01.04 – 01-2021
		Page 5 of 15	


1.2. Learning outcomes the subject makes it possible to achieve.

- appropriate communication skills;
- knowledge of grammatical, lexical and stylistic features of business, scientific and professional style;
- ability to learn and master professional knowledge and the knowledge of a foreign language and the ability to apply the acquired knowledge in practice;
- understanding of basic grammatical phenomena and the ability to use them in oral and written speech;
- ability to search, process and analyze the acquired information in English from various sources;
- ability to comprehend the content of the original oral texts (listening skills);
- ability to communicate within business and professional topics;
- ability to present material in English, participate in discussions on professional issues and clearly and reasonably express the opinion in English;
- skills of interpersonal interaction and communication in English.

1.3. Competences the subject makes it possible to acquire.

Learning “Business Foreign Language” results in step-by-step formation of the following competences, namely:

- *linguistic competence*: development and improvement of basic knowledge of the phonetic, lexical, grammatical and spelling system of a foreign language and the ability to apply them skillfully in the production of their own utterances;
- *communicative competence*: improvement of speaking skills (monologue and dialogue speech), listening, reading and writing skills (writing different types of written assignments to the topics of modules, such as CVs, cover letters); the ability to use the linguistic material to achieve communicative, informative, cognitive and other goals;
- *professional competence*: the ability to set and solve applied professional tasks by means of a foreign language according to up-to-date professional requirements; the ability to continuous self-education and self-development.
- *sociolinguistic competence*: the ability to understand, choose and use language forms that are in line with the context of foreign communication, and transform them according to the needs;
- *social and cultural competence*: knowledge of the peculiarities of foreign-language professional communication in the scientific field, development of the ability to build the speech behaviour in accordance with the social and cultural specific character of the country the language of which students study;
- *strategic competence*: the ability to participate in foreign language communication by choosing the proper strategy of discourse, as well as an adequate strategy for improving the effectiveness of this communication;

	Quality Management System Course Training Program “Business Foreign Language”	Document Code	QMS NAU CTP 12.01.04 – 01-2021
		Page 6 of 15	

1.4. Interdisciplinary links.

The subject “Business Foreign Language” is based on the following subjects, as: “Methodology of Applied Research in the Area of Civil Engineering”, “Methods of Modelling and Analysis of Systems and Processes in Construction”, “Fundamentals of the Theory of Buildings”, “Prototyping and Modelling” and is a basic for studying the following subjects: “Bases and Foundations”, etc.

2. COURSE TRAINING PROGRAM ON THE SUBJECT

2.1. The subject content

The training material of the subject is structured according to a module principle and consists of one module:

– **module №1 “Applying for a Job. Language for Writing Research Papers. Presentations”**, which is logically complete, relatively independent, integral parts of the subject, learning of which provides for the module test and the analysis of its implementation.

2.2. Modular structuring and integrated requirements for each module.

Module №1 “Applying for a Job. Language for Writing Research Papers. Presentations”.


Integrated requirements to the module №1:

After completing module №1 a student must **know**:

- lexical material on the topic “Applying for a Job. Language for Writing Research Papers. Presentations”, required for effective communication and discussion;
- grammar aspects “Infinitive and gerund”, “Tenses in Active and Passive Voice”, “Conditional sentences”, “Special features of the formal style”;
- main grammatical and lexical features of translation of literature on the topic “Applying for a Job. Language for Writing Research Papers. Presentations”;
- basic rules of work with scientific and technical literature;
- clichés typical for business correspondence;
- rules of responsible referencing (foreign language sources in scientific works (conference abstracts, articles, Master’s thesis).

Learning outcomes:

- to read and understand the original literature on the specialty in order to obtain the necessary information;
- to take part in conversations, discussions and dialogues on the topics of the module (job interview, communication during a business trip, etc.);
- to fill in application forms or questionnaires in English, write a resume and cover letter when applying for a job, participate in business correspondence in English;
- write abstracts / articles in English in compliance with the requirements;

	Quality Management System Course Training Program “Business Foreign Language”	Document Code	QMS NAU CTP 12.01.04 – 01-2021
Page 7 of 15			

- understand a foreign language while listening (listening to audio, watching video on the topics of the module);
- make a presentation in English;
- recognize grammatical phenomena and correlate their form with meaning when working with texts.

Topic 1. The Area of Professional Activity of Civil Engineers. Search for a Job.

Proficiency in business English as a key factor of successful job application. The variety of jobs for future civil engineers. Search for vacancies, post advertisements in the Internet. The infinitive.

Topic 2. Applying for a Job. Stages in Job Application.

Stages in job application: researching the market, researching yourself, writing a CV and a cover letter, job interview. Selection procedures and its main phases (job advertisement, review of CVs, invitation to the interview). The gerund.

Topic 3. Researching yourself.

Self-analysis of one's strengths and weaknesses, qualifications, competencies required for the profession of a civil engineer. Professional, basic and integrated competences of a civil engineer. Personal characteristics. Required and desirable qualification requirements. The use of the infinitive and the gerund.

Topic 4. Types of CVs. The Structure of a CV.

Definition and types of CVs. Chronological CVs, skill-based CVs and combinations of these two forms of CVs. CV structure: objective, education and qualification, work experience, personal characteristics and interests. Analysis of typical mistakes in CVs. Requirements for filling in application forms. The 0th and the 1st types of conditional sentences.

Topic 5. The Culture of Business Correspondence.

Business letter etiquette, language clichés. Types of business letters and their special features. The structure of business letters. Formal and informal styles. Business correspondence and its special features. The grammar in business correspondence, selection of appropriate vocabulary, clichés.

Topic 6. A Cover Letter to a CV.


The function of a cover letter, its structure, content, size, and requirements to writing and formatting. Work with the samples of cover letters. The analysis of common mistakes when writing cover letters. The 2nd type of conditional sentences.

Topic 7. An Interview with an Employer.

Useful tips for effective interviewing. Typical questions of job interviews. Language and speech requirements for interviewing. The 3rd type of conditional sentences.

Topic 8. Common Mistakes at the Job interviews. Verbal and Non-Verbal Communication.

Fatal blunders at job interviews. Special features of verbal and non-verbal communication. Body language. Types of interviews. “Extreme interviews” or stressful interviews. The mixed type of conditional sentences.

	Quality Management System Course Training Program “Business Foreign Language”	Document Code	QMS NAU CTP 12.01.04 – 01-2021
		Page 8 of 15	

Topic 9. Scientific Language. Academic Writing.

Language and styles; special features of formal and informal styles in English. The special features of scientific language. Lexical and grammatical features of a foreign scientific text. Features of academic writing, selection of vocabulary and grammatical structures. The rules for writing scientific research (master’s thesis). Professional vocabulary.

Topic 10. Structure of a Typical Scientific Article.

The structure of the article (introduction, literature review, methods and materials, results, conclusions, references). Cliches common to introduction, review of literature in scientific research. Tenses in writing a literature review. Citations of other authors. Quotation with paraphrasing. Tenses in passive voice.

Topic 11. Writing abstracts for the scientific and practical conference.

The advantages of participating in a student conference. International scientific-practical conference of young scientists and students “Polit. Modern problems of science”. Thesis structure. Requirements for theses. Analysis of typical errors. Academic integrity.

Topic 12. Writing conclusions to a scientific paper.

Writing conclusions to abstracts, articles, master’s theses. The difference between conclusions and the abstract (annotation). Grammatical constructions and tenses when writing conclusions.

Topic 13. Abstracting and rendering of articles on specialty.

Selection of articles with their subsequent rendering. Abstracting and rendering of articles on the topics “3D Architectural Programs”, “Elements of a Building”, “Project development”, “Design of bridges”, “Technique of visualization of residential buildings”, etc.

Topic 14. References in English.

General citation rules. Rules for bibliographies and references to sources of information. International citation rules and references in scientific papers: APA style, MLA Style, IEEE Style and others.

Topic 15. The Presentation as a Type of Professional Communication. The Structure of the Presentation.

Presentation and the requirements to its preparation. The requirements to the structure of the presentation, language and speech, body language of a speaker. The beginning and end of the presentation. The structure of the presentation: introduction, purpose of presentation, main part, conclusions.

Topic 16. The Language of a Presentation.

Verbal means (linguistic): lexical, grammatical, stylistic linguistic norms. Non-verbal communication: visual contact, gestures, facial expression, facial expressions, body movements, appearance. Presentation of scientific material or one’s own research on a major or a master’s thesis topic.

2.3. Training schedule of the subject


Table 2.1

№	Theme (thematic section)	Academic Hours		
		Total	Practicals	Self-study

1	2	3	4	5
Module №1 “Applying for a Job. Language for Writing Research Papers. Presentation”				
2 semester				
1.1	The Area of Professional Activity of Future Civil Engineers. Search for a Job. Infinitive.	6	2	4
1.2	Applying for a Job. Stages in Job Application. Gerund.	6	2	4
1.3	Researching yourself. Use of Infinitive and Gerund.	6	2	4
1.4	Types of CVs. The Structure of a CV. 0 Type of Conditional Sentences.	6	2	4
1.5	The Culture of Business Correspondence. 1 st Type of Conditional Sentences.	6	2	4
1.6	A Cover Letter to a CV.	6	2	4
1.7	An Interview with an Employer. 2 nd Type of Conditional Sentences.	6	2	4
1.8	Common Mistakes at the Job interviews. Verbal and Non-Verbal Communication.	6	2	4
1.9	Scientific Language. Academic Writing. 3 rd Type of Conditional Sentences.	6	2	4
1.10	Structure of a Typical Scientific Article.	6	2	4
1.11	Writing abstracts for the scientific and practical conference.	6	2	4
1.12	Writing conclusions to a scientific paper.	6	2	4
1.13	Abstracting and rendering of articles on specialty.	6	2	4
1.14	References in English. Mixed type of conditional sentences.	6	2	4
1.15	The Presentation as a Type of Professional Communication. The Structure of the Presentation.	6	2	4
1.16	The Language of a Presentation.	5	2	3
1.17	Presentation of scientific material or the research on a major or a master’s thesis topic.	5	2	3
1.18	Module test №1	5	2	3
Total for Module №1		105	36	69
Total for the 2nd Semester		105	36	69
Total for the Subject		105	36	69

2.4. List of Examination Questions

The list of questions and content of tasks for the preparation for the exam are developed by the leading teacher of the department according to the course training program, approved at the meeting of the department and distributed among students.

	Quality Management System Course Training Program “Business Foreign Language”	Document Code	QMS NAU CTP 12.01.04 – 01-2021
Page 10 of 15			

3. TEACHING AND METHODOLOGICAL MATERIALS

3.1. Teaching methods

It is recommended to use the following teaching methods during mastering the subject:

- using interactive technologies during practicals;
- written and oral home assignments;
- students’ self-study while learning theoretical material in the process of preparing to practicals;
- explanatory and illustrative method;
- problem-based learning;
- case study;
- brainstorming;
- project method,
- discussions (in the form of a “round table”, “panel discussion”, etc.);
- role plays, work in pairs and small groups;
- presentations.

3.2. List of references

Basic Literature

- 3.2.1. Конопляник Л.М. English for Professional Communication : навч. посіб./ Л.М. Конопляник, С.В. Харицька, Н.В. Глушаниця. – К.: НАУ, 2019. – 224 с.
- 3.2.2. Colm, Downes. Cambridge English for Job-hunting. – Cambridge : Cambridge University Press, 2008. – 112 p.
- 3.2.3. Wallwork, A. English for Writing Research Papers. New York : Springer, 2011. – 348 p.

Additional Literature

- 3.2.4. Bailey, S. Academic Writing. A handbook for International Students. – London : New York : Routledge, 2006. – 260 p.
- 3.2.5. Comfort, J. Effective Presentations. – Oxford University Press, 2004. – 80 p.
- 3.2.6. Hogue, A. (2008). First Steps in Academic Writing. New York : Longman.
- 3.2.7. Mascull, B. (2009). Business Vocabulary in Use. Cambridge: Cambridge University Press.
- 3.2.8. McCarthy M., O'Dell F. (2008). Academic Vocabulary in Use. Cambridge: Cambridge University Press.
- 3.2.9. Sweeney, S. English for Business Communication. – Cambridge : Cambridge University Press, 2003. – 174 p.
- 3.2.10. Wallwork, A. English for Presentations at International Conferences. – New York : Springer, 2001. – 180 p.

3.3. Internet Resources

3.3.1. <http://er.nau.edu.ua/handle/NAU/9101>

3.3.2. <https://www.coursera.org/learn/how-to-write-a-scientific-paper>

3.3.3. <https://www.coursera.org/learn/careerdevelopment>

3.3.4. <https://www.coursera.org/learn/successful-interviewing>

3.3.5. <http://www.bbc.co.uk/learningenglish/gothedistance/academicwriting>

3.3.6. <http://www.bbc.co.uk/worldservice/learningenglish/business/getthatjob/>

4. RATING SYSTEM OF KNOWLEDGE AND SKILLS ASSESSMENT

4.1. The assessment of certain kinds of student academic work is carried out in accordance with Table 4.1.

Table 4.1

Assessment of certain kinds of student academic work	
Kind of Academic Activities	Maximum Grade (in points)
Module №1 “Applying for a Job. Language for Writing Research Papers.Presentation”	
Text reading, translation and discussion, conversation on topic (7texts, dialogues×5 grades)	2 semester 35
Summarizing and abstracting the articles	5
Writing a CV, cover letter, etc (2 letters×5 grades)	10
Preparing a presentation on the topic	10
To be allowed to write Module Test №1 a student is to gain not less	36grades
Module Test № 1	20
Total for Module №1	80
Semester Examination	20
Total for 1st Semester	100
Total for the subject	100

4.2. A student is considered to have passed the module if both his/her Current Module Grade and Module Test Grade are positive.

4.3. The sum of rating assessments received by the student for certain types of completed academic work is the current modular rating assessment, which is recorded in the module control.

4.4. The Semester Module Grade and the Semester Examination together make up a Total Semester Grade which is calculated according to the National Scale and the ECTS Scale.

4.5. The final semester rating in points, on the national scale and the ECTS scale is entered in the test report, study card and individual curriculum of the student (record book), for example, as follows: 92/ **Excellent** / A, 87 / **Good** / B, 79 / **Good** / C, 68 / **Sat./D**, 65 / **Sat./E**, etc.


4.6. The Total Grade for the subject is determined as the total semester grade in points with its further transformation into National Scale and ECTS Scale. The indicated Total Semester Grade of the subject is added to the Diploma Supplement.



Syllabus of Academic Discipline
«BUSINESS FOREIGN LANGUAGE»
Educational Professional Program: “Industrial and Civil
Engineering”
Field of Study: 19 “Architecture and Construction”
Speciality: 192 “Building and Civil Engineering”

Higher Education Level (first (Bachelor), second (Master))	second (Master) level
Discipline Status	Academic discipline of the compulsory component of the Educational and Professional Program
Year	1
Semester	2
Total (ECTS Credits/ Hours)	3.5 credits/ 105 hours
Language of Teaching	English
What Will be Studied (Subject of Study)	Business English for future engineers of the area of civil engineering.
Rationale (Learning Objective)	The course is informative, and after its completion you will be able to successfully communicate in English with foreign colleagues in the field of civil engineering.
What Can be Learnt (Learning Outcomes)	The course ensures practical mastery of students' communicative skills at the level sufficient for foreign language professional communication in four types of activities: listening, speaking, reading and writing within the topics defined by this course. Learning outcomes: the ability to present the results of research in English in the form of scientific publications, reports at scientific conferences, communicate in English, understand original scientific and professional texts, present the results in writing, conduct business correspondence in English.
How to Use the Acquired Knowledge and Skills (Competences)	The course is aimed at developing foreign language communicative competence in such types of activities as listening, reading, writing and speaking, namely: the ability to understand the content of authentic texts; read and understand authentic texts of different genres and types with different levels of understanding of the content; to communicate in writing within the areas, topics and situations identified by the program; critically evaluate information and use it for different purposes; select and apply appropriate communication strategies according to different needs. Students will master the skills of writing a CV, resume, cover letter; draw up foreign language correspondence for employment and other business documents, summarize the professional text in order to find the necessary information; receive the necessary information from announcements, brochures, official documents; draw up bibliography and references; write a qualifying master's thesis, as well as scientific reports, conference abstracts, articles.
Academic Logistics	Contents: 1. The Area of Professional Activity of Civil Engineers. Search for a Job. 2. Applying for a Job. Stages in Job Application. 3. Researching yourself. 4. Types of CVs. The Structure of a CV.

	<p>5. The Culture of Business Correspondence. 6. A Cover Letter to a CV. 7. An Interview with an Employer. 8. Common Mistakes at the Job interviews. Verbal and Non-Verbal Communication. 9. Scientific Language. Academic Writing. 10. Structure of a Typical Scientific Article. 11. Writing abstracts for the scientific and practical conference. 12. Writing conclusions to a scientific paper. 13. Abstracting and rendering of articles on specialty. 14. References in English. 15. The Presentation as a Type of Professional Communication. The Structure of the Presentation. 16. The Language of a Presentation.</p> <p>Type of classes: practicals Teaching methods: interactive and communicative methods (discussions, games, brainstorming, dialogues, presentations); work in pairs and small groups; TPS (think-pair-share), TBLT (task-based language learning). Mode of study: full-time</p>
Prerequisites	The study of the discipline is based on knowledge of the course of general foreign language (not lower than level B1), professional foreign language and professional disciplines
Post-requisites	Knowledge of the discipline can be used in writing abstracts and articles in English, referencing while writing articles and master's theses, making presentations, preparing documents for job application, taking part in foreign language professional communication.
Information Support from the Fund and Repository of STL NAU	<p>References:</p> <ol style="list-style-type: none"> 1. Конопляник Л.М. English for Professional Communication : навч. посіб. / Л.М. Конопляник, С.В. Харицька, Н.В. Глушаниця. – К.: НАУ, 2019. – 224 с. 2. Colm, D. Cambridge English for Job-hunting. – Cambridge: Cambridge University Press, 2008. – 112 p. 3. Wallwork, A. English for Writing Research Papers. New York : Springer, 2011. – 348 p. 4. Bailey, S. Academic Writing. A handbook for International Students. – London : New York : Routledge, 2006. – 260 p. 5. Buhlmann, R. Wirtschaftsdeutsch Von A-Z : Lehr- und Arbeitsbuch. – Stuttgart, 2013. – 192 p. 6. Comfort, J. Effective Presentations. – Oxford University Press, 2004. – 80 p. 7. Hogue, A. (2008). First Steps in Academic Writing. New York : Longman. 8. Mascull, B. (2009). Business Vocabulary in Use. Cambridge: Cambridge University Press. 9. McCarthy M., O'Dell F. (2008). Academic Vocabulary in Use. Cambridge: Cambridge University Press. 10. Sweeney, S. English for Business Communication. – Cambridge : Cambridge University Press, 2003. – 174 p. 11. Wallwork, A. English for Presentations at International Conferences. – New York : Springer, 2001. – 180 p. 12.

	http://www.bbc.co.uk/learningenglish/gothedistance/academicwriting http://www.bbc.co.uk/worldservice/learningenglish/business/getthajob/	
Location and Material and Technical Support	National Aviation University, Building 8, Room. 8.1102	
Semester Control, Exam Procedure	Examination	
Department	Foreign Languages and Applied Linguistics	
Faculty	Linguistics and Social Communications	
Teacher		KONOPLIANYK LESIA MYKOLAIIVNA Position: associate professor Academic degree: PhD in Pedagogics Profile: Phone number: 406 71 46 (department) E-mail: lesia.konoplianyk@npp.nau.edu.ua Workplace: 8.1102
Discipline Uniqueness	The originality of the discipline lies in the opportunities for students to: improve English language proficiency, learn how to work with business correspondence effectively, study world standards, read and understand informative literature in order to make an independent professionally meaningful decision; broaden horizons, stimulate their interest to the profession and increase their cultural level.	
Link	Google Classroom	