MINISTRY OF HEALTH OF UKRAINE

KHARKIV NATIONAL MEDICALUNIVERSITY

Educational and professional program

the second (master’s level) of higher education

**Department of the Ukrainian Language, Principles of Psychology**

**and Education Science**

**SYLLABUS OF THE COURSE**

**«UKRAINIAN LANGUAGE (BY PROFESSIONAL PURPOSE)»**

**for English-speaking professionals of the second (master’s level)**

(назва навчальної дисципліни)

навчальний рік \_\_\_\_2020–2021\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

field of science 22 «Health»

(шифр і назва галузі знань)

specialty 222 «Medicine»

(шифр і назва спеціальності)

course the 1-st

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| --- | --- | --- |
| The syllabus of the discipline is approved at the meeting of the Department of theUkrainian Language, Principles of Psychology and Education Science  Protocol of  “31” August 2020 № 14  Head of department    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ prof. Fomina L. V. \_ (підпис) (прізвище та ініціали)  “31” August 2020 |  | Approved by Methodical commission of KhNMU at the meeting of the  Department of problems humanitarian, social and economic preparation  Protocol of  “31” August 2020 № 8  Head of methodical commission of KhNMU at the meeting of the  Department of problems humanitarian, social and economic preparation  \_\_\_\_\_\_\_\_\_\_\_\_ prof. Karpenko K. I.  “31” серпня 2020 року |
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**1. Information about teachers who teach the discipline**

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| A teacher’s name | Phd, head of the Department of theUkrainian Language, Principles of Psychology and Education Science, prof. Fomina Liudmyla Volodymyrivna |
| Department’s number | (057) 707-72-30 |
| E-mail: | fomina\_ukr\_lang@ukr.net |
| Timetable | According to the schedule of the department |
| Counsultancy | Thursday from 10.00 till 15.00, classroom of the Department of theUkrainian Language, Principles of Psychology and Education Science |
| Counsultancy online | Monday from 10.00 till 15.00 |

**INTRODUCTION**

Description of the discipline (abstract). Social and economic transformations in Ukraine have not bypassed the system of higher education. Laws of Ukraine "On Education", "On Higher Education" defined the strategy of education in Ukraine, priority areas and ways to create a viable system of continuing education and upbringing to achieve a high level of education, providing opportunities for continuous spiritual self-improvement, intellectual and cultural potential as the highest values ​​of the nation.

The purpose of higher education institutions is to train highly qualified specialists who are able to engage in production activities after obtaining the appropriate education, as well as to ensure their comprehensive development, capable of conscious social choice and creative enrichment of the cultural potential of the people. The discipline "Ukrainian language (for professional purposes)" is one of the components of a holistic system of health care, training of future professionals.

The syllabus is organized with the application of modern pedagogical principles of organization of the educational process of higher education.

The subject of the course is the Ukrainian language of professional orientation.

Interdisciplinary connections. The discipline "Ukrainian language (for professional purposes)" is based on the basics of modern Ukrainian language, pedagogy, theory of higher education, has a connection with such disciplines as: "Foreign language for professional purposes", "Sociology", "Latin language and medical terminology "," Ethics ".

The discipline is a compulsory subject.

Prerequisites. The study of the discipline involves the prior mastering of credits in modern Ukrainian, Latin, foreign languages.

Postrequisites. The main provisions of the discipline should be applied in the study of professional disciplines.

**1. The purpose and objectives of the discipline**

1.1 The purpose of teaching the discipline is: mastering undergraduate theory of teaching and education, mastering modern pedagogical technologies, structuring educational material on the discipline, types and forms of classes, as well as methods for assessing the effectiveness of cognitive activity of undergraduates, forms and methods of teaching.

1.2. The main tasks of studying the discipline are:

- to master the basic concepts of the course "Ukrainian language (for professional purposes)";

- realize the importance of the state language in professional communication;

- master the basics of the professional language of the physician;

- to master the norms of concluding medical documents.

As a result of studying the discipline the student must

know:

- terminological vocabulary, skills of working with specialized dictionaries;

- oral and written norms of speech etiquette in the professional activity of a doctor;

- genre features of public speaking;

be able:

- apply lexical and grammatical categories of modern Ukrainian literary language to develop optimal language behavior in the professional sphere;

- to analyze the expediency of using lexical, morphological, syntactic language tools in accordance with communicative intentions.

Differentiate functional styles of modern Ukrainian literary language in general and get acquainted with the distinctive features of the scientific medical text;

- compile basic administrative, clerical and medical documents, as well as edit translated texts.

**Competences and learning outcomes**, the formation of which is facilitated by the discipline (relationship with the normative content of training of higher education, formulated in terms of learning outcomes in the Standard).

According to the requirements of the Standard, the discipline provides students with the acquisition of competencies:

- integral: the ability to solve complex practical problems and tasks in the learning process;

- general: ability to learn; ability to produce new ideas (creativity); ability to search, process and analyze information from various sources; ability to professional (oral and written) communication in a professional language; ability to continuous learning and self-development, independent work;

- special (professional, subject): professional knowledge, skills and abilities of professional communication, possession of verbal and nonverbal means of expression.

***Integrative final program learning outcomes, the formation of which is facilitated by the discipline.***

1. Ability to use lexical and grammatical categories of modern Ukrainian literary language to develop optimal language behavior in the professional sphere.

2. Possession of terminological vocabulary, skills of working with specialized dictionaries.

3. Analysis of the expediency of using lexical, morphological, syntactic language tools in accordance with communicative intentions.

4. Mastering the oral and written norms of speech etiquette in the professional activity of a doctor.

5. Knowledge of genre features of public speaking.

6. Ability to differentiate functional styles of modern Ukrainian literary language in general and distinctive features of scientific medical text.

7. Development of skills in compiling basic administrative and medical documents, as well as editing translated texts.

**2. Information volume of the discipline**

**The study of the discipline is given 90 hours, 3 ECTS credits**

**Section of the discipline 1. Lexical-grammatical and spelling features of professional speech of physicians**.

**Topic 1.** Modern Ukrainian language as a means of professional communication. Language as a social phenomenon. Contrast analysis of the specifics of language and speech. Cultural and linguistic issues in different periods of Ukraine 's development. The main functions of language.

**Topic 2.** Lexical aspect of professional language of physicians. Lexical meaning of the word. Vocabulary of the Ukrainian language by use. Active and passive vocabulary. Phraseologized units in professional speech.

**Topic 3.** Terminology in professional communication. History and modern problems of Ukrainian terminology. Theoretical principles of terminology and lexicography. Terminology as a system. Terminology of the chosen specialty. Lexical-semantic relations in scientific terminology. Features of Ukrainian medical terminology

**Topic 4.** Dictionaries in professional communication. Types of dictionaries, their functions and role in improving speech culture. The concept of lexicography. Encyclopedic and linguistic dictionaries. Medical dictionaries and reference books.

**Topic 5**. Morphological aspect of medical professional language. Parts of speech as basic morphological units, principles of their classification. The specifics of the use of grammatical forms of independent parts of speech in the texts of documents. Complex cases of gender determination and declension of nouns. Creating degrees of comparison of adjectives. Features of the use of official parts of speech in the texts of documents.

**Topic 6.** Syntactic aspect of professional language of physicians. The concept of syntax. Types of syntactic units. Major and minor clauses. Principles of sentence classification. Complex cases of coordination of a predicate with a subject; management and coordination in phrases. Variants of syntactic violations. Features of construction of simple sentences. Syntactic features of business papers texts.

**Discipline section 2. Stylistic features of business and professional communication. Culture of public speaking.**

**Topic 1.** Features of Ukrainian speech etiquette, its history, structure, types, purpose. Communicative features of speech culture. Doctor's speech etiquette. Functions of speech etiquette. Speech culture of physicians as an integral part of medical deontology.

**Topic 2.** Public speaking and its genres. Oratory, its role in public speaking. History of public speaking. Report, speech, lecture, message as genres of public speaking. Presentation as a kind of public broadcasting. Culture of perception of public speech.

**Topic 3.** Stylistic aspect of the professional language of medical workers. Functional styles of the modern Ukrainian language. Typology of styles: functional purpose, characteristics, language, genre, background.

**Topic 4.** Scientific style in professional speech. Structure and types of scientific text. Basic features, basic language tools, sub-genres and genres, functional purpose of scientific style. Rules for composing a text in a scientific style, references, bibliography.

**Topic 5.** The culture of written business speech: general characteristics. The concept of document, documentation, documentation, record keeping. Document functions: general, specific. Purpose and criteria for classification of documents. Groups of documents. Details of documents. Design of the document page. Text as details of the document. Rubrication of the text. Vocations to the text and rules of their design. Rules of bibliography design. Requirements for the language of business papers.

**Topic 6.** Requirements for the preparation and execution of administrative and clerical documents. Types of administrative - clerical documents: autobiography, application, resume, description, reference

**Topic 7.** Professional documentation of physicians. Types of medical documentation. Features of its assembly and design. Record keeping in medical institutions. Laboratory research documents. The main requirements for the preparation of medical records of the clinic, hospital.

# **3. Description of the discipline**

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| --- | --- | --- |
| Name of indicators | Field of knowledge, direction of training, educational and qualification level | Characteristics of the discipline |
| **full-time education** |
| Number of credits – 3 | Field of knowledge  22 "Health"  (code and name) | Normative |
| Total number of hours – 90 | Specialty  222 "Medicine" | **Year of preparation** |
| the 1-st |
| **Semester** |
| the 1-sr or the 2-nd |
| **Lection** |
| Hours for full-time education:  classroom – 30  independent work of student – 60 | Education level:  Master | 0 hours |
| **Practical, seminar** |
| 30 год. |
| **Laboratory** |
| 0 год. |
| **Independent studying** |
| 60 год. |
| **Individual tasks: -** |
| Type of control: credit |

**4. Content of the discipline**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Parts of the discipline and topics | Hours | | | | | |
| Form of education - full-time | | | | | |
| Total | Including | | | | |
| Lec. | Lec. | Lec. | Lec. | Lec. |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| **Section of the discipline 1. Lexical-grammatical and spelling features of professional speech of physicians** | | | | | | |
| Topic 1. Modern Ukrainian language as a mean of professional communication | 6 |  | 2 |  |  | 4 |
| Topic 2. Lexical aspect of professional language of physicians. Phraseologized units in professional speech | 6 |  | 2 |  |  | 4 |
| Topic 3. Terminology in professional communication. Lexical-semantic relations in scientific terminology. Features of Ukrainian medical terminology | 8 |  | 2 |  |  | 6 |
| Topic 4. Dictionaries in professional communication. Types of dictionaries, their functions and role in improving speech culture | 6 |  | 2 |  |  | 4 |
| Topic 5. Morphological aspect of medical professional language | 10 |  | 4 |  |  | 6 |
| Topic 6. Syntactic aspect of professional language of physicians | 6 |  | 2 |  |  | 4 |
| Total hours of section 1 | 42 |  | 14 |  |  | 28 |
| **Discipline section 2. Stylistic features of business and professional communication. Culture of public speaking** | | | | | | |  |
| Topic 1. Features of Ukrainian speech etiquette. Communicative features of speech culture. Doctor's speech etiquette | 6 |  | 2 |  |  | 4 |
| Topic 2. Public speaking and its genres | 10 |  | 4 |  |  | 6 |
| Topic 3. Stylistic aspect of the professional language of medical workers | 6 |  | 2 |  |  | 4 |
| Topic 4. Scientific style in professional speech. Structure and types of scientific text | 6 |  | 2 |  |  | 4 |
| Topic 5. The culture of written business speech: general characteristics | 6 |  | 2 |  |  | 4 |
| Topic 6. Requirements for the preparation and execution of administrative and clerical documents | 8 |  | 2 |  |  | 6 |
| Topic 7. Professional documentation of physicians. Features of its assembly and design | 6 |  | 2 |  |  | 4 |
| Total hours of section 2 | 48 |  | 16 |  |  | 32 |
| Total hours of discipline | 90 |  | 30 |  |  | 60 |

**5. Topics of lections**

Lectures are not provided in the curriculum.

**6. Topics of seminars**

Seminars are not provided in the curriculum.

**7. Topics of practical classes**

|  |  |  |
| --- | --- | --- |
| № | Topics | Number of hours |
|  | Modern Ukrainian language as a mean of professional communication | 2 |
|  | Lexical aspect of professional language of physicians. Phraseologized units in professional speech | 2 |
|  | Terminology in professional communication. Lexical-semantic relations in scientific terminology. Features of Ukrainian medical terminology | 2 |
|  | Dictionaries in professional communication. Types of dictionaries, their functions and role in improving speech culture | 2 |
|  | Morphological aspect of medical professional language | 4 |
|  | Syntactic aspect of professional language of physicians | 2 |
|  | Features of Ukrainian speech etiquette. Communicative features of speech culture. Speech etiquette of a doctor | 2 |
|  | Public speaking and its genres | 4 |
|  | Stylistic aspect of the professional language of medical workers | 2 |
|  | Scientific style in professional speech. Structure and types of scientific text | 2 |
|  | The culture of written business speech: general characteristics | 2 |
|  | Requirements for the preparation and execution of administrative and clerical documents | 2 |
|  | Professional documentation of physicians. Features of its assembly and design | 2 |
| Total hours of practical training | | 30 |

**8. Topics of laboratory classes**

Laboratory classes are not provided in the curriculum.

**9. Individual work**

|  |  |  |
| --- | --- | --- |
| № | Topics | Number of hours |
| 1 | Ukrainian language (for professional purposes) as an academic discipline. Elaboration of educational literature, drawing up a detailed plan of answers to the questions of the topic. | 4 |
| 2 | Features of the use of lexical units in the speech of physicians. Elaboration of educational literature, drawing up a detailed plan of answers to the questions of the topic. | 4 |
| 3 | Current state and problems of Ukrainian medical terminology. Creating a multimedia presentation. | 6 |
| 4 | Typical word use errors in doctors' speech. Drawing up a detailed plan of answers to questions of the topic, preparation of abstracts. | 4 |
| 5 | Features of the use of independent and official parts of speech in the texts of business documents. Prepare a speech - a presentation (optional topic). | 6 |
| 6 | Syntactic features of business papers. Drawing up a detailed plan of answers to questions of the topic. | 4 |
| 7 | Features of communication of medical workers in different communicative situations. Creating a multimedia presentation. | 4 |
| 8 | Oral communication in the field of professional activity of a doctor. Prepare a presentation (optional topic). | 6 |
| 9 | Culture of perception of public speech. Creating a multimedia presentation. | 4 |
| 10 | Medical professional language in the history of the Ukrainian literary language. Drawing up a detailed plan of answers to questions of the topic, preparation of abstracts. | 4 |
| 11 | Structure and types of scientific text. Individual tasks. | 4 |
| 12 | Business papers as a means of written professional communication. Prepare a speech - presentation (optional topic). | 6 |
| 13 | Standardization of medical records. The culture of its design and reading. Creating a multimedia presentation. | 4 |
| Total hours of independent work of the master | | 60 |

**10. Individual tasks**

Preparation for practical classes. Processing of material according to the reference abstract. Work with supporting literature. Search and analytical work

**11. The technic of safety**

On the first employment of a course will be explained basic principles of labour protection by realization of the corresponding instructing. Expected, that each and each must know where the nearest to the audience evacuation exit is, where a fire-extinguisher is, how they must use etc.

**Order of informing of changes in syllabus:** necessary changes in syllabus become established on the methodical commission of KhNMU on the problems of humanitarian and socio-economic preparation and made public on a web-site KhNMU, web-site of department of Latin and medical terminology of KhNMU.

**12. Politics and values of discipline.**

*Requirements of discipline.* Writing and home tasks are necessary to be executed fully and in time, if there are questions from students, it is possible to appeal to the teacher personally or after an e-mail, what teachers will give on the first practical lesson.

Set by a question to the teacher is absolutely normally.

Expected, that students will visit all practical lessons. If they skipped lesson, it is necessary to work his (according to a chart on the informative stand of department).

*Attendance of lessons and behavior.* It is important to adhere to a student the rules of the proper behavior in the university. These rules are general for all, they touch also and all faculty advisors and workers, and fundamentally does not differ from the generally accepted norms.

During lessons it is allowed:

- to leave an audience for a while if necessary and after permission of teacher;

- to drink soft drinks;

- to take pictures the slides of presentations;

- to take part actively during lesson.

It is forbidden:

- to eat (after the exception of persons the special medical state of that needs other

- medical confirmation is needed in this case);

- to smoke, to use alcoholic and even low-alcoholic beverages or narcotic facilities;

- to use words that offend honour and dignity of colleagues and faculty advisors;

- to play gaming;

- to harm to the material and technical base of university (to do for an inventory, equipment; furniture, walls, floor, to litter an apartment and territories);

- to make noise, to yell or listen loud music in audiences and even in corridors during lessons.

*Using of electronic gadgets.* Students can discuss different tasks, but their implementation – strictly individually. It is forbidden to write off, to use of different sort of programmatic facilities, using a mobile telephone and plane-table or other electronic gadgets during lessons for an aim unconnected with an educational process. The delays of students are forbidden on practical lessons.

Participating of students is encouraged in realization of scientific researches and conferences.

All students of KhNMU are protected by Statute about prevention, warning and settlement of the cases related to sexual solicitations and discrimination in the Kharkiv national medical university, it is worked out with the aim of determination of effective mechanism of settlement of the conflict situations related to discrimination and sexual solicitations. This Statute is worked out on the basis of such normatively-legal acts of Ukraine : Constitution of Ukraine; To the law of Ukraine "On education"; To the law of Ukraine "On higher education"; To the law of Ukraine "On principles of prevention and counteraction to discrimination in Ukraine"; To the law of Ukraine "On providing of equal rights and possibilities of women and men"; Convention is about the protection of human rights and fundamental freedoms; Convention about a fight against discrimination in industry of education; Convention is about liquidation of all forms of discrimination in relation to women; General recommendation № 25 to the paragraph of a 1 article 4 Conventions about liquidation of all forms of discrimination in relation to women; Remark of general order № 16 (2005) "Levels for men and women right for using economic, social and cultural rights" (article 3 of the International pact of economic, social and cultural rights; A committee is on economic, social and cultural rights for the UNO); Recommendations in relation to education in the spirit of the international mutual understanding, collaboration and world and education in the spirit of respect to the human rights and basic freedoms (UNESCO); Conception of the Government social program of providing of equal rights and possibilities of women and men on a period 2021 to. The Kharkiv National Medical University provides studies and work, that is free of discrimination, sexual solicitations, intimidations or exploitation. The University acknowledges importance of confidentiality. All persons accountable for realization of this politics (workers of dean's offices, faculties, institutes and Center of gender education, members of student self-government and ethic committee, pro-rector from scientifically-pedagogical work) adhere to confidentiality in relation to persons that report or that is accused of discrimination or sexual solicitations (after the exception of situations, when a legislation requires the disclosure of information and/or when opening of circumstances is needed University for defence of safety other). KhNMU creates space of equal possibilities, free of discrimination of any national, racial or ethnic origin, sex, age, disability, religion, sexual orientation, gender belonging, or marital status. All rights, privileges, programs and types of activity, that is given to students or to the workers university, spread to all without an exception on condition of the proper qualification. Antidiscriminatory politics and politics of counteraction to sexual solicitations of KhNMU are confirmed by Code of corporate ethics and Charter of KhNMU.

**Politics in relation to academic respectability**

Department of Latin and medical terminology supports a zero tolerance to plagiarism. From students a desire constantly to promote an own awareness in an academic writing is expected. On the first lessons informative events will be conducted in relation to that exactly to consider plagiarism and how correctly to produce a research-scientific search.

**Politics in relation to persons with the special educational necessities**

Students with the special necessities can meet with a teacher or warn him to beginning of lessons, on the request of student it the head of group can do. If you will have any questions, please, contact with a teacher.

**Recommendations in relation to the successful passing of discipline**

For the successful passing of discipline it is recommended to execute necessary a minimum of educational work (to know the vocabulary of the studied themes, execute written class and home tasks, show activity during practical lesson).

**13. Teaching methods**

Verbal (conversation, business game); visual (illustration); practical (independent work, brainstorming, work in pairs, work in groups, target tasks).

**14. Control methods**

When studying the discipline, the current and final semester control is used. Also, there is a mandatory control of the assimilation of educational material of the discipline, assigned to independent work.

**Current control** is carried out in the form of oral interviews, testing, conversations of students on predetermined issues, in the form of speeches of higher education students with reports when discussing educational issues in practical classes.

**The final semester control** in the discipline is a mandatory form of control of academic achievements of higher education students. The terms of the final semester control are set by the schedule of the educational process, and the amount of educational material is determined by the working program of the discipline.

The total number of rating points for the study of the discipline for the semester is calculated as the sum of points obtained from the results of current control and points obtained from the results of the final semester control. The maximum amount of points for the semester is 200 points, the minimum - 120 points.

### 15. Form of assessment of students' knowledge

The form of final control of academic performance in the discipline is a credit.

**15.1 Recalculation of the average score for current activities**

**on a multi-point scale**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 4-point scale | 200-point scale |  | 4-point scale | 200-point scale |  | 4-point scale | 200-point scale |
| 5 | 200 | 4.22-4,23 | 169 | 3.45-3,46 | 138 |
| 4.97-4,99 | 199 | 4.19-4,21 | 168 | 3.42-3,44 | 137 |
| 4.95-4,96 | 198 | 4.17-4,18 | 167 | 3.4-3,41 | 136 |
| 4.92-4,94 | 197 | 4.14-4,16 | 166 | 3.37-3,39 | 135 |
| 4.9-4,91 | 196 | 4.12-4,13 | 165 | 3.35-3,36 | 134 |
| 4.87-4,89 | 195 | 4.09-4,11 | 164 | 3.32-3,34 | 133 |
| 4.85-4,86 | 194 | 4.07-4,08 | 163 | 3.3-3,31 | 132 |
| 4.82-4,84 | 193 | 4.04-4,06 | 162 | 3.27-3,29 | 131 |
| 4.8-4,81 | 192 | 4.02-4,03 | 161 | 3.25-3,26 | 130 |
| 4.77-4,79 | 191 | 3.99-4,01 | 160 | 3.22-3,24 | 129 |
| 4.75-4,76 | 190 | 3.97-3,98 | 159 | 3.2-3,21 | 128 |
| 4.72-4,74 | 189 | 3.94-3,96 | 158 | 3.17-3,19 | 127 |
| 4.7-4,71 | 188 | 3.92-3,93 | 157 | 3.15-3,16 | 126 |
| 4.67-4,69 | 187 | 3.89-3,91 | 156 | 3.12-3,14 | 125 |
| 4.65-4,66 | 186 | 3.87-3,88 | 155 | 3.1-3,11 | 124 |
| 4.62-4,64 | 185 | 3.84-3,86 | 154 | 3.07-3,09 | 123 |
| 4.6-4,61 | 184 | 3.82-3,83 | 153 | 3.05-3,06 | 122 |
| 4.57-4,59 | 183 | 3.79-3,81 | 152 | 3.02-3,04 | 121 |
| 4.54-4,56 | 182 | 3.77-3,78 | 151 | 3-3,01 | 120 |
| 4.52-4,53 | 181 | 3.74-3,76 | 150 | **Less than 3** | **Not enough** |
| 4.5-4,51 | 180 | 3.72-3,73 | 149 |  |  |
| 4.47-4,49 | 179 | 3.7-3,71 | 148 |
| 4.45-4,46 | 178 | 3.67-3,69 | 147 |  |  |
| 4.42-4,44 | 177 | 3.65-3,66 | 146 |  |
| 4.4-4,41 | 176 | 3.62-3,64 | 145 |  |  |
| 4.37-4,39 | 175 | 3.6-3,61 | 144 |  |  |
| 4.35-4,36 | 174 | 3.57-3,59 | 143 |  |  |
| 4.32-4,34 | 173 | 3.55-3,56 | 142 |  |  |
| 4.3-4,31 | 172 | 3.52-3,54 | 141 |  |  |
| 4,27-4,29 | 171 | 3.5-3,51 | 140 |  |  |
| 4.24-4,26 | 170 | 3.47-3,49 | 139 |  |  |

**15.2 Credit**

**The credit** for the disciplines, the study of which has been completed, is conducted by the teacher of the academic group at the last lesson in the discipline and involves taking into account the IPA and checking the mastering of all topics in the discipline. The grade is determined in points from 120 to 200 and marked "credited", "not credited".

**16. Methodical support**

1. Curriculum;

2. Plans of practical classes and independent studying of students;

3. Methodical developments for the teacher;

4. Methodical instructions for practical classes for students;

5. Methodical materials that provide independent studying of students;

6. Test and control tasks for practical classes;

7. Questions and tasks to control the assimilation of the section;

8. List of questions before the credit, tasks to test practical skills during the credit.

**17. Recommended books**

*Basic*

1. Бабич Н. Д. Культура фахового мовлення : навч. посіб. / Н. Д. Бабич. – Чернівці : Книги–ХХІ, 2006. – 496 с.

2. Голод Р. Б. Українська мова (за професійним спрямуванням) : навч. посіб. / Р. Б. Голод, О. М. Мельничук. – Івано-Франківськ : Вид-во ІФНМУ, 2013. – 212 с.

3. Караман С. О. Українська мова за професійним спрямуванням : навч. посіб. для ВНЗ / С. О. Караман, О. А. Копусь, В. І. Тихоша. – Київ : Літера ЛТД, 2013. – 544 с.

4. Шевчук С. В., Клименко І. В. Українська мова за професійним спрямуванням : підр., за програмою МОН. / С. В. Шевчук, І. В. Клименко. – 4-те вид. – Київ : Алерта, 2014. – 696 с.

5. Шутак Л. Б. Культура усного спілкування медичного працівника : навч. посіб. для студентів вищих мед. навч. закладів ІІІ–ІV рівнів акредитації] / Л. Б. Шутак, Г. В. Навчук. – Чернівці : Вид-во БДМУ, 2014. – 177 с.

*Auxiliary*

1. Мацюк З.О., Станкевич Н.І. Українська мова професійного спілкування : [навчальний посібник] / З.О. Мацюк, Н.І. Станкевич. – К. : Каравела, 2010. – 352 с.

2. Семеног О.М. Культура наукової української мови : [навчальний посібник] / О.М. Семеног. – К. : ВЦ «Академія», 2010. – 216 с.

3. Стахів М. Український комунікативний етикет : [навчальний посібник] / М. Стахів. – К. : Знання, 2008. – 245 с.

4. Тетарчук І.В., Дяків Т.Є. Українська мова за професійним спрямуванням : [навчальний посібник для підготовки до іспитів] / І.В. Тетарчук, Т.Є. Дяків. – К. : «Центр учбової літератури», 2014. – 186 с.

5. Шутак Л.Б. Культура професійного спілкування: контрольні вправи і тестові завдання : [навчальний посібник для студентів вищих навчальних закладів І – ІV рівнів акредитації] / Л.Б. Шутак, А.В. Ткач, Г.В. Навчук. – Чернівці : Видавництво БДМУ, 2012. – 182 с.

**Dictionaries**

1. Новий тлумачний словник української мови: В 4 Т. – К. : Аконіт, 1998.
2. Словник іншомовних слів / під. ред. О. С. Мельничука. – К. : Головна редакція української радянської енциклопедії, 1977. – 776 с.
3. Філіп'юк Т. Російсько-український медичний словник / Т. Філіп'юк,   
   Я.-Р. Федорів, Н. Скорейко. – Львів : Видавництво «Світ», – 2002. – 196 с.

**18. Information resources**

1. Beginning Ukrainian (electronic resource) / by Oksana Sachyk. – University of Arizona. – 2005.

2.Ukrainian-Language Development Series. – Доступ: www.ualberta.ca/~ulec/pub\_nova.html

3.Ukrainian (Teach yourself book). A complete course for beginners by Olena Bekh and James Dingly. – London, 1998. – 300 р.

4.Modern Ukrainian. By Assya Humesky. – University of Michigan (3rd edition). Canadian institute of Ukrainian studies. – Edmonton-Toronto, 2001. – 440 p.

**19. List of questions before the test**

1. Language as a social phenomenon. Language and speech in society. Language functions.

2. Literary language, its features. Types of language norms.

3. The language of professional communication as a functional variety of modern Ukrainian literary language.

4. Medical professional language in the history of the Ukrainian literary language.

5. The concept of vocabulary, lexicology and phraseology. Word, its lexical meaning. Principles of classification of phraseology.

6. Vocabulary of the modern Ukrainian language by its origin and scope.

7. Linguistic clichés, compound names, stamps as phraseological expressions of nominative type.

8. Features of the use of lexical units in the speech of medical workers.

9. The concept of terminology, terminology, terminology, term. Sources of enrichment of the terminological system of language.

10. General scientific, intersectoral and specialized terminology. Medical terms, professionalism and medical jargon.

11. Culture of term use. Features of the use of synonymous terms. Terms in different language styles.

12. Current state and problems of Ukrainian medical terminology.

13. The concept of lexicography. Encyclopedic and linguistic dictionaries. Medical dictionaries and reference books.

14. The role of dictionaries in improving the language culture of health professionals.

15. The concept of morphology, morphological norms.

16. Parts of speech as basic morphological units, principles of their classification. Morphological categories and syntactic properties of independent parts of speech.

17. The specifics of the use of grammatical forms of independent parts of speech in the texts of documents.

18. Complex cases of gender determination and declension of nouns.

19. Creating degrees of comparison of adjectives.

20. Specifics of declension and compatibility of numerals.

21. Features of the use of official parts of speech in the texts of documents.

22. The concept of syntax. Types of syntactic units. Major and minor clauses. Principles of sentence classification.

23. Complex cases of coordination of a predicate with a subject; management and coordination in phrases. Variants of syntactic violations.

24. Features of construction of simple sentences.

25. Typical flaws associated with the construction of complex sentences.

26. Syntactic features of business papers.

27. Speech culture, signs that characterize it.

28. Speech etiquette, its history, structure, types, purpose.

29. Ukrainian speech etiquette as an expression of ethnic identity, a model of universal language activity of the people.

30. Features of etiquette of official business and scientific communication.

31. Speech culture of physicians as an integral part of medical deontology.

32. Communication, its functions. Types, forms, features of oral communication.

33. The concept of nonverbal communication. Non-verbal means and etiquette of professional communication.

34. The concept of business communication. Individual and collective forms of business communication.

35. Etiquette of a telephone conversation. Ethical norms in the use of mobile phones.

36. Discussion. Forms of discussion organization. Requirements for the behavior of participants in the discussion.

37. History of public speaking.

38. Public performance as a genre of public speaking. Culture of perception of public speech.

39. Report, speech, lecture, message as genres of public speaking.

40.Presentation as a kind of public broadcasting.

41. Business card. Business card design rules.

42. The concept of functional styles of the modern Ukrainian language. Typology of styles (purpose, characteristics, genre varieties).

43. Scientific style: key features, language tools, backgrounds and genres, functional purpose.

44. Abstract as a form of elaboration of scientific literature. Abstract and abstract-summary.

45. These. Article. Design of scientific text, citations, references, bibliography.

46. ​​Review and feedback. Features of writing.

47. Rules of reduction in scientific and business texts. Technical rules of transfer.

48. The concept of document, documentation, documentation, record keeping.

49. Classification of documents.

50. Document form. Form. General requirements for registration of requisites. Text norms of business style.

51. Types of personal official documents. Application, see application.

52. Power of attorney. Receipt. Requirements for their design.

53. Requirements for the preparation and execution of administrative - clerical documents. Autobiography.

54. Record keeping in medical institutions. Basic requirements for documentation. Types of medical documentation. Features of its assembly and registration.