

MINISTRY OF HEALTH OF UKRAINE
KHARKIV NATIONAL MEDICAL UNIVERSITY

Department of Foreign languages

Academic year 2024-2025

SYLLABUS OF THE ACADEMIC COMPONENT

«Business English language »

Elective educational component

Form of education full-time

Field of science 22 «Health care»

Specialty 223 «Nursing»

Education and professional program «Nursing»

The first (bachelor's) level of higher education

Course first(4 years of study)

The syllabus of the educational
component was considered at the
meeting of the Department of the
Foreign languages
Protocol of
“30” August 2021 № 13
Head of department



I. V. Korneyko

Approved by Methodical commission
of KhNMU
of problems of general and
pre-professional training
Protocol of
“31 ” August 2021 № 1
Head



O. Y. Vovk

Developer of the syllabus:

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link of the department of foreign languages in the Moodle system

<http://distance.kntu.edu.ua/mod/page/view.php?id=49920>

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INTRODUCTION

Syllabus of the educational component “**Business English language**” is edited according to the educational and professional program "Nursing" of the first (bachelor's) level of higher education in specialty 223 "Nursing" field of knowledge 22 "Health care" qualification: Bachelor of Nursing

Description of educational component.

“Business English language” is studied during the 5th semester of the 3rd year of studying year. Material is divided into two structure parts. 32 hours of class lessons and 58 hours of education seekers’ independent work are provided by the program. Form of control – credit.

English as a subject:

- is based on the education seekers' study of lexical-grammatical and professional material in a foreign language and is integrated with the education components of sociology, political science, cultural science, health care, the basics of ecology, the basics of occupational health and safety.
- lays the foundations of knowledge of vocabulary and grammar with the prospect of their further use in professional activities

Types of educational activities of education seekers according to the curriculum are:

- practical training
- independent work of education seekers

Practical classes include:

- study of basic vocabulary and grammar based on the study of original and adapted texts in English
- mastering the skills of reading and using a foreign language;
- drawing up annotations and summaries in a foreign language;
- development of communication skills within the scope of the program.

The subject of study is the English language.

Interdisciplinary links.

The integration of professional knowledge of education seekers consists of the conscious use of information of the fundamental educational components during foreign language training in the first year of a higher medical educational institution. For this purpose, the curriculum of the educational component "English language" includes material from the social and humanitarian sciences (sociology, political science, cultural science), the basics of ecology, the basics of occupational health and safety.

Pre-requisites Studying the educational component requires the prior acquisition of foreign language credits.

Post requisites The main provisions of the educational component should be applied when studying professional disciplines.

Link to the page of the educational component in MOODLE
<https://distance.knmu.edu.ua/course/index.php?categoryid=72>

1. THE AIM AND TASK OF THE EDUCATION COMPONENT

1.1. The aim of the educational component “Business English language”:

a) formation of education seekers' foreign language professionally oriented communicative competence; b) formation of communicative English skills in the professional sphere.

1.2. The main task of the educational component is the acquisition of competencies in accordance with the general and professional competencies of the educational-professional program «Nursing» of the first level of higher education in the specialty 223 «Nursing»:

- interpret the content of general scientific literature in a foreign language
- demonstrate the ability to communicate in a foreign language in oral and written forms
- to develop cultural communication skills
- to form communication skills in the field of public health with the prospect of using them in professional activities
- learn new vocabulary and include it in active communication
- develop analytical and search reading and translation skills
- recognize and analyze relevant grammatical phenomena and patterns and include them in active communication
- conduct dialogues on situationally determined topics.

1.3. Competences and learning outcomes, the formation of which is facilitated by the educational component (relationship with the normative content of the training of higher education applicants, formulated in terms of learning outcomes in the EPP and the Standard).

1.3.1. The study of the educational component ensures that education seekers acquire the following **competencies**:

Integral:

A bachelor of nursing is able to solve practical problems and tasks of activities in the field of health care with the application of provisions, theories and methods of fundamental, medical and clinical sciences in conditions of complexity and uncertainty.

GC 01. The ability to realize one's rights and responsibilities as a member of society, to realize the values of a civil (free democratic) society and the need for its sustainable development, the rule of law, the rights and freedoms of a person and a citizen in Ukraine.

GC 05. Knowledge and understanding of the subject area and understanding of professional activity.

GC 07. Ability to communicate in a foreign language

Professional:

PC 01. The ability to apply professional and legal standards in daily professional practice.

PC 02. The ability to recognize and interpret signs of health and its

changes, illness or disability (assessment/diagnosis), limitations of the possibility of full-fledged life activities, and to determine the problems of patients with various diseases and conditions.

PC 03. The ability to meet the needs of the patient/client throughout the lifetime (including the dying process) by planning, assisting and executing nursing interventions, evaluating and correcting individual care plans created in collaboration with the patient/client, caregivers, family members and other medical and social workers.

PC 04. Application of professional skills (abilities), medical means, interventions and actions to ensure the patient/client's with dignity, privacy (intimacy), confidentiality, protection of his rights, physical, psychological and spiritual needs on the basis of transcultural nursing, tolerant and non-judgmental behavior.

PC 05. The ability to effectively apply a combination of nursing skills (abilities), medical supplies, interventions and actions to ensure care based on a holistic approach, taking into account the satisfaction of the patient's needs for comfort, nutrition, personal hygiene and the ability of the individuals to meet their daily needs.

PC 06. The ability to effectively apply a set of professional skills (abilities), medical supplies, interventions and actions in assessing the functional status of patients/clients, preparing them for diagnostic examinations and taking biological material for laboratory examinations.

PC 08. Preventive activities of a nurse aimed at preserving and strengthening health, preventing diseases, informing, and educating the patient and his family members.

PC 09. The ability to organize, implement and control the nursing process in palliative and hospice care.

PC 10. The ability to organize the provision of medical care according to the principle of the family medicine.

PC 11. The ability to execute the medical and social rehabilitation in order to restore the population's health.

PC 12. The ability to orientate in determining the group belonging of drugs, the peculiarities of their pharmacokinetics and pharmacodynamics.

PC 14. The ability to organize and provide emergency care in various acute conditions.

PC 15. The ability to organize and provide emergency assistance in peacetime and wartime emergencies.

PC 16. Ability to organize and manage the relevant structural unit (leadership and management)

1.3.2. Studying of the educational component provides education seekers' achieving of following **Program learning outcomes:**

PLO 13. To prescribe, store and apply pharmacological agents.

PLO 20. Appropriate keeping of medical records

1.3.3. Studying of the education component provides education seekers' achieving of the following **Soft-skills:**

- communication skills in oral and written forms;
- skills to take responsibility for decisions made;
- skills of presenting one's own ideas and opinions;
- skills of establishing professional and interpersonal relationships;
- skills of using information technologies;
- time management skills;
- teamwork skills;
- leadership skills.

2. INFORMATION VOLUME OF THE EDUCATION COMPONENT

Name of indicators	Branch of knowledge, speciality and education level, EPP	Characteristics of the education component	
		full-time education	
Number of credits – 3	Branch of Knowledge 22 «Health care»	Elective	
The total number of hours is 90	Specialty: 223 «Nursing»	Year of preparation:	
		3rd	
		Semester	
		5th	-
		Lectures	
Hours for full-time education: class – 32 Independent education seekers's work – 58	Education level: the first (bachelor's) level	-	-
		Practical, seminars	
		-	32 hours
		Laboratory	
	-	-	
	EPP «Nursing»	Independent work	
		58 hours	
		Individual tasks:	
Type of control:			
Credit			

2.1. Description of the education component

2.2.1. Lections

Not provided by curriculum.

2.2.2. Seminar lessons

Not provided by curriculum.

2.2.3. Practical lessons.

№	Name	Hours	Methods of studying	Forms of control
1.	Topic 1. Greetings and Goodbyes. Introductions	2	work with authentic materials in pairs, groups	oral quiz (individual and frontal), written

				quiz, test, self-test
2.	Topic 2. CV. Skills and Qualifications	2	demonstration presentation	oral quiz (individual and frontal), written quiz, test, self-test
3.	Topic 3. Telephoning	2	Content-based learning	oral quiz (individual and frontal), written quiz, test, self-test
4.	Topic 4. Emails. Letters. Faxes.	2	discussion, round table	oral quiz (individual and frontal), written quiz, test, self-test
5.	Topic 5. Types of Meetings. Meeting Etiquette.	2	conversation, interview	oral quiz (individual and frontal), written quiz, test, self-test
6.	Topic 6. Making a Presentation at a meeting.	2	demonstration presentation	oral quiz (individual and frontal), written

				quiz, test, self-test
7.	Topic 7. Time Management.	4	Content-based learning	oral quiz (individual and frontal), written quiz, test, self-test
8.	Topic 8. Negotiations.	2	conversation, interview	oral quiz (individual and frontal), written quiz, test, self-test
9.	Topic 9 Making Travel Arrangements. Travel Necessities	2	demonstration presentation	oral quiz (individual and frontal), written quiz, test, self-test
10.	Topic 10 Company Culture.	2	work with authentic materials in pairs, groups	oral quiz (individual and frontal), written quiz, test, self-test
11.	Topic 11 Business in different Cultures	2	work with authentic materials in pairs, groups	oral quiz (individual and frontal), written

				quiz, test, self-test
12.	Topic 12 Management Styles.	2	Content-based learning	oral quiz (individual and frontal), written quiz, test, self-test
13.	Topic 13 Team Building	2	discussion, round table	oral quiz (individual and frontal), written quiz, test, self-test
14.	Topic 14 Quality Standards.	2	conversation, interview	oral quiz (individual and frontal), written quiz, test, self-test
15.	Final lesson 1. Credit.	2		oral quiz (individual and frontal), written quiz, control test
	Hours in total	32	Final control Credit.	

2.2.4. Laboratory class
Not provided by curriculum.

2.2.5. Independent work

№	Name	Hours	Methods of studying	Forms of control
1.	Topic 1. Greetings and Goodbyes. Introductions. Present Simple. Present Continuous.	4	Completion of tasks in written, printed or electronic form	creative tasks, individual tasks, summary, self-test, oral presentation
2.	Topic 2. CV. Skills and Qualifications. Future Indefinite. Future Continuous.	4	Content-based learning	creative tasks, individual tasks, summary, self-test, oral presentation
3.	Topic 3. Telephoning. Use of gerund and infinitive. Verb patterns.	4	Completion of tasks in written, printed or electronic form	creative tasks, individual tasks, summary, self-test, oral presentation
4.	Topic 4. Emails. Letters. Faxes. Prepositions of time and place.	4	Completion of tasks in written, printed or electronic form	creative tasks, individual tasks, summary, self-test, oral presentation
5.	Topic 5. Types of Meetings. Meeting Etiquette	4	Presentation	creative tasks, individual tasks, summary, self-test, oral presentation
6.	Topic 6. Making a Presentation at a meeting. Past Simple. Past Continuous.	4	Content-based learning	creative tasks, individual tasks, summary, self-test, oral presentation

7.	Topic 7. Time Management. Past Perfect. Used to.	4	Fishbone method	creative tasks, individual tasks, summary, self-test, oral presentation
8.	Topic 8. Negotiations. Indefinite pronouns.	4	Guided discovery	creative tasks, individual tasks, summary, self-test, oral presentation
9.	Topic 9. Making Travel Arrangements. Travel Necessities. Countable and uncountable nouns. Expressing quantity. Possessive forms of nouns, pronouns and adjectives.	4	Completion of tasks in written, printed or electronic form	creative tasks, individual tasks, summary, self-test, oral presentation
10.	Topic 10. Company Culture. International English language exams. Linking words: contrast, reason and result.	4	Presentation	creative tasks, individual tasks, summary, self-test, oral presentation
11.	Topic 11. Business in Different Cultures. There and it as the subject.	2	Content-based learning	creative tasks, individual tasks, summary, self-test, oral presentation
12.	Topic 12. Management Styles. Perfect Tenses.	4	Completion of tasks in written, printed or electronic form	creative tasks, individual tasks, summary, self-test, oral presentation
13.	Topic 13. Team Building. Use of both, either and neither. Zero, first and second conditional.	4	Completion of tasks in written, printed or	creative tasks, individual tasks, summary,

			electronic form	self-test, oral presentation
14.	Topic 14. Quality Standards. Use of each and every. Another and another. Passive Voice. Use of have something done.	4	Guided discovery	creative tasks, individual tasks, summary, self-test, oral presentation
15.	Topic 15. Preparation for the final lesson.	2	Presentation	creative tasks, individual tasks, summary, self-test, oral presentation
16.	Topic 16. Preparation for the test.	2	Content-based learning	creative tasks, individual tasks, summary, self-test, oral presentation
	Hours in total	58		

3. EVALUATION CRITERIA

3.1. Evaluation of applicants for higher education is carried out in accordance with the "Instructions for assessing the educational activities of applicants for higher education in KhNMU" (Order of KhNMU №181 from 21.08.2021).

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

Current control (CC) is carried out by scientific and pedagogical staff at each classroom session (except for lectures). The main task of current control is to check the level of training of education seekers to perform specific work. The main purpose of current control is to provide feedback between scientific and pedagogical workers and students in the learning process and to ensure the management of their educational motivation. The information obtained during the current control is used both by scientific and pedagogical workers - to adjust methods and means of education, and by students - to plan independent work. Based on the results of mastering each lesson topic, a grade is given using a 4-point system.

The final lesson is a class in which the acquired competencies are evaluated after a logically completed part of the discipline, which consists of a set of educational elements of the discipline program. The final lesson is held at one of the practical classes and is accepted by the teacher of the academic group. The

final lesson must include control of all types of training (theoretical, practical, independent and others) provided by the program of the academic discipline. A grade is given for the final lesson, which is one of the grades of the final control. If there are unsatisfactory grades for practical classes during the final lesson, the teacher is obliged to provide the student with the opportunity to answer additional questions on the subject of these classes, with the subsequent publication of the grade in the "Journal of the work of the academic group" and the ASD.

Current educational activity (CEA) is a student's educational activity during the semester, which is supervised by a scientific and pedagogical worker conducting classes in a group. CEA is provided for disciplines, the study of which does not end in the current semester. CEA is considered completed if the applicant has completed all missed classroom classes and lectures in the current semester, and the average score for all CC topics is equal to 3 points or higher, in this case, the note is marked "completed" and the average score in the 4-point system is indicated (calculated automatically within the functionality of the ASD electronic journal), or "unworked", if the applicant has unworked missed classroom classes and lectures in the current semester, or the average score is below 3 points.

Independent work of the acquirer.

The educational material of the education component, intended for assimilation by the learner in the process of independent work, is submitted to the final control together with the educational material that was studied during classroom training sessions.

General educational activity (GEA) is the educational activity of the student during the entire period of studying the discipline (or its part), which ends with an assessment with the form of control "credit", "differentiated credit" and "exam". GEA is considered completed if the applicant has completed all missed classroom classes and lectures, and the average score for all CC topics is equal to 3 points or higher.

Recalculation of the average grade for CAE and FL for disciplines that end with a crediting is carried out in accordance with table 2. The minimum number of points that a student must score for admission to the credit – 120 points, maximum - 200 points.

Table 2

Recalculation of the average grade for the current activity into a multi-point scale (for disciplines ending with credit)

4-бальна шкала	200-бальна шкала	4-бальна шкала	200-бальна шкала	4-бальна шкала	200-бальна шкала
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		

3.2. Questions for credit:

1. Tell about the importance of the English language in the world.
2. Describe the disadvantages and advantages of communication through social networks.
3. Tell about the rules for using a fax machine.
4. What is SV and the form of its writing.
5. Tell the rules of etiquette when greeting.
6. Describe the steps to be taken when looking for a job.
7. Tell me what you know about time management.
8. Tell me what kind of education you dream of getting.
9. Tell us about creating a presentation for work.
10. Tell about the importance of business strategy.

3.3. Control questions:

1. Tell me how often you use the English language in your life.
2. Ask your friend how often his family gets together.
3. Talk about the importance of family ties.
4. Tell me the last time you were very happy or upset.
5. Tell me how much time a day you use social networks.

6. Tell how important social networks are to you.
7. Tell whether a person's appearance is important. Explain your opinion.
8. Ask your friend what a real friend should be.
9. Tell me what character traits you don't like in other people.
10. Ask your friend what types of meetings there are.
11. Tell how important knowledge of etiquette is in a person's life.
12. Tell us what problems people face when visiting a foreign-speaking country.
13. Tell me where you live now and whether you would like to move. Explain why.
14. Ask your friend what things he takes on a trip.
15. Tell me how often you travel on business.
16. Tell about the advantages and disadvantages of living in an apartment and in a private house.
17. Describe the advantages of living with your parents while studying at the university.
18. Tell me if you think it is difficult to move to a new apartment. Explain why.
19. Ask your friend what he knows about the culture of the company where he works.
20. Tell about the advantages and disadvantages of blended learning.
21. Tell me how often in your life you took exams.
22. Ask your friend what he knows about management styles.
23. Tell us about the rules of conducting negotiations.
24. Tell us about your ideal workplace.
25. Tell me what you know about business in different countries.
26. Talk about the need to control your expenses.
27. Tell us about your relationship to advertising.
28. Make a dialogue about returning goods that did not suit you because they do not meet quality standards.
29. Ask your friend how much time a week he spends on his business strategy.
30. Tell about modern innovations in nursing.

3.4. Individual tasks

Not provided by the curriculum.

3.5. Rules for appealing of evaluation. An education seeker has a right to appeal the estimation, appealing to the teacher or head of department.

4. EDUCATION COMPONENT'S POLICY

Course requirements

It is expected that education seekers will attend all practical classes. If they missed classes, it is necessary to work it off (according to the schedule of the department).

Written tasks and homework tasks must be completed completely and on time, if students have questions, they can contact the teacher in person or by email provided by the teacher on the first practical lesson.

Asking teacher questions is perfectly normal.

Practical classes

Active participation during the discussion in the classrooms is encouraged. The education seekers must be ready to understand the material in detail, to ask questions, to express their opinions, to discuss.

Requirements to the discussion:

- respect for colleagues,
- tolerance for others and their experience,
- receptivity and impartiality,
- the ability to disagree with the opinion, but to respect the identity of the opponent (s),
- careful argumentation of own opinion and the courage to change their position under the influence of evidence,
- self-statement, when a person uniquely unnecessary generalizations, describes own feelings and formulates own wishes based on their own thoughts and emotions,
- obligatory acquaintance with primary sources.

A creative approach in its various manifestations is welcomed. Students are expected to be interested in participating in city, national and international conferences, competitions and other events from the subject profile.

Behavior in the classroom

It is important for students to follow the rules of good behavior at the University. These rules are common for all, they also apply to all faculty and staff, and are not fundamentally different from the generally accepted norms.

During classes it is allowed:

- leave the classroom for a short time if it is necessary and with the teacher's permission;
- drink soft drinks;
- take photos of presentation slides;
- take an active part in the lesson (see Academic expectations from students).

It's forbidden:

- to eat (except for persons whose special medical condition requires another - in this case, medical confirmation is required);
- to smoke, drinking alcohol and even low-alcohol beverages or drugs;
- to use obscene language or use words that offend the honor and dignity of colleagues and faculty;
- to gamble;
- to damage the material and technical base of the university (damage inventory, equipment; furniture, walls, floors, litter the premises and territories);
- shouting or listening to loud music in classrooms and even in corridors during classes.

Usage of gadgets for academic purposes is allowed and encouraged.

Recommendations for successful passing of the discipline.

For the successful passing of the education component "Business English language" it is recommended to execute the necessary minimum of educational work (to know the vocabulary of the studied topics, execute written class and home tasks, show activity during practical classes).

Encouragement (additional points are for conferences, scientific researches, corrections, advice, participating in questioning).

Policy for people with special educational needs

In accordance with Articles 19, 20 of the Law of Ukraine "On Education" and the Order of KhNMU from 22.06.2018 №203 "On approval of the Procedure for support (assistance) of persons with disabilities, the elderly, other low-mobility groups during their stay in the territory (premises) KhNMU " favorable conditions for inclusive education are created in KhNMU (see http://www.knmu.kharkov.ua/index.php?option=com_content&view=article&id=7108%3A2021-03-10-14-08-02&catid=12%3A2011-05-10-07-16-32&Itemid=33&lang=uk))

A person with special educational needs or a group monitor at the request of a higher education applicant, may warn the teacher before the start of classes and together develop an optimal strategy for the learning process. If you have any questions, please contact the teacher.

The technique of safety

Basic principles of occupational safety will be explained in the first class of a course. It's expected that each must know where the nearest to the class evacuation exit is, where a fire-extinguisher is, how they must be used etc.

Order of informing of changes in syllabus: necessary changes in syllabus become established on the meeting of Profile methodical commission of KhNMU of problems of general and pre-professional training and made public on a web-site KhNMU, web-site of The Department of Foreign languages of KhNMU.

5. ACADEMIC INTEGRITY

In compliance with academic integrity, the Department is guided by the Regulations on Academic Integrity and Ethics of Academic Relations at Kharkiv National Medical University.

The Department of Foreign Languages maintains zero tolerance for plagiarism. Students are expected to constantly raise their awareness of academic writing. The first lessons will provide information on what to consider plagiarism and how to properly conduct research and scientific research.

6. RECOMMENDED LITERATURE

Basic

1. Taylor J., Zeter J. Business English. – Express Publishing, 2018.
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