



**Practical Course in English for Business Communication
Course Syllabus**

Course Details

Higher education level	<i>Second (Master's) level</i>
Field of knowledge	G Engineering, Manufacturing and Construction
Specialty	G2 Environmental Protection Technologies G3 Electrical Engineering G16 Mining and Oil and Gas Technologies
Educational programme	Eco-efficient Post-war Restoration of Contaminated Areas. Energy Management and Energy-Efficient Technologies. Engineering of Intelligent Electrical and Mechatronic Systems. Electricity Supply Systems for Consumers. Geoengineering.
Course status	Compulsory
Mode of study	Full-time (on-campus)
Year of study, semester	Year 1 (Semesters 1 and 2)
Course workload	3 ECTS credits. Total workload: 90 hours: practical classes – 60 hours; independent study – 30 hours.
Semester assessment / assessment methods	Module test (Semester 1); pass/fail credit (Semester 2)
Class schedule	One class per week according to the timetable: https://schedule.kpi.ua/
Language of instruction	English
Course coordinator / instructors	Department instructors: Department of English for Engineering No. 1 – http://kamts1.kpi.ua Coordinator: Associate Professor Tetiana V. Kravchenko Telephone: +380 44 204 81 99 Email: kravchenko.tetiana@lil.kpi.ua
Course platform	The course is available on the Sikorsky platform and on the department website: http://kamts1.kpi.ua/

Course Programme

1. Course Description, Aim, Subject Matter and Learning Outcomes

The course “Practical Course in English for Business Communication” is part of the core training for Master’s students. It develops the language knowledge and communication

skills required for effective interaction in a professional environment. The course is designed around an integrated, subject-based approach and combines knowledge from the social sciences, natural sciences, engineering and other fields for application to professional tasks.

The aim of the course is to develop students' professionally oriented communicative competence in English in listening, speaking, reading, writing and translation at B2+ level, as well as their professional linguistic and sociocultural, learning-strategy and pragmatic competences.

Upon successful completion of the course, students will be able to:

- understand the main ideas and identify relevant information in discussions, debates, presentations, conversations and lectures related to their studies and field of specialisation;
- express and substantiate their views on current professional issues clearly and confidently in settings such as seminars, conferences and meetings;
- deliver prepared individual presentations on a wide range of professional topics;
- understand authentic texts related to their studies and specialisation, including material from textbooks, general-interest and specialist journals, and online sources;
- write summaries based on authentic technical literature in their field;
- prepare business and professional correspondence, including letters, reports, technical documentation and technical instructions;
- translate syntactically complex sentences, identify the contextually appropriate meanings of polysemous words, and apply specific translation techniques to forms and constructions that require sentence restructuring;
- understand the conventions of different types of scientific and technical texts, including technical books, monographs, journal articles, technical descriptions, patents, technical reference works and catalogues;
- use reference materials, especially specialised dictionaries and reference books, when analysing foreign-language information in their field and translating it.

The course develops the following general competences:

- the ability to apply foreign-language knowledge in practical situations;
- the ability to communicate in a foreign language with members of professional groups at different levels, including experts from other fields and economic sectors;
- the ability to search for, process and analyse information in a foreign language from various sources;
- the ability to generate new ideas (creativity).

These competences contribute to the following programme learning outcomes:

- communicate fluently in Ukrainian and a foreign language, orally and in writing, on professional matters, including when presenting research and innovation results;
- conduct information and scholarly searches using scientific, technical and reference literature, databases, knowledge bases and other information sources;
- critically evaluate and interpret existing knowledge and data, and identify research and development directions taking domestic and international experience into account.

2. Prerequisites and Post-requisites (Position in the Programme Structure)

Prerequisites: English proficiency at B2 level or above. This level is the expected standard for Bachelor's degree graduates and is developed through successful completion of the course "Practical Course in English for Specific Purposes". It is assessed through the Unified Entrance Examination (UEE).

Post-requisites: achievement of B2+ proficiency in English. According to the Common European Framework of Reference for Languages (CEFR), this level is required for engineers to communicate effectively in a professional environment.

3. Course Content

Course Topic Schedule Semester 1

Topic 1. Robotics Revolution.
Topic 2. First Impressions.
Topic 3. Motivation. Writing a CV and a Letter of Application.
Topic 4. On Schedule.
Topic 5. New Ideas.
Topic 6. Ethical Business.
Topic 7. Making Decisions.

Semester 2

Topic 8. Outsourcing. Letters of Complaint, Replies and Requests.
Topic 9. Employees.
Topic 10. New Business. Writing a Business Plan.
Topic 11. Communications.
Topic 12. Change.
Topic 13. Data.
Topic 14. Cultures.
Topic 15. Performance.
Topic 16. Career Breaks.

4. Learning Materials and Resources

Core Reading

1. Duckworth, M., Hughes, J., & Turner, R. (2018). Business Result. Oxford University Press.
2. Tullis, G. T. T. (2004). New Insights into Business (2nd ed.). Longman Higher Education (ISE Editions).
3. Williams, I. (2007). English for Science and Engineering. Heinle, Cengage Learning.
4. Semyda, O., Karachun, Y., Borkovska, I., & Akhmad, I. (2022). Professional English for Future Thermal Power Engineers (Part 1) [Electronic resource]. For Master's students enrolled in the educational programme "Energy Management and Thermal Power Systems Engineering", specialty 144 "Thermal Power Engineering". Igor Sikorsky Kyiv Polytechnic Institute.
5. Subject-specific texts recommended by the relevant department.

6. Texts selected by department instructors for students of all specialities to support independent study.

Supplementary Reading

1. Oxford University Press. (2021). *Oxford English Dictionary for Schools* (6th ed.). Oxford University Press. ISBN 978-0192776525.
2. Merriam-Webster. (2022). *Merriam-Webster's Collegiate Dictionary* (11th ed.). Merriam-Webster. ISBN 978-0877790952.
3. Murphy, R. (2021). *English Grammar In Use* (5th ed.). Cambridge University Press. ISBN 978-1108457651.
4. Straus, J., Kaufman, L., & Stern, T. (2021). *The Blue Book of Grammar and Punctuation* (13th ed.). Jossey-Bass. ISBN 978-1119652847.
5. Collins Dictionaries. (2022). *Collins English Dictionary* (12th ed.). HarperCollins Publishers. ISBN 978-0008441341.

Online Resources

<https://www.bbc.co.uk/learningenglish/>
<https://do.ipk.kpi.ua/course/view.php?id=199>
<https://learnenglish.britishcouncil.org/en/english-emails>
<https://www.teachingenglish.org.uk/resources/adults/english-business>
<https://learnenglish.britishcouncil.org/business-english>
<https://www.bbc.co.uk/learningenglish/>

Learning Content

5. Teaching and Learning Methods

The course “Practical Course in English for Business Communication” follows a communicative-cognitive and professionally oriented approach. Students are at the centre of the learning process as active participants in their education and future professionals.

The principal teaching method is the communicative approach, which develops foreign-language skills as a means of communication in professional contexts through the use of authentic, professionally oriented materials.

Practical classes focus on acquiring knowledge and developing and refining communication skills for professional settings in which English is used, working effectively with authentic professional sources, and improving written communication for professional purposes.

#	Topic	Contact hours
Semester 1		
1	Course introduction and placement test. Topic 1. Robotics Revolution. Practical task: complete exercises on the lesson topic.	2
2	Topic 2.1. First Impressions: talking about first impressions. Text: “Virtual Impressions”. Practical task: complete exercises on the lesson topic.	2

#	Topic	Contact hours
3	Topic 2.2. First Impressions: business communication and arranging meetings. Practical task: complete exercises on the lesson topic.	2
4	Topic 3. Motivation: motivation at work. Text: “Internship”. Practical task: complete exercises on the lesson topic.	2
5	Topic 4.1. On Schedule: project management. Text: “A Ride That Runs on Time”. Practical task: complete exercises on the lesson topic.	2
6	Topic 4.2. On Schedule: how to create to-do lists. Practical task: review the material covered.	2
7	Topic 5.1. New Ideas: ideas and innovation. Text: “The Ashden Awards for Sustainable Energy”. Practical task: complete exercises on the lesson topic.	2
8	Topic 5.2. New Ideas: presenting a product or service; discussing innovations in your field; key expressions for a presentation. Practical task: complete exercises on the lesson topic.	2
9	Topic 6.1. Ethical Business. Text: “Our Reason for Being”. Practical task: complete exercises on the lesson topic.	2
10	Topic 6.2. Ethical Business: business communication. Practical task: complete exercises on the lesson topic.	2
11	Topic 7.1. Making Decisions: personality and decision-making. Text: “All in the Mind”. Practical task: complete exercises on the lesson topic.	2
12	Topic 7.2. Making Decisions: decision-making. Listening. Practical task: complete exercises on the lesson topic.	2
13	Professional presentations: innovations, projects and future prospects in the student’s field. Student presentations, discussion and peer assessment.	2
14	Module test.	2
15	Review of the module test results and summary of the semester.	2
Semester 2		
16	Topic 8. Outsourcing. Letters of Complaint, Replies and Requests. Practical task: complete exercises on the lesson topic.	2
17	Topic 9. Employees. Practical task: complete exercises on the lesson topic.	2
18	Topic 10. New Business: writing a business plan. Practical task: complete exercises on the lesson topic.	2
19	Topic 11.1. Communications: maintaining contacts. Practical task: complete exercises on the lesson topic.	2
20	Topic 11.2. Communications: dealing with information on the phone. Review of the material covered. Progress Test.	2
21	Topic 12.1. Change: talking about change. Practical task: complete exercises on the lesson topic.	2

#	Topic	Contact hours
22	Topic 12.2. Change: presenting future plans and making arguments. Practical task: complete exercises on the lesson topic.	2
23	Topic 13.1. Data. Text: “Customer Data”. Practical task: complete exercises on the lesson topic.	2
24	Topic 13.2. Discussing data: describing trends. Listening. Practical task: complete exercises on the lesson topic.	2
25	Topic 14. Cultures. Practical task: complete exercises on the lesson topic.	2
26	Topic 15. Performance. Practical task: complete exercises on the lesson topic.	2
27	Topic 16.1. Career Breaks. Practical task: complete exercises on the lesson topic.	2
28	Topic 16.2. Career Breaks: perceptions of careers. Practical task: complete exercises on the lesson topic.	2
29	Final test.	2
30	Course review, announcement of student ratings, and individual recommendations for further learning based on the results achieved.	2
	TOTAL	60

6. Independent Student Work

Independent study is a key means of mastering course material outside class time. It includes preparation for practical classes, work with supplementary materials, preparation for presentations, Module test, Final assessment, and completion of individual assignments. Individual assignments deepen, consolidate and integrate the knowledge and skills acquired through formal learning. Typical assignments may include activities on the Sikorsky platform, creative competitions, interactive posters and presentations, mini-projects, participation in virtual exchanges, essay writing, and individual exercises at different levels of difficulty.

Distribution of Contact Hours and Independent Study

Content modules	Hours		
	Total	Including	
		Practical classes	Independent study
Semester 1			
Practical classes	41	28	13
Module test	4	2	2
Total (Semester 1)	45	30	15
Semester 2			
Practical classes	37	28	9
Final test	2	2	—
Pass/fail credit	6	—	9
Total (Semester 2)	45	30	15
TOTAL	90	60	30

Policies and Assessment

7. Course Policies

This course is entirely practice-oriented. To make satisfactory progress, students are expected to prepare for practical classes by studying the relevant materials and to use both the core and supplementary reading.

The instructor makes all required learning materials available in the Sikorsky online learning environment, which is accessible to students enrolled in the course.

Students receive current information about course arrangements through announcements in the Electronic Campus or the department's official Telegram channel. In blended or distance learning, practical classes are held by videoconference using Zoom, Google Meet, Microsoft Teams, Blue Button or Discord.

Assessment follows the agreed rating-based assessment system. The expected learning outcomes, assessment methods and deadlines are announced to students at the first class.

Bonus points may be awarded for participation in research and practice conferences and Olympiads, and for recognition of learning outcomes acquired through non-formal and/or informal learning.

Bonus points for activities at different levels may account for no more than 10% of the overall course rating, i.e. no more than 10 points per academic year.

Activity / level	International	National	University
Scientific conference presentation delivered in a foreign language	5	4	3–0.5
Creative work competition with a presentation delivered in a foreign language	5	4	3–0.5
Foreign-language Olympiad	5	4	3–0.5

Academic Integrity

Students must comply with the Igor Sikorsky Kyiv Polytechnic Institute Code of Honour, observe the principles of academic integrity and follow standards of ethical conduct. They are expected to demonstrate discipline, courtesy, goodwill, honesty and responsibility.

The policy and principles of academic integrity are set out in Section 3 of the Code of Honour of the National Technical University of Ukraine “Igor Sikorsky Kyiv Polytechnic Institute”. Further information: <https://kpi.ua/code>

Ethical Conduct

The standards of ethical conduct for students and staff are set out in Section 2 of the Code of Honour of the National Technical University of Ukraine “Igor Sikorsky Kyiv Polytechnic Institute”. Further information: <https://kpi.ua/code>

8. Assessment Methods and Rating System for Learning Outcomes

Continuous assessment. The instructor regularly records students’ continuous-assessment results in the “Continuous Assessment” module of the Electronic Campus in accordance with the Regulations on Continuous, Progress and Semester Assessment at Igor Sikorsky Kyiv Polytechnic Institute. Further information: https://document.kpi.ua/2020_7-137 Students can view their continuous-assessment results in their personal Electronic Campus account.

At the first class of the autumn semester, students are introduced to the course rating-based assessment system, which is based on the Regulations on the Assessment of Learning Outcomes: https://document.kpi.ua/files/2020_1-273.pdf

A student’s course rating is made up of points earned for participation in practical classes across both semesters, the module test in Semester 1 and the final test in Semester 2. A placement/diagnostic test is administered in the first class of each semester; its results do not count towards the student’s rating.

In accordance with the Regulations on Continuous, Progress and Semester Assessment at Igor Sikorsky Kyiv Polytechnic Institute (<https://osvita.kpi.ua/node/32>) and the Regulations for Conducting Semester Assessment Remotely (<https://osvita.kpi.ua/node/368>), progress monitoring (attestation) is carried out in Weeks 7–8 and 14–15 of each semester by checking whether the student’s current performance rating meets the criteria specified in the rating system.

#	Assessment component	%	Score	Count	Total
1	Participation in practical classes (12 classes in Semester 1; 13 classes in Semester 2)	75%	3	25	75
2	Professional presentation, discussion and peer assessment (Semester 1)	3%	3	1	3
3	Module test (Semester 1)	11%	11	1	11
4	Final test (Semester 2)	11%	11	1	11
					100

Assessment Criteria for the Course

The maximum weighted score for participation in one practical class is 3 points.

Score	Assessment criteria
3.0–2.9	All learning tasks for the lesson are completed fully and correctly, taking the material covered into account; no more than two minor errors.
2.8–2.3	Most learning tasks are completed correctly, taking the material covered into account; some errors or minor inaccuracies may be present.

2.2–1.8	Some learning tasks are completed, but significant errors or inaccuracies are present. This score also applies when a student has not prepared for class but participates actively in working through the lesson materials.
0	Serious errors or substantial inaccuracies are present; the student is unprepared for the practical class and/or does not engage with the lesson materials.

Preparing and Delivering a Professional Presentation

To improve their ability to work effectively with authentic professional sources and to deliver presentations in English, students analyse English-language resources in their field, prepare a presentation and deliver it during a practical class. Presentation topics are agreed with the instructor in advance and assigned to individual students.

Presentations are assessed according to the following criteria:

1. Content and structure (0.5 points):
 - Relevance to the topic: adherence to the presentation topic and task.
 - Organisation of the text and presentation: inclusion of an introduction, main body, conclusion and references, with each section fulfilling its intended function.
 - Logical organisation: clear and coherent sequencing of ideas and arguments.
 - Support for arguments: use of arguments, examples and evidence to substantiate the points made in the presentation.
2. Language competence (1 point):
 - Grammatical accuracy: the number and nature of grammatical errors in the text.
 - Lexical choice: appropriate use of general and specialised vocabulary and expressions.
 - Cohesion and coherence: appropriate register, variety of sentence structures, and effective links between sentences and paragraphs.
3. Public speaking skills (1 point):
 - Oral language: grammatical accuracy, lexical choice, cohesion and coherence, pronunciation, intonation, appropriate pauses and pace of delivery.
 - Posture and gestures: appropriate posture, gestures and facial expressions during the presentation.
 - Use of presentation tools: quality and content of slides, visual design, balance between text and graphics, and the presenter's ability to explain the information shown on the slides.
4. Responses to questions (0.5 points):
 - Oral language: grammatical accuracy, lexical choice, cohesion and coherence, pronunciation, intonation, appropriate pauses and pace of delivery.
 - Depth and clarity: ability to answer questions with sufficient depth and understanding of the topic and to express ideas clearly and concisely.

Progress monitoring is carried out in Weeks 7 and 13 of each semester by checking whether the student's current performance rating meets the criteria specified in the rating system.

Progress monitoring point		Maximum current rating	Minimum current rating (50%)
Semester 1	Week 7 (first assessment)	18	9
	Week 13 (second assessment)	36	18
Semester 2	Week 7 (third assessment)	68	34
	Week 13 (fourth assessment)	86	43

The module test is administered in the penultimate class of the autumn semester, and the final test in the penultimate class of the spring semester. Both tests assess listening, reading, grammar, writing and speaking skills.

The module test/final test consists of the following tasks:

- 1) Listening comprehension (5 questions). Maximum: 10 points; 2 points per question.
- 2) Reading comprehension (10 questions). Maximum: 20 points; 2 points per question.
- 3) Use of English – vocabulary (10 questions). Maximum: 10 points; 1 point per question.
- 4) Use of English – grammar (20 sentences). Maximum: 20 points; 1 point per item.
- 5) Writing: a coherent, logically structured text in English. Maximum: 10 points.
- 6) Speaking: an interview/discussion on the given topics. Monologue: maximum 10 points. Dialogue: maximum 20 points.

For ease of calculation, a coefficient of 0.11 is applied. Thus, the maximum score for the module test/final test is $100 \times 0.11 = 11$ points.

Resits of the module test are not permitted.

The semester assessment takes the form of a pass/fail credit and is held in the last class of the spring semester. In the penultimate class of the spring semester, students' final rating (RD) is calculated and bonus points for creative work are added.

Students who have earned an RD score of 60 or higher may:

- receive a pass/fail credit automatically on the basis of their accumulated rating. In this case, the RD score and corresponding grade are entered in the official assessment record;
- take the final assessment test in an attempt to improve their grade.

If the result of the final assessment test is higher than the grade awarded automatically on the basis of the rating, the student receives the grade earned in the test.

If the result of the final assessment test is lower than the grade awarded automatically on the basis of the rating, the strict rating-system rule applies: the previous rating is cancelled, and the final grade is determined by the result of the final assessment test.

Students whose overall course rating after two semesters is below 60 points are required to take the final assessment test.

Structure of the Final Assessment Test

Task 1: Listening comprehension.

Maximum: 10 points; 2 points per question.

Tasks 2 and 3: Reading comprehension.

Maximum: 20 points; 2 points per question.

Task 4: Vocabulary.

Maximum: 10 points; 1 point per question.

Task 5: Grammar.

Maximum: 20 points; 1 point per question.

Task 6: Writing. Maximum: 10 points.

Task 7: Monologue and dialogue.

Maximum: 30 points.

Grading Scale

95–100 points: Excellent

85–94 points: Very good

75–84 points: Good

65–74 points: Satisfactory

60–64 points: Sufficient

Fewer than 60 points: Unsatisfactory

The course rating is converted into the final grade recorded in the official assessment register in accordance with the following table:

Score	Grade
95–100	Excellent
85–94	Very good
75–84	Good
65–74	Satisfactory
60–64	Sufficient
Below 60	Unsatisfactory

9. Additional Course Information

Recognition of learning outcomes acquired through non-formal or informal education, including an international foreign-language certificate at C1 level or above, is governed by the current Regulation on Recognition at Igor Sikorsky Kyiv Polytechnic Institute of Learning Outcomes Acquired through Non-formal/Informal Education (<https://osvita.kpi.ua/node/179>). A list of recommended international tests of English as a foreign language is provided in Annex 1 to Order No. 13 of the Ministry of Education and Science of Ukraine dated 14 January 2016: <http://old.mon.gov.ua/files/normative/2016-03-04/5162/nmo-13.pdf>

To validate learning outcomes, the dean appoints a subject committee consisting of the head of the department; the academic staff member responsible for the course component for which recognition is requested; and an academic staff member from the relevant technical faculty/institute, usually the student's academic group adviser or research

supervisor. The committee reviews the submitted documents, checks them against the syllabus (course description/programme), conducts an interview with the student if necessary, and makes one of the following decisions:

1. Recognise the outcomes acquired through non-formal learning and accept them as the semester-assessment grade for the relevant course/component;
2. Recognise the outcomes acquired through non-formal learning and award them as continuous-assessment points within the rating system for the relevant course component, up to a maximum of 15 points per academic year;
3. Decline to recognise the outcomes acquired through non-formal or informal learning;
4. Schedule an additional assessment on the date specified in the curriculum for the course/component for which recognition is being considered.

Inclusive learning. The course component may be delivered to most students with special educational needs that prevent them from completing tasks using personal computers, laptops and/or other technical devices. Further information about inclusive education at Igor Sikorsky Kyiv Polytechnic Institute is available at <https://osvita.kpi.ua/node/172>

Course syllabus:

Prepared by Associate Professor T. V. Kravchenko, Department of English for Engineering No. 1.

Approved by the Department of English for Engineering No. 1 (Minutes No. 10, 20 June 2025).

Approved by the Methodological Committee of the Faculty of Linguistics (Minutes No. 11, 23 May 2025).

Approved by the Methodological Committee of the Educational and Research Institute of Energy Saving and Energy Management (Minutes No. 30, 25 June 2025).