

Програма підготовки магістрів у галузі знань 07 - «Управління та адміністрування» зі спеціальності 076 - «Підприємництво, торгівля та біржова діяльність»

«Ділова іноземна мова»

**180 год. / 6 кредити ЕКТС
(60 год. практичних занять)**

Завдання для поточного та підсумкового контролю

Змістовий модуль 1

1. Career planning
2. Job application
3. Excellent resume. How to compose it?
4. Job Interview
5. What is your career objective?
6. How can you prove being a qualified specialist?
7. What is “a job jumper”?
8. Define your need or want.
9. Identify your choices.
10. Make a plan to get started. Clear up how you will get from where you are now to where you want to be.
11. Evaluate your decision.

Змістовий модуль 2

1. Professional environment.
2. Business contacts
3. Meeting the colleagues
4. Contacts at work (phone calls, memos, discussions)
5. On a business trip

6. Booking a flight
7. Hotel reservation
8. At a check-in desk
9. Going through the customs
10. Passport control
11. At a railway station
12. Restaurants and cafes
13. Eating out
14. Problem solving

Змістовий модуль 3

1. Structure of a modern business.
2. Necessary positions at a developing enterprise.
3. Enterprise departments.
4. Fairs and exhibitions.
5. Services of a personnel department.
6. What does the organization structure mean?
7. What does the organization structure provide?
8. What is the oldest type of organization structure?
9. What is the difference between line and staff positions?
10. What does marketing mean?
11. What activities does marketing consist of?
12. What do marketing operations include?
13. What is mass consumption?
14. What is a promotional campaign?
15. Why is it important to have competitors in business?