

**PJSC “Higher Educational Institution  
“INTERREGIONAL ACADEMY OF PERSONNEL MANAGEMENT”**



**SYLLABUS**  
*of the academic discipline*

**MODERN UKRAINIAN LANGUAGE**

<b>Level of higher education:</b>	first (bachelor's) level
<b>Field of knowledge:</b>	D Business, Administration and Law
<b>Specialty:</b>	D3 Management
<b>Study program:</b>	Management

IAPM 2025

### **General information about the academic discipline**

Name of the academic discipline	Modern Ukrainian language
Code and name of the specialty	D3 Management
Level of higher education	First (bachelor's) level
Discipline status	Compulsory
Number of credits and hours	4 credits/120 hours Lectures: 26 hours Practical classes: 26 hours Independent work: 68 hours
Terms of study of the discipline	1 semester
Language of instruction	Ukrainian
Final control type	Exam

### **General information about the instructor. Contact information.**

Full name of the instructor	
Academic degree	
Position	
Areas of scientific research	
Links to the registers of identifiers for scientists	
Contact information	
E-mail:	
Department phone	
Instructor's portfolio on the website	

### **Discipline's description.**

The course "Modern Ukrainian language" has been developed in accordance with the educational and professional programme for bachelors in D3 Management, taking into account the requirements for future specialists in this field. The course is a compulsory part of the general training cycle for future bachelor's degree specialists, as proficiency in the state language is an integral part of the professional training of all specialists in higher education institutions. The course "Modern Ukrainian language" is aimed at providing students with knowledge about the peculiarities of the spoken and written forms of the Ukrainian language, developing practical skills in literate writing and oral communication, and helping students master the norms of modern Ukrainian literary language.

**The subject of the discipline** is the normative and stylistic foundations of modern Ukrainian language (styles of Ukrainian language; orthoepic, accentual, lexical, orthographic, morphological, and syntactic norms of modern Ukrainian language), the basics of oral speech culture (speech etiquette, culture of public speaking).

**The aim of the discipline** is to improve the level of general language training, language literacy, and communicative competence of students, as well as to provide them with practical mastery of the basics of oral speech culture for the formation of professional skills and competitiveness of modern specialists.

**The objectives of the discipline:**

1. Study the theoretical foundations of the norms of modern Ukrainian language;
2. Ensuring perfect mastery of the norms of the modern Ukrainian literary language, compliance with the requirements of oral speech culture;
3. Developing skills in the correct use of language depending on the sphere and purpose of communication;
4. Fostering respect for the Ukrainian literary language and linguistic traditions.

**Prerequisites for the discipline:**

School course in Ukrainian language.

**Post-requisites for the discipline:**

Completed the course, students acquire knowledge, skills and abilities that will form the basis for further study, professional growth and effective communication.

The course “Modern Ukrainian language” provides the basis for the successful use of language knowledge in various spheres of life and contributes to the formation of students' professional, social and personal competence.

**Program competences**

<b>General competencies</b>	GC6. Ability to communicate in the state language, both orally and in writing.
<b>Intended learning outcomes</b>	ILO13. Communicate effectively in oral and written form in the state and foreign languages.

**Content of the academic discipline**

№	Topics	Number of hours, of which :			
		Lec ture s	Se min ars	Inde pen dent wor k	Teaching methods /assessment methods

1 <sup>st</sup> semester					<b>Teaching methods:</b> verbal (lecture; conversation; educational discussion); inductive method; deductive method; tradutive method; analytical; synthetic; practical (working with legal case studies); explanatory-illustrative; reproductive; problem-based teaching method; partial-search; research; interactive methods (situation analysis; discussions, debates, polemics; dialogue, synthesis of opinions; brainstorming; skills practice; situational modelling, working through discussion questions); modelling professional activity; innovative teaching methods (c o m p e t e n c e - b a s e d ; project-based research); case method. <b>Assessment methods:</b> oral assessment (oral questioning, assessment of participation in discussions and other interactive teaching methods); written assessment (tests, independent work, essays); test assessment (closed-form tests: multiple-choice tests, matching tests); self-assessment and self-evaluation methods; assessment of case studies.
Content module 1. Normative and stylistic foundations of the modern Ukrainian language					
Topic 1.	Introduction. Ukrainian is the national language of the Ukrainian people and the official language of Ukraine.	2	2	6	
Topic 2.	Styles of modern Ukrainian literary language	2	2	6	
Topic 3.	Norms of modern Ukrainian literary language. Lexical norms and phraseological means.	4	2	4	
Topic 4.	Morphological norms of modern Ukrainian language	2	2	6	
Topic 5.	Orthographic norms of modern Ukrainian language	2	4	6	
Topic 6.	Syntactic norms of modern Ukrainian language	2	2	6	
Content module 2. Culture of oral speech					
Topic 7.	Orthoepic and accentuation norms of the modern Ukrainian language.	2	2	6	
Topic 8.	Ukrainian speech etiquette	2	2	6	
Topic 9.	Conversation and telephone conversation as types of oral communication	2	2	4	
Topic 10.	The culture of discursive and polemical language.	2	2	6	
Topic 11	The art of public speaking.	2	2	6	
Topic 12	Presentation as a type of public speaking	2	2	6	
Modular test					
<b>Total:</b>		<b>26</b>	<b>26</b>	<b>68</b>	
<b>Final assessment: exam</b>					

**Technical equipment and/or software** – official website of IAPM:

<http://IAPM.com.ua> The educational process involves the use of classrooms, a library, a multimedia projector, and a computer for conducting lectures and seminars

with presentation elements. Studying individual topics and completing practical tasks requires access to internet resources, which is provided through a free Wi-Fi network.

### **Forms and methods of assessment.**

Assessment of students' academic performance is divided into ongoing and final (semester) assessment.

Ongoing assessment is conducted during practical (seminar) classes and is aimed at systematically checking the understanding and assimilation of theoretical material, as well as the ability to apply theoretical knowledge when completing practical tasks. The possibilities of ongoing assessment are extensive: it can support learning motivation, stimulate educational and cognitive activity, enable a differentiated approach to teaching, and ensure individualization of the learning process.

Forms of student participation in the educational process subject to ongoing assessment include:

- oral reports;
- comments and questions to the speaker;
- consistent performance in seminar classes and active participation in discussions;
- participation in debates and interactive learning activities;
- analysis of legislation and academic literature;
- written assignments (tests, quizzes, creative tasks, essays, etc.);
- preparation of theses and summaries of academic or scientific texts;
- independent study of course topics.

**Methods of ongoing assessment include:** oral assessment (interview, discussion, report, presentation, etc.); written assessment (tests, essays, written presentations on assigned topics, etc.); combined assessment; presentation of independent work; observation as a method of assessment; testing; analysis of problem situations.

### **Grading system and requirements.**

Table of distribution of points received by students

	Ongoing knowledge assessment												Modular assessment task	Exam	Total points
Topics	To pic 1	To pic 2	To pic 3	To pic 4	To pic 5	To pic 6	To pic 7	To pic 8	To pic 9	To pic 10	To pic 11	To pic 12	20	40	20
Work in a seminar	2	4	2	2	2	2	4	2	2	2	2	2			
Independent work	1	1	1	1	1	1	1	1	1	1	1	1			

The table contains information about the maximum points for each type of assignment.

When assessing the mastery of each topic within ongoing educational activities, students receive marks in accordance with the approved assessment criteria for the respective discipline.

The criteria for evaluating learning outcomes and the distribution of points are regulated by the Regulations on the Assessment of Students' Academic Achievements at PJSC "HEI IAPM".

**Modular assessment.** Modular assessment in the discipline "Modern Ukrainian Language" is conducted in written form as testing using closed-type test items, including alternative and matching formats.

Criteria for evaluating the modular test in the academic discipline "Modern Ukrainian Language":

When evaluating the modular test, the volume and correctness of the completed tasks are taken into account:

- the grade "excellent" (A) is given for the correct completion of all tasks (or more than 90% of all tasks);
- the grade "good" (B) is given for the completion of 80% of all tasks;
- the grade "good" (C) is given for the completion of 70% of all tasks;
- the grade "satisfactory" (D) is given if 60% of the proposed tasks are completed correctly;
- the grade "satisfactory" (E) is given if more than 50% of the proposed tasks are completed correctly;
- the grade "unsatisfactory" (FX) is given if less than 50% of the tasks are completed.

Absence from the modular test work - 0 points.

The above grades are transformed into rating points as follows:

- "A" - 18-20 points;
- "B" - 16-17 points;
- "C" - 14-15 points;
- "D" - 12-13 points.
- "E" - 10-11 points;
- "FX" - less than 10 points.

The final semester assessment in the academic discipline "Modern Ukrainian Language" is a mandatory form of evaluating student learning outcomes. It is conducted within the period established by the academic schedule and covers the volume of material defined in the course syllabus.

The final assessment is administered in the form of an exam. A student is admitted to the exam only if all required coursework specified in the syllabus has been completed.

The final (semester) grade for a discipline assessed by examination consists of two components: the results of ongoing assessment and the exam grade.

The maximum number of points for ongoing assessment is 60, and the maximum for the exam is 40.

The minimum number of points required to pass the exam is 25.

The grade for ongoing assessment is formed as the sum of rating points earned by the student during seminar/practical classes and any incentive (bonus) points, if applicable.

After evaluating a student's exam responses, the instructor adds the exam score to the points earned for ongoing assessment to determine the final grade for the course.

Scale for the assessment of exam tasks

Scale	Total points	Criteria
Excellent level	30–40	The task is completed with high quality; the student has achieved the maximum score in the assessment of theoretical knowledge.
Good level	20–29	The task is completed with high quality and a sufficiently high proportion of correct answers.
Satisfactory level	10–19	The task is completed with an average number of correct answers; the student has demonstrated theoretical knowledge with significant errors.
Unsatisfactory level	0–9	The task is not completed; the student has demonstrated theoretical knowledge with major errors.

#### **Assessment of additional (individual) types of educational activities.**

Additional (individual) types of educational activity include student participation in scientific conferences, research societies and problem groups, preparation of publications, and other activities beyond the tasks defined in the syllabus of the academic discipline.

By decision of the department, students who engage in research work or complete certain types of additional (individual) educational activities may receive incentive (bonus) points for a specific educational component.

Incentive points are not mandatory and are not included in the standard point distribution table or the main assessment scale.

A single event may serve as the basis for awarding incentive points for only one educational component – the one to which it is most relevant.

#### **Assessment of independent work**

The total number of points earned by a student for completing independent work is one of the components of academic performance in the discipline. Independent work for each topic, in accordance with the course program, is evaluated within the range of 0 to 1 points using standardized and generalized knowledge assessment criteria.

### Scale for evaluating the performance of independent work (individual tasks)

The maximum possible assessment of independent work (individual tasks)	Execution level			
	Excellent	Good	Satisfactory	Unsatisfactory
1	1	0,75	0,5	0

Forms of assessment include: ongoing assessment of practical work; ongoing assessment of knowledge acquisition based on oral responses, reports, presentations, and other forms of participation during practical (seminar) classes; individual or group projects requiring the development of practical skills and competencies (optional format); solving situational tasks; preparation of summaries on independently studied topics; testing or written examinations; preparation of draft articles, conference abstracts, and other publications; other forms that ensure comprehensive assimilation of the study program and contribute to the gradual development of skills for effective independent professional (practical, scientific, and theoretical) activity at a high level.

To assess the learning outcomes of a student during the semester, a 100-point, national and ECTS assessment scale is used

### Summary assessment scale: national and ECTS

Total points for all types of learning activities	ECTS assessment	National scale assessment for exam, course project (work), internship	
		National scale assessment for exam, course project (work), internship	For pass/fail (credit)
90 – 100	A	excellent	pass
82 – 89	B	good	
75 – 81	C		
68 – 74	D	satisfactory	
60 – 67	E		
35 – 59	FX	unsatisfactory with the possibility of retaking	fail  unsatisfactory with the possibility of retaking
0 – 34	F	unsatisfactory with mandatory re-study of the discipline	fail  unsatisfactory with mandatory re-study of the discipline

### Discipline's Policy:



- regularly attend lectures and practical classes;
- work systematically and actively in lectures and practical classes;
- catch-up on missed classes;
- perform the tasks required by the syllabus in full and with appropriate quality;
- perform control and other independent work;
- adhere to the norms of academic behaviour and ethics.

The academic discipline “Modern Ukrainian Language” requires adherence to the principles of ethics and academic integrity, with particular emphasis on preventing plagiarism in all its forms. All written assignments, reports, essays, abstracts, and presentations must be original, authored by the student, and not overloaded with quotations, which must be accompanied by references to primary sources. Violations of academic integrity include academic plagiarism, self-plagiarism, fabrication, falsification, copying, deception, bribery, and biased evaluation.

Student assessment is based on participation and activity in seminar/practical classes, completion of independent work tasks, and performance of assignments aimed at developing practical skills and competencies. Additional (bonus) points may be awarded for activities such as participation in round-table discussions, scientific conferences, or student research competitions.

### **Methodological support of the academic discipline**

Teaching and methodological support for the discipline includes lecture notes, methodological guidelines for conducting practical (seminar) classes, and methodological recommendations for students’ independent work in the academic discipline “Modern Ukrainian Language”.

### **Recommended sources of information:**

#### **Basic literature:**

1. Antysurzhik. Learning to behave politely and speak correctly / ed. by O. Serbenska: textbook. 3rd ed., supplemented and revised. Lviv: Apriori, 2017. 304 p.
2. Garbar I. V., Garbar A. I. Culture of speech: textbook. Mykolaiv: NUK, 2023. 228 p.
3. Culture of Professional Speech: Textbook / Edited by N. D. Babych. Chernivtsi: Books - XXI, 2006. 496 p.
4. Lysak L. K. Ukrainian Language for Professional Purposes: Lecture Course. Kramatorsk: DonNABA, 2020. 138 p.
5. Matsyuk Z., Stankevych N. Ukrainian Language for Professional Communication: Textbook. 7th edition. Kyiv: Karavela, 2022. 352 p.
6. Mats'ko II. I., Kravets II. V. Culture of Ukrainian Professional Language: Textbook. Kyiv: VTs "Akademiia", 2007. 360 p.
7. Norms of Modern Ukrainian Literary Language: Methodological Guide / Compiled by: Nazarevych L. T., Ravliv I. P., Fedak S. A., Gavdyda N. I., Babiak Zh. V., Denysiuk N. R., Matsiuk H. R. Ternopil: Vector, 2019. 78 p.

8. On ensuring the functioning of the Ukrainian language as the state language: Law of Ukraine No. 2704-VIII of 25 April 2019. URL: <https://zakon.rada.gov.ua/laws/show/2704-19#Text>
9. Rezvan O. O., Prykhodko A. M. Modern Ukrainian Literary Language. Part 1: Lecture notes for second-year students of the first (bachelor's) level of higher education in the specialty 035 – Philology; Kharkiv National University of Municipal Economy named after O. M. Beketov. Kharkiv: KNU named after O. M. Beketov, 2021. 172 p.
10. Ukrainian Spelling / National Academy of Sciences of Ukraine, O. O. Potebnia Institute of Linguistics; Institute of the Ukrainian Language; Ukrainian Language and Information Fund. Kyiv: Naukova Dumka, 2019. 392 p. URL: [https://mon.gov.ua/storage/app/media/zagalna%20serednya/Pravopys.2019/ukr\\_pravopys-2019.pdf](https://mon.gov.ua/storage/app/media/zagalna%20serednya/Pravopys.2019/ukr_pravopys-2019.pdf)
11. Shevchuk, S. Ukrainian Language for Professional Purposes: Textbook. Kyiv: Alerta, 2023. 536 p.

#### **Additional literature:**

1. Avramenko, O. It Was – It Became. Changes in Spelling. Kyiv: Darinka, 2019. 40 p.
2. Avramenko, O., Tishchenko, O. Ukrainian language. Spelling in tables, test tasks. Kyiv: Knigolav, 2020. 200 p.
3. Gdakovich M. S. Syntactic norms in business communication: teaching and methodological manual. Lviv: Lviv State University of Internal Affairs, 2021. 52 p.
4. Hrytsenko, T. B. Ukrainian Language for Professional Purposes. Teaching aid. Kyiv: Centre for Educational Literature, 2010. 624 p.
5. Lecture course on the academic discipline "Fundamentals of Rhetoric" for first-level (bachelor's) higher education students of all specialities / Compiled by V. A. Grygorieva. Kharkiv: PromArt LLC, 2022. 128 p.
6. Kosenko Yu.V. Fundamentals of the Theory of Language Communication: Textbook. Sumy: Sumy State University, 2011. 187 p.
7. Mozgovyi, V. I. Ukrainian Language in Professional Communication. Modular Course. 4th ed. Kyiv: Centre for Educational Literature, 2022. 592 p.
8. Orthoepic Dictionary of the Ukrainian Language: in 2 volumes / compiled by: M. M. Peshchak, V. M. Rusansky, N. M. Sologub et al.; edited by: M. M. Peshchak, V. M. Rusansky. Kyiv: Dovira, 2001–2003. Vol. 1. 2001. 955 p.; Vol. 2. 2003. 920 p.
9. Pasynok V. G. Fundamentals of Speech Culture: Textbook. Kharkiv: V. N. Karazin Kharkiv National University, 2011. 228 p.
10. Pidgurska V. Yu., Golubovska I. V. Ukrainian Language for Professional Purposes. Textbook. Zhytomyr: I. Franko Zhytomyr State University Publishing House, 2022. 192 p.
11. Prykhodchenko K. I. Universal Dictionary-Reference Book: 30,000 Words and Expressions of Modern Ukrainian Language. Donetsk: BAO Publishing House, 2008. 320 p.

12. Rakshanova G.F., Dyadyura G.M., Kukhareva-Rozhko V.I., Sydorenko L.M. Ukrainian Language (for Professional Purposes). Lecture Course: Textbook. Cherkasy: Druk, 2017. 200 p.
13. Dictionary of the Ukrainian Language: in 11 volumes / Academy of Sciences of the Ukrainian SSR, O. O. Potebnia Institute of Linguistics. Kyiv: Naukova Dumka, 1970–1980. Volumes 1–11. URL: <http://www.inmo.org.ua/sum.html>
14. Modern Explanatory Dictionary of the Ukrainian Language: 60,000 Words / Compiled by N. Kusaykina, Yu. Tsybulnyk; Edited by Dr. Philology, Prof. V. V. Dubichinsky. Kharkiv: VD "SHKOLA", 2011. 784 p.
15. Alla Poltoratska, Olena Garmash, Iryna Marchenko, Olena Garmatiuk, Volodymyr Stefinin. Analysis of the Impact of Digital Communication Tools on Organizational Culture and Communication Effectiveness Within Enterprises[J], *Archives Des Sciences*, Volume 74, Issue 6, 2024. -. DOI: <https://doi.org/10.62227/as/74610> . (Scopus)
16. A. Pavlova, A. Poltoratska, N. Barna, I. Boiko, A. Vaskiv. Model of Culture in The Context of Modern Arts and Humanities Approaches. (2024). *International Journal of Religion*. 5 (9), 404-410 (Scopus)
1. 3. Alla Poltoratska, Olena Garmash, Iryna Marchenko, Olena Garmatiuk and Volodymyr Stefinin. Analysis of the Impact of Digital Communication Tools on Organisational Culture and Communication Effectiveness within Enterprises. (2024). *International Journal of Religion*, 5(10), 1684-1692. <https://doi.org/10.61707/zaa7yf77>
2. 17. N. Myronova, A. Poltoratska, S. Romanchuk, S. Bernatska, D. Boklakh. Linguo-cognitive analysis of a literary text: linguistic means of expression of concepts and images. *Conhecimento & Diversidade* 15 (40), 304-321 2023 (Web of Science)
17. A. Taranenko, T. Kedych, A. Velyka, I. Dudko, A. Poltoratska. Peculiarities of the functioning of verbs in modern artistic discourse (on the material of texts of Ukrainian and English literature). *Ad alta* 2023. V.36, pp.110-114 <https://www.magnanimitas.cz/ADALTA/130236/PDF/130236.pdf> (Web of Science)
18. Kostiuk, T., Bakhov, I., Chernukha, N., Kostenko, D., Poltoratska, A., & Omelchenko, S. (2025). Stability of value orientations of participants in international academic mobility programmes. *Journal of Education and Learning (EduLearn)*. Vol. 19, No. 4, November 2025, 2054-2064. ISSN: 2089-9823 <https://doi.org/10.11591/edulearn.v19i4.22174> <https://www.scopus.com/pages/publications/105013643747> Scopus
19. AY Poltoratska (2025). The concept of inclusivity in daniel keyes's "flowers for algernon". *Bulletin of Ivan Franko Zhytomyr State University. Philological Sciences*. No. 1(104) DOI: [https://doi.org/10.35433/philology.1\(104\).2025.51-63](https://doi.org/10.35433/philology.1(104).2025.51-63)
20. A Pavlova, A Poltoratska, N Barna, I Boiko, A Vaskiv. Artistic and humanitarian approaches in shaping the contemporary cultural model. *Salud, Ciencia y Tecnología-Serie de Conferencias*, 2025 <https://dialnet.unirioja.es/servlet/articulo?codigo=10072067>

21. Poltoratska, A. (2025). Cultural diplomacy through language: the Ukrainian case and the potential of multimedia resources. *Language teaching in higher education institutions at the present stage. Interdisciplinary connections*, (46), 63-74. <https://doi.org/10.26565/2073-4379-2025-46-05>
22. Poltoratska, A. The dynamics of David Lurie's perception of animals in John Coetzee's novel *Disgrace*. *Scientific notes of the H. S. Skovoroda Kharkiv National Pedagogical University. Literary Studies*. 2021. Issue 2 (96). Pp. 107–125. URL: <http://journals.hnpu.edu.ua/index.php/literature/article/view/3393>