

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE  
Lesya Ukrainka Volyn National University  
Foreign Languages and Translation Department  
International Relations Faculty**

**SYLLABUS  
of a normative academic component**

**THEORY AND PRACTICE OF TRANSLATION (ENGLISH)**

**Bachelor Training**

**Specialty** 291 International Relations, Public Communications and  
Regional Studies

**Education and professional  
programme** International Relations

**Lutsk – 2022**

**The syllabus of the academic component** *Theory and Practice Events of Translation*, Education Level *Bachelor*, Field of Knowledge 29 *International Relations*, Specialty 291 *International Relations, Public Communications and Regional Studies*, Educational and professional programme *International Relations*.

**Developers:** PhD in Philology, Associate Professor, Head of the Foreign Languages and Translation Department **Olena Kruhlij**

**Approved**

by the Guarantor of Education and Professional Programme:



*signature*

associate professor Yevheniia Vozniuk

**The syllabus of the academic component** *Theory and Practice Events of Translation* was approved at the meeting of the Foreign Languages and Translation Department Protocol No. 1 as of September 02, 2022

The Head of the Department:



Olena Kruhlij

## 1. THE DESCRIPTION OF ACADEMIC COMPONENT

Таблиця 1.

Indicator Name	Field of knowledge, educational and professional programme, education level	Characteristics of academic component
Full-time form of education	29 International Relations, Specialty 291 International Relations, Public Communications and Regional Studies, International Relations, Bachelor	Normative
Number of hours / credits 360/12		Year of study 3, 4
		Semester 5, 6, 7, 8
		Lectures – 32 hours
		Practical classes – 232 hours 5 semester – 40 hours 6 semester – 68hours 7 semester – 60 hours 8 semester – 64 hours
		Independent work – 74 hours
Individual Student’s Work: no		Consultations – 22 hours
		Form of control: 5, 6, 7 – credit, 8 semester – exam
Language of study: English		

## II. INFORMATION ABOUT THE INSTRUCTOR

Table 2.

Name	<b>Olena Kruhlij</b>
Scientific Degree	PhD in Philology (Candidate of Sciences)
Academic Title	Associate Professor
Title	Associate Professor, Head of the Foreign Languages and Translation Department
Contacts	+380501070157, <a href="mailto:Kruhlij.Olena@vnu.edu.ua">Kruhlij.Olena@vnu.edu.ua</a>
Days Classes	<a href="http://194.44.187.20/cgi-bin/timetable.cgi">http://194.44.187.20/cgi-bin/timetable.cgi</a>
	Face-to-face consultations are held on the days of practical classes (by prior agreement). All questions can be sent to the e-mail addresses indicated in the syllabus.

### III. DESCRIPTION OF THE ACADEMIC COMPONENT

Table 3.

<b>A COURSE ABSTRACT</b>	<p>The programme of the academic component <i>Conferences and Public Events Translation (English)</i> was compiled in accordance with the educational and professional training program for bachelors of specialty 291 International relations, public communications and regional studies under the educational and professional program International relations.</p> <p>The subject of the academic discipline is lexical and grammatical aspects of translation, pragmatic and stylistic features of conferences and public events translation, oral and written translation of specialized texts from English to Ukrainian and vice versa in the spheres of diplomacy and business.</p>	
<b>PREREQUISITES</b>	<p>The educational discipline is based on the knowledge, skills and abilities obtained because of learning academic component <i>First Foreign Language (English)</i>.</p>	
<b>POSTREQUISITES</b>	<p>The knowledge, skills and abilities that the student acquires during the course will contribute to free communication in the state and foreign languages at a professional level necessary for professional discussion, preparation of analytical and research documents.</p>	
<b>GOAL AND TASKS OF THE ACADEMIC COMPONENT</b>	<p>The main goal of the training course is to master the students' skills and abilities of translation taking into account the lexical and grammatical features of the interpretation of a foreign text. It enables practical application of knowledge from the theory of translation, formation of oral and written translation skills of professional, specialized texts and business documentation from English to Ukrainian and vice versa as well as acquisition of communicative, linguistic and sociocultural competence. To achieve the set goal, the course involves the following tasks: both oral and written, spontaneous and prepared within the lexical and grammatical material; reading non-adapted and specialized texts with full understanding; oral and written translation, original texts adequate interpretation.</p>	
<b>A COURSE ABSTRACT</b>	<b>GENERAL COMPETENCIES</b>	<b>SPECIAL (PROFESSIONAL) COMPETENCIES</b>
	<b>GC3.</b> Ability to learn and master modern knowledge.	<b>SC4.</b> The ability to solve complex specialized tasks and practical problems in the field of interstate relations, states foreign policy, public communications, regional studies.
	<b>GC4.</b> Knowledge and understanding of the subject area and professional activity.	<b>SC6.</b> The ability to apply the principles of diplomatic and consular service, diplomatic protocol and etiquette, ability to conduct diplomatic and business correspondence (in Ukrainian and foreign languages).
	<b>GC5.</b> Ability to work in an international context.	<b>SC12.</b> Ability to carry out communication and information-analytical activities in the field of international relations (in the Ukrainian and foreign languages).
	<b>GC7.</b> Ability to apply knowledge in practical situations.	
	<b>GC11.</b> Ability to communicate a foreign language.	
	<b>Criterion code</b>	<b>Effects</b>
	<b>LO 05.</b>	To know the nature and mechanisms of international communications.
	<b>LO 07.</b>	To carry out a description and analysis

<b>LEARNING OUTCOMES</b>		of the international situation, to collect from various sources the necessary information about international and foreign political events and processes.
	<b>LO 08.</b>	To collect, process and analyze large volumes of information about the state of international relations, foreign policy of Ukraine and other states, regional systems, international communications.
	<b>LO 10.</b>	To communicate national and foreign languages fluently at a professional level necessary for professional discussion, preparation of analytical and research documents.
	<b>LO 12.</b>	To possess the skills of professional oral and written translation from/to foreign languages, in particular, from the professional subject of international cooperation, foreign policy, international communications, regional studies, bilateral and multilateral international projects.
	<b>LO 17.</b>	To have the skills of self-determination in educational goals and learning, finding educational resources necessary for their achievement.

## 5. STRUCTURE OF THE ACADEMIC COMPONENT

Table 4.

Name of the semester and topic	Total	Lectures	Practical classes	Independent student's work	Consultations	Form of control / Grades
<b>5 semester</b>						
<b>Content module 1. Intercultural Communication and Translation in the Context of Globalization.</b>						
<b>Topic 1.</b> Subject, tasks of the linguistic theory of translation. Its relationship with other sciences.	5	2	2		1	<b>DC/ PM</b>
<b>Topic 2.</b> The role and place of translation in the development of human civilization. The history of translation studies.	5	2	2		1	<b>DC/ PM</b>
<b>Topic 3.</b> International relations in terms of defense and security. Outline of the definition: translation vs. interpretation. Leading translators and schools.	7	2	4		1	<b>DS/ PM / T/ ISW</b>
<b>Topic 4.</b> Outline of definitions: natural language, artificial language, mixed language, translation/target language, original/source language.	5	2	2		1	<b>DS/ PM / T/ ISW</b>
<b>Topic 5.</b> The concept of text, bilingualism and basic knowledge.	7	2	2	1	2	<b>DS/ PM / ISW</b>

Basic translation difficulties.						
<b>Total for Module 1</b>	<b>29</b>	<b>10</b>	<b>12</b>	<b>1</b>	<b>6</b>	
<b>Content module 2. Translation Types.</b>						
<b>Topic 6.</b> Written translation. Stylistic norms, usage.	7	2	4		1	<b>DS/ PM / T/ ISW</b>
<b>Topic 7.</b> Consecutive, simultaneous interpreting. Techniques of Consecutive Interpreting.	7	2	4		1	<b>DS/ PM / T/ ISW</b>
<b>Topic 8.</b> Oral translation of written text. Typology, ways of translation.	8	2	4		2	<b>DS/ PM / T/ ISW</b>
<b>Topic 9.</b> Written translation of an oral text. Typology, ways of translation.	11	4	4	1	2	<b>DS/ PM / T/ ISW</b>
<b>Total for Module 2</b>	<b>33</b>	<b>10</b>	<b>16</b>	<b>1</b>	<b>6</b>	
<b>Content module 3. Translation Activity.</b>						
<b>Topic 10.</b> Translator ethics. Psycholinguistic personality traits of the translator.	<b>8</b>	4	4		2	<b>DS/ PM / ISW</b>
<b>Topic 11.</b> The role of dictionaries in translation activities. Translation quality assessment criteria and methods.	<b>9</b>	4	4	1	2	<b>DS/ PM / T/ ISW</b>
<b>Topic 12.</b> Relativity as translation tool and the translator's professional competence.	<b>11</b>	4	4	1	2	<b>DS/ PM / T/ ISW</b>
<b>Total for Module 3</b>	<b>28</b>	<b>12</b>	<b>12</b>	<b>2</b>	<b>6</b>	
<b>Total for 5 semester hours/ grades</b>	<b>94</b>	<b>32</b>	<b>40</b>	<b>4</b>	<b>18</b>	<b>100</b>
<b>6 semester</b>						
<b>Content module 4. Use of Contemporary English in Diplomacy (Translation Issues): Stages of Formation, Problems and Development Prospects.</b>						
<b>Topic 1.</b> Features of the official style, its background and genres. Basic concepts of language culture. Basic vocabulary in translation practice.	4		4			<b>ДC/ P3</b>
<b>Topic 2.</b> Language norm in modern language. Communication situation. Social roles. Public speeches.	6		4	2		<b>ДC/ P3</b>
<b>Topic 3.</b> Oral business speech. Tone/pitch. Voice (volume, range, timbre, purity). Articulation. The concept of phonostylistics. Developing translational skills.	9		6	2	1	<b>DS/ PM / T/ ISW</b>
<b>Topic 4.</b> Vocabulary resources in the Diplomacy, International Relations and Public Calendar. Calque. Grammar aspect of translation: Articles rendering.	9		6	2	1	<b>DS/ PM / T/ ISW</b>
<b>Total for Module 4</b>	<b>28</b>		<b>20</b>	<b>6</b>	<b>2</b>	
<b>Content module 5. Forms of Diplomatic Communication. Diplomatic Texts Typology.</b>						
<b>Topic 5.</b> Classification of contemporary diplomatic texts, documents and their characteristics. The document as the basis of a business statement. Document props. General requirements for document	5		4	1		<b>DS/ PM / ISW</b>

creation and record keeping.						
<b>Topic 6.</b> English in international documents. Techniques and methods of diplomatic texts translating and preparing documents related to diplomacy.	5		4	1		<b>DS/ PM / T/ ISW</b>
<b>Topic 7.</b> Documentation related to public events. Treaties and Conventions.	8		6	2		<b>DS/ PM / T/ ISW</b>
<b>Topic 8.</b> Preparation of a translation of official documents. Grammar aspect of translation: The Passive Voice.	9		6	2	1	<b>DS/ PM / T/ ISW</b>
<b>Topic 9.</b> Certified translations. Standards and legal regulations in the profession of a translator (PN-EN 15038 - a pan-European standard regulating the quality of translation services and the profession of a sworn translator).	7		4	2	1	<b>DS/ PM / T/ ISW</b>
<b>Total for Module 5</b>	<b>34</b>		<b>24</b>	<b>8</b>	<b>2</b>	
<b>Content module 6. Intercultural Communication and Interpreting</b>						
<b>Topic 10.</b> Morphological transformations in official text. Word order in a sentence. Irregular variety. International Security Organizations. NATO.	8		6		2	<b>DS/ PM / T/ ISW</b>
<b>Topic 11.</b> Syntax transformations in official text. Main and minor sentences in translation.	8		6	1	1	<b>DS/ PM / T/ ISW</b>
<b>Topic 12.</b> Lexicological transformations in official text. Cliches, idioms, omononyms, neologisms.	8		6	1	1	<b>DS/ PM / T/ ISW</b>
<b>Topic 13.</b> Grammar aspect of translation: Nominative Asyndetic Clusters.	8		6		2	<b>MKP20</b>
<b>Total for Module 6</b>	<b>32</b>		<b>24</b>	<b>2</b>	<b>6</b>	
<b>Total for 6 semester hours/ grades</b>	<b>92</b>		<b>68</b>	<b>6</b>	<b>18</b>	<b>100</b>
<b>7 semester</b>						
<b>Content module 7. Consecutive and Simultaneous Interpreting.</b>						
<b>Topic 1.</b> United Nations Organization. Morphological transformations in official text. Word order in a sentence. Irregular variety. International Organizations in Security Policy.	6		4	2		<b>DS/ PM / T/ ISW</b>
<b>Topic 2.</b> Syntax transformations in official text. Main and minor sentences in translation.	7		4	2	1	<b>DS/ PM / T/ ISW</b>
<b>Topic 3.</b> Lexicological transformations in official text. Cliches, idioms, omononyms, neologisms.	9		6	2	1	<b>DS/ PM / T/ ISW</b>
<b>Topic 4.</b> Developing translational skills: literal translation.	6		6			<b>MKP20</b>
<b>Total for Module 6</b>	<b>28</b>		<b>20</b>	<b>6</b>	<b>2</b>	

<b>Content module 8. Intercultural Communication and Interpreting</b>						
<b>Topic 5.</b> Morphological transformations in official text. Word order in a sentence. Irregular variety. Collective Security.	7		6		1	<b>DS/ PM / T/ ISW</b>
<b>Topic 6.</b> Syntax transformations in official text. Main and minor sentences in translation. Specialized active vocabulary in translation practice.	7		6		1	<b>DS/ PM / T/ ISW</b>
<b>Topic 7.</b> Lexicological transformations in official text. Cliches, idioms, omononyms, neologisms. Grammar aspect of translation: Rendering of the Infinitive and its Constructions.	7		4	1	2	<b>DS/ PM / T/ ISW</b>
<b>Topic 8.</b> Grammar aspect of translation: Rendering of the Participle and its Constructions.	7		4	1	2	<b>DS/ PM / T/ ISW</b>
<b>Total for Module 6</b>	<b>28</b>		<b>20</b>	<b>2</b>	<b>6</b>	
<b>Content module 9. Conducting negotiations in a multicultural world</b>						
<b>Topic 9.</b> Morphological transformations in official text. Word order in a sentence. Irregular variety. Ukrainian Membership in the UN Security Council.	6		4		2	<b>DS/ PM / T/ ISW</b>
<b>Topic 10.</b> Syntax transformations in official text. Main and minor sentences in translation. English in international documents. Agreements.	5		4		1	<b>DS/ PM / T/ ISW</b>
<b>Topic 11.</b> Lexicological transformations in official text. Cliches, idioms, omononyms, neologisms. Grammar aspect of translation: the Gerund and gerundial complexes.	6		4	1	1	<b>DS/ PM / T/ ISW</b>
<b>Topic 12.</b> Grammar aspect of translation: Conveying emphatic constructions.	5		4		1	<b>DS/ PM / T/ ISW</b>
<b>Topic 13.</b> Grammar aspect of translation: Grammatical transformations in interpreting.	6		4	1	1	<b>DS/ PM / T/ ISW</b>
<b>Total for Module 6</b>	<b>28</b>		<b>20</b>	<b>2</b>	<b>6</b>	
<b>Total for 7 semester hours/ grades</b>	<b>84</b>		<b>60</b>	<b>6</b>	<b>18</b>	
<b>8 semester</b>						
<b>Content module 10. Global Conflicts Diplomacy.</b>						
<b>Topic 1.</b> Digital Diplomacy. E-Vocabulary in translation practice. Grammar aspect of translation: Ways of conveying modality in interpreting. Modal verbs.	10		8		2	<b>DS/ PM / T/ ISW</b>
<b>Topic 2.</b> Morphological transformations in official text. Word order in a sentence. Irregular variety. Syntax transformations in	9		6	1	2	<b>DS/ PM / T/ ISW</b>



official text. Main and minor sentences in translation.						
<b>Topic 3.</b> Lexicological transformations in official text. Cliches, idioms, omononyms, neologisms.	11		6	1	4	<b>DS/ PM / T/ ISW</b>
Модульна контрольна робота						<b>MKP20</b>
<b>Total for Module 1</b>	<b>30</b>		<b>20</b>	<b>2</b>	<b>8</b>	
<b>Content module 11. Global Conflicts Diplomacy.</b>						
<b>Topic 4.</b> Digital Diplomacy. E-Vocabulary in translation practice. Grammar aspect of translation: Ways of conveying modality in interpreting. Modal verbs.	12		8		4	<b>DS/ PM / T/ ISW</b>
<b>Topic 5.</b> Functions of Diplomatic Missions. WhatsApp Diplomacy. Grammar aspect of translation: Moods.	9		6	1	2	<b>DS/ PM / T/ ISW</b>
<b>Topic 6.</b> Lexical aspect of translation: Translation of internationalisms and pseudo-internationalisms. False friends of translator.	9		6	1	2	<b>DS/ PM / T/ ISW</b>
Модульна контрольна робота						<b>MKP20</b>
<b>Total for Module 11</b>	<b>30</b>		<b>20</b>	<b>2</b>	<b>8</b>	
<b>Content module 12. Global Diplomacy.</b>						
<b>Topic 7.</b> The European Union. Lexical aspect of translation: Rendering of Proper Names. Transcription and Transliteration.	5		4		1	<b>DS/ PM / T/ ISW</b>
<b>Topic 8.</b> Morphological transformations in official text. Word order in a sentence. Irregular variety. Syntax transformations in official text. Main and minor sentences in translation.	5		4		1	<b>DS/ PM / T/ ISW</b>
<b>Topic 9.</b> Lexicological transformations in official text. Cliches, idioms, omononyms, neologisms.	4		4			<b>DS/ PM / T/ ISW</b>
<b>Topic 10.</b> North Atlantic Treaty Organization. Lexical aspect of translation: Conveying nationally biased lexicon.	6		4	1	1	<b>DS/ PM / T/ ISW</b>
<b>Topic 11.</b> Lexical aspect of translation: Conveying figurative language. Translation of phraseological units and idioms.	5		4		1	<b>DS/ PM / T/ ISW</b>
<b>Topic 12.</b> Lexical aspect of translation: Abbreviations and shortenings.	5		4	1		<b>DS/ PM / T/ ISW</b>
Модульна контрольна робота						<b>MKP20</b>
<b>Total for Module 12</b>	<b>30</b>		<b>24</b>	<b>2</b>	<b>4</b>	
<b>Total for 8 semester hours/ grades</b>	<b>90</b>		<b>64</b>	<b>6</b>	<b>20</b>	<b>100</b>
<b>Total hours</b>	<b>360</b>	<b>32</b>	<b>232</b>	<b>22</b>	<b>74</b>	

Форма контролю: ДС – дискусія, Т – тести, РЗ/К – розв’язування задач / кейсів, ІНДЗ / ІРС – індивідуальне завдання / індивідуальна робота студента, МКР / КР – модульна контрольна робота/ контрольна робота, Р – реферат, а також аналітична записка, аналітичне есе, аналіз твору тощо.

5. Control methods: DS – discussion, DB – debate, T – tests, TR – training, PM/CM – problems/cases management, IST/ISW – individual task/individual work of the student, SGW – work in small groups, MTP/TP – module test paper/test paper, Ab – abstract, analytical note, analytical essay, analysis of the work.

## 5. TASKS FOR INDEPENDENT WORK

The student's independent work includes:

- preparation for practical classes: performance of oral and written tasks, study of basic and additional lexical and grammatical material;
- systematization of the studied material for writing creative works, control works, dictations, translations, essays, tests;
- listening and performing tasks to the listened texts;
- performance of the proposed tasks within the relevant content modules;
- doing homework and preparing for practical classes.

Tasks	Total hours	Semester
1. Ukrainian texts summarizing. Vocabulary compiling.	10	5, 6
2. English texts summarizing. Vocabulary compiling.	10	5, 6
3. Working out the video materials and speeches, radio programs, television programmes with the aim of forming oral (synchronous, sequential) translation skills. Vocabulary compiling.	10	5, 6
4. Analysis and editing of translations into English (translation strategies, possible errors, translation variability).	10	7, 8
5. Creating projects, presentations, writing creative works. Suggested topics: 1. <i>Intercultural communication and translation in the context of globalization.</i> (3M 1). 2. <i>Translation types</i> (3M 2). 3. <i>Translation activities</i> (3M 3). 4. <i>Use of Contemporary English in Diplomacy (translation issues): stages of formation, problems and development prospects.</i> (3M 4). 5. <i>Forms of Diplomatic Communication. Diplomatic Texts Typology</i> (3M 5). 6. <i>Intercultural Communication and Interpreting</i> (3M 6).	34	7, 8

## IV. IV. EVALUATION POLICY

**The teacher's policy regarding the student.** The educational process and control of its results is carried out in accordance with the Regulation on the current and final evaluation of the students' knowledge at Lesya Ukrainka Volyn National University.

The specifics of teaching *AC Theory and Practice Events of Translation* is the use of two types of control: current and final. Current control includes tasks such as writing tests and essays, surveys, doing exercises, working in pairs and small groups, leading a discussion, composing dialogues, performing additional test tasks on the online platform Office 365 in Teams. Such forms of control allow the instructor to check the level of students' preparation for each lesson, the ability to process, assimilate and operate the studied material, the ability to answer the questions logically and consistently, to solve various educational tasks, to check the ability of students to process a certain amount of educational material independently. As well as it allows checking the skill to highlight the main and secondary information, ask questions and discuss new material with other participants in the educational process.

When studying the OC *Theory and Practice Events of Translation* the student performs the following types of work: studying lexical and grammatical material, working on the development of speaking, writing and listening skills in the main language, preparing projects and presentations, abstracting an article on the topic being studied, writing tests and an oral exam. Students master topics and perform tasks according to the stages and terms specified in the syllabus. The students may be credited with learning results obtained in formal, informal and/or informal education (professional (specialist) courses/trainings, civic education, online education, internships).

**Academic Integrity Policy.** While learning, teaching and carrying out scientific activities, participants of the educational process should be guided by the rules defined by law, observe educational ethics and academic integrity, as well as time limits and limits of the educational process, treat others tolerantly. In order to ensure confidence in the learning results, it is strictly forbidden to write off during tests or exams. All written works performed by a student in the presence of doubts about academic integrity can be checked with the help of anti-plagiarism systems. Observance of academic integrity by students involves:

- independent performance of current and final control tasks;
- references to sources of information in case of use of ideas, findings, statements, information;
- compliance with the legislation on copyright and related rights;
- provision of reliable information about the results of one's own educational (scientific, creative) activities, used research methods and sources of information.

Any form of academic integrity breach will not be tolerated. The main types of responsibility of education seekers for violation of academic integrity (Part 6 of Article 42 of the Law of Ukraine On Education):

- repeated assessment (test, exam, credit, etc.);
- repeating the relevant educational component of the educational program;
- expulsion from the university (except for persons who obtain a general secondary education);
- academic integrity deprivation of an academic scholarship;
- academic integrity deprivation of tuition benefits provided by the university.

The general principles, values, principles and rules of ethical behavior of the participants of the educational process can be found in the Code of Academic Integrity of Lesya Ukrainka Volyn National University.

**Deadlines and retaking policy.** A student's absence from class during the preparation of projects, writing test and control papers, essays without a valid reason is assessed as «0» points. If there is an objective reason for the absence, which is documented, the student has the right to rewrite a test, a test, an essay or prepare a presentation outside of class time and pay the debt within a week from the day of returning to studies. All tasks must be completed within the set time. Works submitted in violation of the deadlines set by the teacher will be given a lower grade (-10% of the grade).

## V. FINAL CONTROL

The form of final semester control in this discipline is a credit and an exam. The course *Theory and Practice Events of Translation* contains six credits. Final control is a credit in the 5th, 6th and 7th semesters and an exam – in the 8th semesters. Components of credit are modules that reflect all forms of the student's educational workload. The current evaluation of students' knowledge is carried out according to a five-point system and includes evaluation of students' work during classroom classes for oral and written answers, writing dictations, performing translations, doing tests, various types of tasks, and participation in discussions.

Credit is given based on the results of current work in a case when the student has completed the types of educational work specified in the AC syllabus. If the student did not attend classes (for valid reasons), she/he has the right to work through the missed classes and get the number of points that were determined for the missed topics at the consultations. The maximum number of points is calculated as the arithmetic average of all points for oral and written answers in classroom classes (from 0 to 5 points), while the average point is multiplied by a factor of 20 ( $20 \times 5 = 100$ ). The instructor carries out comprehensive assessment of knowledge by on a 100-point scale. On the date of the credit, the teacher records the amount of total grades that the student scored during the current work (scale from 0 to 100 points). In the event when the student scored less than 60 points, he retakes a credit during the liquidation of academic debt. In this case, the grades scored during the current assessment are cancelled. The maximum number of points during the liquidation of academic credit is 100.

The maximum number of points for the current control is 40 points, if the form of the final control is an exam. The maximum number of points is calculated as the arithmetic mean of all points for oral and written answers in classroom classes (from 0 to 5 points), while the average point is multiplied

by a factor of 8 ( $8 \times 5 = 40$ ). The maximum number of points for the current test is 40, for the final test (writing modular test papers) - 60. The comprehensive assessment of knowledge is carried out by the teacher on a 100-point scale.

- The grade «excellent» corresponds to 5 points for oral answers in classroom classes, writing written works (dictations, translations, tasks, exercises) and is given for broad and systematic knowledge of theoretical and practical material from a second foreign language.

- The grade «good» corresponds to 4 points for oral answers in classroom classes and writing written works (dictations, translations, tasks, exercises) and is given for good knowledge of theoretical and practical material from a second foreign language.

- The grade «satisfactory» corresponds to 3 points for oral answers in classroom classes and writing written works (dictations, translations, tasks, exercises) and is given for basic knowledge of theoretical and practical material from a second foreign language.

- The grade «unsatisfactory» corresponds to 0-2 points for oral answers in classroom classes and writing written works (dictations, translations, tasks, exercises) and is given in case of failure to complete practical tasks and lack of knowledge of theoretical material from the first foreign language.

Students are expected to attend all classes. In case of absence from the class or failure to perform one of the types of mandatory work on the topic, the student receives «0» points for the uncompleted type of work. Assignments that are submitted late without good reason are assigned a lower grade. In case of a good reason, the student can retake the topic/module during the consultations.

The teacher issues a final grade without taking an exam based on the results of current and module control if the student has successfully completed all the tasks provided by the programme of the academic discipline and received at least 75 points. Such a grade is issued on the day of the exam. Presence of the student is mandatory. The student must take the exam if he scored less than 75 points during the semester, or if he wants to improve his result. The final semester grade in the case of taking an exam is defined as the sum of the current semester and exam grades in points without taking into account module control tests. Exam cards are approved at the meeting of the Foreign Languages and Translation Department every semester.

When setting the final grade, the student's presence and activity in classes must be taken into account. The terms of final control, liquidation of academic debt are determined by the schedule of the credit and examination session. Retaking credits and exams in the case of receiving an unsatisfactory grade is allowed no more than twice for each academic component: once by the instructor, the second time by the commission created by the dean of the Faculty.

## VI. GRADING SCALE

Table 6

### Exam

Scores	Linguistic Grade	ECTS Grading Scale	
		Grade	Definition
90-100	Excellent	A	outstanding performance
82-89	Very good	B	above the average standard
75-81	Good	C	generally sound work
67-74	Satisfactory	D	not bad
60-66	Sufficiently	E	performance meets the minimum criteria
1-59	Fail	Fx	needed to retake

Scores	Linguistic Grade
90-100	Passed
82-89	
75-81	
67-74	
60-66	
1-59	Fail (needed to retake)

## VIII. RECOMMENDED LITERATURE

### Basic literature

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