

**МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ**  
**УМАНСЬКИЙ НАЦІОНАЛЬНИЙ УНІВЕРСИТЕТ САДІВНИЦТВА**

Кафедра української та іноземних мов

**НАВЧАЛЬНО-МЕТОДИЧНИЙ ПОСІБНИК З**  
**ДИСЦИПЛІНИ “ІНОЗЕМНА МОВА В**  
**НАУКОВИХ ДОСЛІДЖЕННЯХ ТА**  
**ДІЛОВИХ КОМУНІКАЦІЯХ”**  
**ДЛЯ ЗДОБУВАЧІВ ОНР ДОКТОР ФІЛОСОФІЇ**  
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Комісаренко Н.О., Бечко Я.В. Навчально-методичний посібник з дисципліни “Іноземна мова в наукових дослідженнях та ділових комунікаціях” для здобувачів ОНР доктор філософії (заочної форми навчання). Умань: ФОП «Масловатий», 2020. 16 с.

Навчально-методичний посібник містить комплексні і комунікативно-орієнтовані завдання з дисципліни “Іноземна мова в наукових дослідженнях та ділових комунікаціях” для здобувачів ОНР доктор філософії (заочної форми навчання) для розвитку умінь і навичок у всіх видах мовленнєвої діяльності, а також для вдосконалення навичок двостороннього перекладу, вмінь використовувати різноманітні засоби читання для подальшої роботи з інформацією, навичок реферування і анотування тексту.

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## UNIT 1.

### REHEARSING AND DELIVERING THE SPEECH

**Завдання 1.** *Прочитайте текст та перекладіть його:*

Good speakers understand that preparing your script for delivery, revising it as necessary, and rehearsing repeatedly are necessary steps in the speaking process. Just how you prepare the script for delivery depends on your speech. The following information should help get you started.

For an impromptu speech, think about your purpose and write an abbreviated outline that includes the following:

- Your opening sentence
- Two or three phrases, each of which summarizes one main point
- Your closing sentence

For an outline speech, one that you have time to research and rehearse think about your purpose, topic, and audience. Then outline your speech as follows:

- Opening statement in sentence form
- All main points in sentence form
- Quotations written in full
- All supporting numbers, technical details, sources listed
- Closing statement in sentence form (restatement of thesis)
- Notes indicating visual aids you plan to use

For a manuscript speech, use the guidelines below and write out the speech exactly as you plan to give it:

- Pages double-spaced
- Pages or cards numbered
- Abbreviations used only when you plan to say them
- Each sentence complete on a page – not running from one page to

another

- All difficult words marked for pronunciation

**Завдання 2.** *Дайте відповіді на запитання:*

1. Do good speakers understand that preparing your script for delivery is necessary?
2. Does your speech depend on how you prepare the script for delivery?
3. What is an impromptu speech?
4. What is an outline speech?

**Завдання 3.** *Виберіть правильну відповідь*

1. They *like/would like* historical novels.
2. It is my birthday tomorrow. I *like/would like* to have a party.
3. Children are afraid *of/for* dogs.
4. Are you good *at/in* mathematics?
5. In Britain people *drive/are driving* on the right.

## UNIT 2.

### HOW TO WRITE AND DELIVER A REPORT

**Завдання 1.** *Прочитайте текст та перекладіть його:*

Reports can serve a wide variety of purposes and so have a number of different formats. Most written reports, however, follow the same basic pattern, regardless of the subject or aim. This pattern is:

- 1) the preliminary page;

- 2) the introduction;
- 3) the body of the report;
- 4) the conclusion, recommendations or main findings;
- 5) acknowledgements;
- 6) appendix.

Before your report itself starts, you need to provide certain information, and this should be done in the preliminary pages. These pages should be:

a) *The title page*, which gives the title of the report, the date it was written and distribution.

b) *A summary*. If the report is a long one, it is a good idea to provide a brief summary (no more than 150 words), giving the gist of what the report contains, and the main conclusions, recommendations.

c) *A table of contents*. This is also only necessary if the report is a long one and should be on the page itself. In it you should list the major headings and the pages on which they appear.

In your introduction give the background to the report itself:

- why it is written;
- what it is about;
- who it is intended for;
- the investigative and other methods used.

The body of the report is the largest part. There you set out all the relevant information – what you have discovered during your investigation, the facts on which you base your arguments, the details that you have been asked to provide. An analytical report should usually develop a logical argument, building up to a conclusion or recommendations.

In an investigative or analytical report, you may discover several possible solutions to the problem you have been investigating. You may, of course, only recommend one solution, but you should give all the possibilities in your conclusion, with their advantages and disadvantages. Your report is to contain both

a conclusion and recommendations, then put them in two separate sections. Always give your reason for recommending a particular course of action.

If you need to acknowledge the help of other people or if you have referred to their written work you need to separate acknowledgements section. If you have referred to publications then it is customary to give the following information:

- in the case of *books*: the author, the title, the publisher, the year of publication;

- in the case of *magazine or journal articles*: the author, the title of the article, the title of magazine or journal, the volume and number (or date) of the particular issue, and the year of publication.

Make the body of your report as short and interesting as possible, so that you keep the reader's attention. But sometimes it becomes of real importance to prove solutions or investigation with long tables or something like this. So it's a good idea not only to mention just the main features in the report itself, but reproduce the tables in the appendix. Here are some useful advice to a speaker:

1. Regardless of your topic you should take into consideration the audience's background and the range of their knowledge in this particular field.

2. Don't try to cover too wide a field in your talk: one main idea consistently and methodically developed will ensure the understanding and appreciation of the audience. Arrange your arguments so as to support this main idea.

3. There are two ways of delivering your speech: talking or reading. If you decided on the first way, a previously prepared outline or notes on the cards will be good guides during your presentation. They will help you to keep the order of points and not forget something important. You may also write down your speech word for word but don't try to learn it by heart. Instead, practice delivering the information the speech contains in parts. After that go over the entire speech until you can speak freely.

4. If you read the text, make the rhythm and pace of your talk closer to those of natural speech. To keep up contact with the audience don't forget to look up regularly.

5. Emphasize the most important points, changing the tone and rate of your speech and making deliberate pauses. This will help you to hold the attention of the audience.

6. You ought to remember that your listeners don't have the opportunity to come back to what has been already said. They can't stop at a puzzling idea and think it over. For this reason, don't neglect repetition, specifications, internal summaries, etc.

7. If your speech exceeds the time allowed, don't be tempted to speed up your delivery. Think over in advance which parts of the text can be left out.

8. You are to talk to the audience as if you were talking to a group of your very good friends. Make your listeners feel that you are talking to each other individually.

**Завдання 2.** *Дайте відповіді на запитання:*

1. What is the basic pattern of the written report?
2. What information should be provided in the preliminary pages?
3. Should an analytical report develop a logical argument?
4. Is the body of the report the largest part of the report?
5. What are the ways of delivering your speech?

**Завдання 3.** *Виберіть правильну відповідь*

1. They need *some/any* money for starting up their own business.
2. Is there *much/many* traffic in your city?
3. Money *are/is* very important for starting up a business.



4. Where is Jack? He is in *a/the* kitchen.
5. Marry *bought/buy* a new house in the countryside.

## UNIT 3.

### TACTIC SUGGESTIONS TO POSTGRADUATE STUDENTS ON WRITING ESSAYS

**Завдання 1.** *Прочитайте текст та перекладіть його:*

Have you ever found yourself in a situation when you are sitting with the pen in your hand trying to start writing? You begin your paper by writing the first sentences, with the blind hope that it will somehow generate a second, which will in turn generate third... No ideas, no clever thoughts, words have disappeared... You hate the lesson, you hate the teacher, you are going to hate the whole world.

Don't despair! The instruction given below will help you to write a composition without any difficulties. And from now onwards essay will become your strong point.

The basic structure of the essay is extremely simple. It has three parts: an introduction, a body, and a conclusion.

**The introduction**, i.e. the first paragraph, is a short paragraph whose purpose is to give the reader a general idea of the subject of the composition. It should attract the reader's attention so that he/she wants to continue reading.

**The main body** usually consists of two or more paragraphs and its purpose is to develop points related to the subject of the composition. The number of paragraphs and the way you divide them depends on the specific topics of the composition. Each paragraph should deal with points related to the same topic.

Whenever you discuss a new topic, you should begin a new paragraph. For example, in a “for and against” essay the main body should have two paragraphs: one discussing the points for, and another discussing the points against.

Main body paragraphs should begin with topic sentences. A topic sentence includes or summarizes the main topic of the paragraph and gives the reader an idea of what the paragraph will be about. The topic sentences should be followed by supporting sentences which provide examples, details, reasons, justifications and/or evidence to support the topic sentence.

**The conclusion** is a short final paragraph in which you can summarize the main idea of the subject restate your opinion in different words, make general comments, express your feeling, etc.

#### TIPS FOR EXPRESSING ONE’S OPINION

1. *In my opinion; to my mind; to my way of thinking; I'm convinced that; it strikes me that; it's my firm belief that; I 'm inclined to believe that; as far as I am concerned; I think that.*
2. *First of all; in the first place; firstly... secondly... thirdly... finally; to begin with I'd like to say that.*
3. *What is more; furthermore; apart from this; in addition (to this); moreover; besides; not to mention the fact that...; not only... but also.*
4. *With reference to; according to.*
5. *Because; owing to the fact that; due to the fact that; on the grounds that; since; for this reason.*
6. *Thus, therefore, so. consequently, as a result, as a consequence...*
7. *Indeed, naturally, clearly, obviously, of course, needless to say.*
8. *It is the fact that; in fact; as a matter of fact; the fact of the matter is (that); actually, in practice.*
9. *For instance; for example; particularly /in particular / especially.*
10. *As a rule, generally, in general, on the whole.*
11. *To a certain extent / degree; to some extent / degree; in a sense / way.*

12. *To the best of my knowledge; as far as I know...*

13. *It is popularly believed that; some (many) people argue that: most people feel that; some people point out that; contrary to popular belief...*

14. *Yet; however; nevertheless; but; even; even so; still; nonetheless; although; even though; regardless of the fact that; in spite of the fact that; despite the fact that; while.*

15. *Opponents of ... argue /claim / believe that..., while it is true that .... in fact..., the fact that ... contradicts the belief/ idea that...*

16. *Neither... nor; either...or; apart from/ but / except (far)...*

17. *In other words; that is to say; to put it another way; similarly; likewise; in the same way.*

18. *On the one hand...; on the other hand; alternatively...*

19. *On condition that; only if; as long as. in case; otherwise.*

20. *Finally; all in all; taking everything into account / consideration; on the whole; all things considered; in conclusion; therefore I feel that; to sum up.*

**Завдання 2.** *Дайте відповіді на запитання:*

1. What is the basic structure of the essay?
2. What is the purpose of *the introduction*?
3. What is the purpose of *the main body*?
4. Does a topic sentence include the main topic of the paragraph and give the reader an idea of what the paragraph will be about?
5. What is the purpose of *the conclusion*?

**Завдання 3.** *Виберіть правильну відповідь*

1. She was happy *because/while* it was her anniversary.
2. Alice was waiting *for/to* her husband because she wanted to talk to him.

3. I *am going to work/will work* hard from now on.
4. She would like *to invite/invite* many people for this ceremony.
5. There *is/are* a lot of small businesses in the city.

## UNIT 4.

### WRITING A SUMMARY

**Завдання 1.** Прочитайте текст та перекладіть його:

A summary is a condensed version of someone else's work. A good summary concentrates on the factual information contained in the original document and does not contain personal opinions or evaluations. During college you will often need to write summaries of books, book chapters, lectures and, as a useful study technique, portions of your class notes. Summarizing forces you to think carefully about the ideas and concepts in anybody of information. When you write summaries, you call on your ability to comprehend, analyze, synthesize, and evaluate information – all important thinking skills. Developing your summarizing skills will prime you for success in college and beyond.

When you write your summary, make sure that you do the following:

1. State the source you are summarizing and its main idea in your opening sentence.
2. Include essential information – names, dates, times, and places.
3. Leave out examples and descriptive details.
4. Write each important idea in one clear sentence.
5. Arrange your ideas in the most logical order.
6. Conclude with a sentence that ties all your points together and brings the summary to an effective end.

7. Read your summary to a friend. Does he or she understand the main idea of the selection? If so, you've succeeded.

The abstract is a summary that presents an overview of an article or a report. Many journals publish abstracts of all the articles in an issue. If you are looking for information on a particular subject, an abstract can help you determine whether the article is worth reading in its entirety. In addition, many collections of abstracts are available in databases that you can search using keywords. When you are asked to write an abstract of a paper or project, follow the guidelines below.

### **Guidelines for Writing an Abstract**

- Using a copy of the paper, highlight key information.
- Begin with the thesis statement (article's purpose).
- Summarize key points in the order they appear in the paper.
- Include only essential information, methods, and results.
- Limit the length of your abstract to one paragraph of 100-150 words.
- Avoid technical terminology, specific quotations, and interpretations.

**Завдання 2.** *Дайте відповіді на запитання:*

1. What is a summary?
2. Does a summary include essential information – names, dates, times, and places?
3. Does a summary include examples and descriptive details?
4. What is an abstract?
5. What is the length of an abstract?

**Завдання 3.** *Виберіть правильну відповідь*

1. Have you met *anything/anybody* nice at the party?

2. Nowy Swiat is *a/the* most popular shopping street.
3. You can *buy/to buy* everything in a big store.
4. Do you really enjoy *shopping/ to do shopping* in this supermarket?
5. Polish manufacturers *are producing/ produce* high quality goods.

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