МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ

СУМСЬКИЙ НАЦІОНАЛЬНИЙ АГРАРНИЙ УНІВЕРСИТЕТ

Методичні вказівки до проведення практичних занять та самостійної роботи з дисципліни

ДІЛОВА ІНОЗЕМНА МОВА

СУМИ – 2026

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Факультет агротехнологій та природокористування

Кафедра іноземних мов

Методичні вказівки до проведення практичних занять та самостійної роботи з дисципліни ДІЛОВА ІНОЗЕМНА МОВА

для студентів другого (магістерського) рівня вищої освіти за ОПП "Біотехнології та біоінженерія", спеціальність G21 Біотехнології та біоінженерія

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Макет анотованої каталожної картки

Т 27
Методичні вказівки до проведення практичних занять та самостійної роботи з дисципліни ДІЛОВА ІНОЗЕМНА МОВА для студентів другого (магістерського) рівня вищої освіти за ОПП «Біотехнології та біоінженерія», спеціальність G21 Біотехнології та біоінженерія / Тамаркіна О.Л., Крекотень О.В. - Суми, 2026– 53с.

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ВСТУП

Сучасне суспільство висуває нові вимоги до організації навчально-виховного процесу підготовки майбутніх фахівців, що зумовлено низкою потреб і закономірностей. Методичні вказівки націлені на засвоєння навчальної дисципліни «**Ділова іноземна мова »** та розраховані на 11 занять (22 години) першого модуля осіннього семестру. ОК « Ділова іноземна мова» є обов'язковим компонентом освітньо-професійної програми зі спеціальності G21 Біотехнології та біоінженерія другого магістерського рівня освіти. Навчальна дисципліна базується на комунікативному методі викладання мови, є органічною частиною формування фахівця, який повинен уміти спілкуватися англійською мовою, здобувати нову текстову, аудіо- та відеоінформацію з іноземних джерел, як друкованих, так і електронних. Методичні вказівки розкривають специфіку англійського ділового мовлення та особливості ділової кореспонденції, телефонних розмов, переговорів, ведення прилюдних виступів. Особлива увага надається підвищенню культури ділового спілкування та оволодінню лексикою ділового мовлення.

Оскільки **метою** ОК «Ділова іноземна мова» є формування у студентів професійно-орієнтованих мовленнєвих компетенцій (комунікативної, лінгвістичної та соціокультурної) для забезпечення спілкування на професійному рівні, знайомства зі світовим досвідом і досягненнями в галузях сільського господарства для подальшого використання їх в своїй практичній діяльності; оволодіння новітньою фаховою інформацією через іноземні джерела, зміст методичних вказівок сприяє формуванню наступних компетентностей: здатність до організації ділової комунікації, здатність укладати такі види документів, як резюме, офіційні листи, мотиваційні листи тощо, призначати ділові зустрічі та усвідомлювати соціальне значення майбутньої професії.

ТЕМАТИЧНИЙ ПЛАН

№ З\П	ТЕМА. *Перелік питань, що будуть розглянуті в межах теми*	Кільк. аудиторних годин	Кільк. годин сам.роботи
1	**Тема 1. «Люди і компанії. Бізнес сектори. »:**	**4**	**2**
Заняття 1	1.Засвоєння лексики з теми «Люди і компанії», вивчення комунікативних конструкцій. Читання фахового тексту.	**2**	
Заняття 2	2. Пояснення граматичних тем «Іменник», «Прикметник». Бізнес-сектори.	**2**	
2	**Тема 2. Різні компанії. Структура компанії.»**	**4**	**2**
Заняття 3	1. Засвоєння лексики «Типи компаній», «Структура компаній», вивчення комунікативних конструкцій для опису компанії.	**2**	
Заняття 4	Граматичні теми «Утворення часових форм в активному стані».	**2**	
3	**Тема 3. Інтеркультурна компетентність у бізнесі.**	**6**	**2**
Заняття 5	Граматика. Модальні дієслова та їх еквіваленти	**2**	
Заняття 6	1.Засвоєння лексики «Інтеркультурна компетентність»,	**2**	
Заняття 7	Вивчення комунікативних конструкцій для діалогічного мовлення, практика читання фахових текстів	**2**	
4.	**Тема 4. Організація бізнесу. Укладання контракту**	**6**	**2**
8	Практика мовлення. Інтерв'ю.	**2**	
Заняття 9	Пасивний стан дієслова. Граматичний практикум	**2**	**2**
Заняття 10	Лексичний практикум. Стилі управління. Вивчення комунікативних конструкцій для проведення співбесіди	**2**	
Всього		**20**	**10**

РОЗДІЛ 1

МОДУЛЬ 1.

ТЕМА 1. «Люди і компанії. Бізнес сектори».

ЗАНЯТТЯ 1-2. Засвоєння лексики з теми «Люди і компанії», вивчення комунікативних конструкцій. Пояснення граматичних тем «Іменник», «Прикметник». Бізнес-сектори.

UNIT 1. PEOPLE AND COMPANIES. BUSINESS SECTORS

Grammar: Nouns and Adjectives

By the end of the lesson students will be able to: identify different business sectors; describe companies and employees; distinguish between nouns and adjectives; use professional vocabulary related to biotechnology; introduce a company and its activities.

1. LEAD-IN Work in pairs and discuss.

1. What biotechnology companies do you know?
2. Why are biotechnology companies important for agriculture?
3. Would you like to work in a laboratory, a startup or a large corporation?
4. What qualities should a biotechnology engineer have?
5. Which business sectors are connected with biotechnology?

2. VOCABULARY FOCUS

People in a Company.

Match the words with their definitions.

Word	**Definition**
1 founder	a) a person who designs or develops technology
2 scientist	b) a person who conducts research

3 engineer	c) a person who buys products
4 researcher	e) a person who studies science
5. manager	f) a person who works for a company
6 employee	g) a person or organization receiving services
7 customer	h) a person who starts a company
8 employer	i) a company or person who gives work
9 client	j) a person who controls the work of others

Business Sectors. ***Match the sectors with their activities.***

Sector	**Activity**
1 Agriculture	a) Developing biological technologies
2 Biotechnology	b) Growing crops and raising animals
3 Healthcare	c) Producing medicines
4 Pharmaceuticals	e) Manufacturing food products
5. Environmental Services	f) Providing medical services
6 Food Production	g) Creating innovations
7 Research and Development (R&D)	h) Protecting the environment

Company. Vocabulary. *Complete the sentences.*

1 A biotechnology _____ develops biological products.

2 A _____ works in a laboratory.

3 A company may have many _____.

4 An _____ pays salaries.

5 A successful _____ often introduces innovations.

Words:

employee, employer, company, startup, researcher

3. GRAMMAR FOCUS . Nouns and Adjectives

A noun names a person, place, thing or idea. Examples:

A company

A scientist

A laboratory

An innovation

An agriculture

An adjective describes a noun. Examples:

A successful company

An innovative product

An international corporation

An experienced scientist

sustainable agriculture

Exercise 1. *Identify nouns (N) and adjectives (Adj).*

company

innovative

researcher

successful

agriculture

scientific

laboratory

international

Exercise 2. ***Make adjective + noun combinations.***

Example: innovative + company → innovative company

successful + _____

agricultural + _____

scientific + _____

international + _____

sustainable + _____

Words: **startup/ biotechnology/ research/ corporation/ production**

Exercise 3.*Choose the correct word.*

1.GreenBio is an **innovation / innovative** company.

2.The laboratory employs **scientific / scientist** staff.

3. The company develops **sustainability / sustainable** products.

4. The researcher works in a **research / researching** laboratory.

5. BioFuture is an **international / internationally** corporation.

4. READING

GreenFuture Biotech: Innovation for Sustainable Agriculture

Read the text and answer the questions.

GreenFuture Biotech is a modern biotechnology company that operates in the agricultural sector. The company was founded in 2015 by a group of young scientists and engineers who wanted to improve farming through innovative biological solutions. Today GreenFuture Biotech is one of the fastest-growing biotechnology enterprises in its region and cooperates with agricultural producers, universities, and research centers.

The company specializes in the development of environmentally friendly products for crop production. Its main goal is to help farmers increase productivity while reducing the negative impact of agriculture on the environment. GreenFuture develops biological fertilizers, microbial products, and plant growth stimulants that improve soil quality and crop performance.

The organization employs more than 250 people. Its staff includes researchers, laboratory technicians, biotechnology engineers, quality control specialists, marketing managers, and sales representatives. Each department plays an important role in the company's success. Researchers conduct experiments and analyze data. Engineers develop production technologies. Quality specialists ensure that products meet international standards.

Research and development is one of the most important activities of GreenFuture Biotech. The company invests a significant part of its budget in scientific projects. Every year new products are tested in laboratories and experimental fields before they enter the market. The R&D department collaborates with universities and agricultural institutes to create innovative solutions for modern farming.

GreenFuture operates several laboratories equipped with advanced technology. Scientists study microorganisms that can improve plant nutrition and protect crops from diseases. The company also investigates methods of reducing the use of chemical fertilizers and pesticides. These activities support sustainable agriculture and contribute to environmental protection.

The company serves customers in several countries. Its products are used by small farms as well as large agricultural enterprises. According to customer feedback, GreenFuture products help increase yields and improve soil health. Because of these results, the company has developed a strong reputation in the agricultural biotechnology sector.

GreenFuture also focuses on employee development. New staff members participate in training programs and professional workshops. The company believes that skilled employees are essential for innovation and growth. Managers encourage teamwork, creativity, and continuous learning.

In recent years GreenFuture has expanded its operations and entered new international markets. The management team plans to establish additional research facilities and develop new biotechnology products. The company's long-term vision is to become a global leader in sustainable agricultural biotechnology.

GreenFuture Biotech demonstrates how science, technology, and business can work together to solve real-world problems. Through innovation, research, and responsible production, the company contributes to the future of sustainable agriculture and food security.

1. Comprehension questions:

1 When was GreenFuture Biotech founded?

2 What products does the company develop?

3 How many employees work for the company?

4 Why is R&D important for GreenFuture?

5 What do scientists study in the laboratories?

6 Who uses the company's products?

7 How does the company support employee development?

8 What are the company's future plans?

2. True / False

1 GreenFuture Biotech works in the pharmaceutical sector.

2 The company develops biological fertilizers.

3 The company employs fewer than 100 people.

4 Scientists study microorganisms.

5 GreenFuture sells products internationally.

6 Employee training is important for the company.

5. SPEAKING Pair Work. **Student A** asks questions. **Student B** answers using information from the text.

What is the name of the company?

Which sector does it operate in?

What products does it develop?

How many employees does it have?

Why is it successful?

6. BUSINESS COMMUNICATION TASK

Company Introduction. Prepare a short presentation (6–8 sentences).

Use: company name, sector, products/service, employees, future plans

Model: *BioTech Solutions is an innovative biotechnology company. It operates in the agricultural sector. The company develops biological fertilizers and sustainable*

products. It employs experienced scientists and engineers. The company invests in research and development. Its goal is to support sustainable agriculture.

7. HOMEWORK *Vocabulary*. Write definitions for: biotechnology, startup, researcher, innovation, sustainability

Complete the table. Noun-Adjective

science scientific

innovation _____

sustainability _____

agriculture _____

biology _____

success _____

Writing. Write 120–150 words about a biotechnology company (real or imaginary). Include: company name; sector; employees; products;future goals.

ТЕМА 2. Типи компаній. Структура компанії.

ЗАНЯТТЯ 3-4. 1. Засвоєння лексики «Типи компаній», «Структура компаній», вивчення комунікативних конструкцій для опису компанії. Граматична тема: «Утворення часових форм в активному стані».

UNIT 2. TYPES OF COMPANIES. COMPANY STRUCTURE

1. LEAD-IN

Warm-up Discussion. Work in pairs. Discuss the questions.

1 Would you prefer to work for a small biotechnology startup or a large international company? Why?

2 Which department would you like to work in?

3 Which company is more innovative: a startup or a corporation?

4 Why do biotechnology companies need different departments?

Complete the sentence. A successful biotechnology company needs...

Students add ideas:

Scientists/laboratories/engineers/managers/quality control/marketing/ finance/production

2. VOCABULARY FOCUS

Part A. Types of Companies. Match the words with the definitions.

Company Type	**Definition**
1 corporation	a)a new company with innovative ideas
2 startup	b)a company producing goods
3 supplier	c)a large international company
4 manufacturer	d)an organization conducting scientific research
5 laboratory	e)a company providing materials
6 research institute	f)owned by individuals
7 public company	g)a place where scientific experiments are carried out
8 private company	h)shares are sold to the public

Part B. Company Departments. ***Match each department with its function.***

Department	**Function**
1 Research and Development	a) manufactures products
2 Production	b) develops new products
3 Human Resources	c) hires employees
4 Quality Control	d) promotes products
5 Sales	e) checks product quality
6 Marketing	f) manages money
7 Logistics	g) sells products
8 Finance	h) organizes transportation

Part C. Useful Verbs

Develop/ produce/manage/test/design/improve/manufacture/analyze/sell/conduct/ research

Complete the sentences.

The R&D department _____ new products.

The HR department _____ new employees.

Quality Control _____ product safety.

Scientists _____ laboratory experiments.

Marketing _____ the company's products.

3. GRAMMAR FOCUS. Active Tenses

Present Simple	***Present Continuous***
Used for facts routines company activities **Examples:** The company develops biological fertilizers. Scientists work in laboratories. The laboratory tests new products. **Signal words:** always, usually, every day, often	Used for actions happening now **Examples:** The researchers are testing a new product. The company is expanding its production. **Signal words:** now, at the moment, currently, today,
Past Simple	***Future Simple***
Used for finished actions in the past **Examples** The company opened a new laboratory last year. Scientists developed a new technology in 2023. **Signal words:** last year, yesterday, ago, in 2025	Used for plans and predictions **Examples** The company will launch a new product. Scientists will improve production methods. **Signal words:** tomorrow, next year, soon, in the future

Exercise 1. Choose the correct tense.

1 The company ***develops / is developing*** vaccines every year.

2 Scientists ***work / are working*** in the laboratory now.

3 GreenBio ***opened / opens*** a new office last year.

4 The company ***will introduce / introduces*** a new product next month.

5 Researchers ***tested / are testing*** a new fertilizer yesterday.

Exercise 2. Complete the sentences.

1 The laboratory _____ (develop) innovative products every year.

2 Scientists _____ (conduct) an experiment now.

3 Our company _____ (open) a new department in 2024.

4 The manager _____ (meet) international partners next week.

5 Engineers _____ (improve) production processes every day.

4. READING

BioGrowth International: Building an Innovative Company

BioGrowth International is a rapidly growing biotechnology company specializing in agricultural innovation and environmental sustainability. The company was established in 2012 by three biotechnology engineers who believed that scientific discoveries should solve practical problems in modern agriculture. Today BioGrowth operates in more than twenty countries and cooperates with universities, research institutes, farming enterprises, and environmental organizations.

The company started as a small startup with only ten employees working in one laboratory. During the first years, the founders focused on developing biological products that could improve soil fertility without harming the environment. Their first successful product was a microbial fertilizer that increased crop yields while reducing the need for chemical fertilizers. As demand increased, the company expanded its production facilities and hired additional researchers, engineers, and business specialists.

Today BioGrowth International has a well-organized company structure. The Chief Executive Officer (CEO) is responsible for the company's overall strategy and long-term development. Several departments work together to achieve the company's goals.

The Research and Development Department is the largest department in the company. More than one hundred scientists, laboratory technicians, and biotechnology engineers conduct experiments, analyze biological samples, and develop innovative products. They cooperate with universities and international research centers to create environmentally friendly technologies.

The Production Department manufactures biological fertilizers, plant growth stimulants, and microbial products. Engineers supervise automated production lines and ensure that every product meets safety requirements. Production managers coordinate daily operations and monitor efficiency.

Quality Control is another essential department. Specialists inspect raw materials, monitor production processes, and test finished products before they are delivered to customers. Their work guarantees that every product complies with national and international quality standards.

The Marketing and Sales Departments work closely together. Marketing specialists study customer needs, prepare advertising campaigns, and promote the company's products at international exhibitions. Sales representatives communicate with distributors and agricultural companies, helping customers choose suitable biotechnology solutions.

The Human Resources Department recruits qualified employees, organizes professional training, and supports career development. Every new employee participates in an orientation program and receives continuous professional education.

Finance specialists prepare budgets, control company expenses, and plan future investments. Logistics managers organize transportation and ensure that products are delivered safely and on time.

At the moment, BioGrowth International is building a new research center. Scientists are developing innovative microbial technologies for sustainable farming, while engineers are installing modern laboratory equipment. Next year, the company will open two additional production facilities and employ more than one hundred new specialists.

The management believes that continuous innovation, teamwork, and responsible business practices are the key factors behind the company's success. BioGrowth plans to strengthen international cooperation and become one of the leading biotechnology companies in Europe.

Reading Comprehension:

Answer the questions:

1 When was BioGrowth International established?

2 Why did the founders create the company?

3 What products does the company manufacture?

4 Which department has the largest number of employees?

5 What are the responsibilities of Quality Control?

6 What does Human Resources do?

7 What is the company doing at the moment?

8 What are its future plans?

Vocabulary. Find words in the text that mean: increase, examine carefully, employ, responsible, cooperate, innovation, department, customer

5. SPEAKING *Pair Work. Describe a Company. Student A chooses one company type. Student B asks questions.*

1 What type of company is it?

2 When was it established?

3 Which sector does it operate in?

4 What departments does it have?

5 What products does it develop?

6 What is the company doing now?

7 What are its future plans?

Communicative Expressions

Students should use: Our company specializes in.../ We develop.../ We produce.../We cooperate with.../Our main department is.../At the moment, we are.../Next year, we will.../ Our goal is.../We are responsible for.../The company employs...

6. BUSINESS COMMUNICATION TASK

Introducing Your Company. Students work in pairs. Imagine you are representatives of a biotechnology company at an international exhibition. Prepare a 1–2 minute company presentation including: company name; type of company; business sector; departments; products; employees; current projects; future plans.

ТЕМА 3. Інтеркультурна компетентність у бізнесі.

ЗАНЯТТЯ 5-6. Граматика. Модальні дієслова та їх еквіваленти Інтеркультурна компетентність у бізнесі

UNIT 3. INTERCULTURAL COMPETENCE IN BUSINESS

1. LEAD-IN. Discussion. ***Work in pairs.***

Have you ever communicated with a foreign student or teacher?

Is communication style the same in every country?

Why is intercultural competence important for biotechnology specialists?

What problems can occur when people from different cultures work together?

Which personal qualities help people work internationally?

Complete the sentence. **Successful international specialists should be...**

respectful / polite/ open-minded/ flexible/ responsible/ patient /cooperative/punctual

2. VOCABULARY FOCUS. Part A. Intercultural Communication

Match the words with their definitions.

Word	Definition
1 diversity	A beliefs and traditions of a society
2 culture	B exchange of information
3 cooperation	C differences between people
4 communication	D accepted rules of behaviour
5 etiquette	E working together
6 misunderstanding	F positive attitude towards others
7 respect	G failure to understand correctly
8 partnership	H discussion to reach agreement
9 negotiation	I professional cooperation
10 teamwork	G working together effectively

Part B. Business Communication. ***Match.***

Expression	Meaning
1 shake hands	A tell your name and position
2 exchange business cards	B be punctual
3 introduce yourself	C greet politely
4 keep eye contact	D share contact information
5 arrive on time	E pay attention
6 ask politely	F show attention
7 express opinions	G show respect
8 listen carefully	H share ideas

Vocabulary Exercises. ***Complete the sentences.***

Good _____ helps international teams succeed. Different cultures have different business _____. Scientists should show _____ for colleagues. Successful projects require international _____. Misunderstandings often happen because of cultural _____.

Words: ***communication/ cooperation/respect/etiquette/differences***

3. GRAMMAR FOCUS

Modal Verbs and Their Equivalents.

can / be able to - ability.

Examples: *Scientists can work in international laboratories.*

Biotechnology graduates are able to communicate in English.

Must - Strong obligation

Researchers must follow laboratory safety rules.

Employees must respect company regulations.

have to - external obligation

Scientists have to wear protective clothing.

International teams have to meet project deadlines.

***Should* -** advice

You should listen carefully during meetings.

Employees should respect cultural traditions.

May - permission / possibility

You may ask questions after the presentation.

This project may improve food security.

need to - necessity

Researchers need to prepare reports.

Students need to communicate professionally.

Grammar Table

Modal Verb	**Meaning**	**Example**
can	**ability**	We can work in cooperation.
be able to	**ability**	Scientists are able to solve complex problems.
must	obligation	You must wear safety glasses

have to	external obligation	Employees have to follow company rules.
should	advice	You should be polite.
may	permission/possibility	You may join the meeting
need to	necessity	We need to finish the project.

Exercise 1. Choose the correct modal verb.

Scientists _____ wear protective equipment in laboratories.

You _____ interrupt your colleagues during meetings.

International students _____ communicate in English.

Employees _____ arrive on time for business meetings.

You _____ ask questions after the presentation.

Exercise 2. Complete the sentences.

Researchers _____ cooperate with international partners.

We _____ respect different cultures.

Biotechnology engineers _____ solve environmental problems.

Students _____ prepare for international conferences.

You _____ always be polite during negotiations.

4. READING

Working Together Across Cultures: An International Biotechnology Project

Modern biotechnology is an international field that connects scientists, engineers, universities, research institutes, and companies from many countries. Today it is common for biotechnology specialists to work with colleagues from different cultural backgrounds. Successful international cooperation requires not only scientific knowledge but also strong communication skills and intercultural competence.

One example is the BioFuture Project, an international research initiative involving scientists from Germany, Ukraine, Poland, Italy, Japan, and Brazil. The project focuses on developing environmentally friendly biological products that improve crop productivity while protecting natural ecosystems. Each partner contributes different expertise. Some laboratories study microorganisms, others develop production technologies, and several universities analyze research data and evaluate environmental impacts.

Although all participants are experienced professionals, they soon discover that people communicate differently depending on their culture. During the first online meetings, some researchers speak directly and immediately express their opinions. Others prefer to listen carefully before making comments. Some participants ask many questions, while others believe that asking too many questions may appear impolite.

Meeting organization also varies. German and Japanese researchers usually join meetings several minutes early and carefully prepare written reports. Italian and Brazilian participants often begin meetings with informal conversations because they believe that friendly relationships improve teamwork. Ukrainian scientists find themselves adapting to both communication styles while maintaining professional efficiency.

Another important difference concerns decision-making. In some organizations, project managers make decisions quickly. In others, important decisions are discussed by the whole team before any agreement is reached. As a result, international teams need patience, flexibility, and mutual respect.

Language can also create challenges. English is the working language of the project, but it is not the first language for most participants. Sometimes scientific terminology is difficult to understand, and misunderstandings occur. To avoid confusion, team members speak clearly, explain technical terms, summarize important decisions, and confirm responsibilities after each meeting.

The project also follows strict laboratory safety rules. Every researcher must complete safety training before entering the laboratories. Scientists have to wear

protective clothing, safety glasses, and gloves while conducting experiments. They must follow international ethical standards and accurately record all experimental data.

Despite cultural differences, the project has become very successful. Team members learn from one another and discover that diversity increases creativity. Different perspectives help scientists solve complex problems and develop innovative biotechnology products more effectively.

Today BioFuture continues to expand. Researchers are developing new biological fertilizers and environmentally friendly plant protection products. Next year the project will welcome several new partner universities. All participants agree that successful international cooperation depends not only on scientific excellence but also on communication, respect, openness, and intercultural competence.

Reading Comprehension. ***Answer the questions.***

What is the BioFuture Project?
Which countries participate in the project?
Why is intercultural competence important?
How do meeting styles differ?
What language do participants use?
What laboratory rules must researchers follow?
Why is diversity considered an advantage?
What are the future plans of the project?
Vocabulary in Context

Find words in the text meaning: cooperation, diversity, respect, responsibility, project, misunderstanding, flexibility, creativity

5. SPEAKING

Role Play. Situation: You are participating in your first international biotechnology meeting. Student A - Researcher from Ukraine, Student B- Researcher from another

country. Introduce yourselves; describe your laboratory; explain your research area; discuss rules for cooperation; agree on future communication.

Useful Communicative Expressions

Nice to meet you.

Let me introduce myself.

I work at...

Our laboratory specializes in...

We cooperate with...

Could you repeat that, please?

May I ask a question?

We should work together.

We have to follow laboratory rules.

Thank you for your explanation.

I completely agree.

That's an interesting idea.

6. BUSINESS COMMUNICATION TASK

International Project Meeting. Students work in small groups. Imagine your universities have received an international research grant. Prepare a short discussion covering: introductions; project goals; responsibilities; laboratory safety; communication rules; future cooperation. Students should use at least six modal verbs during the discussion.

ТЕМА 4. Організація бізнесу. Укладання контракту

ЗАНЯТТЯ 8-10. Пасивний стан дієслова. JOB INTERVIEWS

UNIT 4. BUSINESS ORGANIZATION. CONTRACTS AND JOB INTERVIEWS

Doing Business Professionally

1. LEAD-IN

Work in pairs.

1. What happens before a company signs a contract?
2. Why are contracts important in business?
3. Have you ever had a job interview?
4. What questions are usually asked during an interview?
5. Why is the Passive Voice often used in scientific and business English?

2. VOCABULARY FOCUS

Part A. Business Organization

Match the words.

Word	***Definition***
1 customer	A a company providing materials
2 contract	B a person or company buying products
3 partner	C a company working together
4 supplier	D a legal agreement
5 agreement	E discussion before agreement
6 negotiation	F final date
7 deadline	G transfer of money
8 invoice	H mutual decision
9 payment	I document requesting payment
10 delivery	J transportation of goods

Part B. Recruitment

Word	**Meaning**
1 vacancy	A person applying for a job

2 applicant	B summary of education and experience
3 recruitment	C available job
4 CV (resume)	D education and skills
5 interview	E discussion before agreement
6 qualification	F meeting with an employer
7 experience	G hiring process
8 reference	H mutual decision
9 employer	I company
10 employee	J worker

Useful Business Verbs

Sign/ deliver/ produce/ employ/ hire/ prepare/interview/ approve/ negotiate

Exercise. Complete the sentences.

1 Every employee submits a _____ before the interview.

2 The company signs a _____ with its partners.

3 The HR department organizes the _____ process.

4 Products are delivered according to the _____.

5 The customer receives an _____ before payment.

3. GRAMMAR FOCUS

The Passive Voice

Why do we use the Passive Voice? In scientific and business English, the action is often more important than the person performing it. Compare: *Researchers test the products. The products are tested.*

Formation

Tense	**Active**	**Passive**
Present Simple	Scientists develop vaccines.	Vaccines are developed
Present Continuous	Scientists are testing products.	Products are being tested.
Past Simple	Engineers built the laboratory	The laboratory was built.

Future Simple	The company will launch a product	The product will be launched

Common Passive Expressions

Products are manufactured...

Experiments are conducted...

Contracts are signed...

Applications are reviewed...

Employees are trained...

Safety rules are followed...

Samples are analyzed...

Laboratory reports are prepared...

Exercise 1. Change into Passive Voice.

1 Scientists develop biological products.

2 Engineers design laboratory equipment.

3 The company signed the contract.

4 Researchers will complete the project.

5 HR managers interview applicants.

Exercise 2. Choose the correct form.

1 New vaccines ***are developed / develop*** every year.

2 The interview ***was conducted / conducted*** yesterday.

3 Laboratory samples ***are being analyzed / analyze*** now.

4 New employees ***will train / will be trained*** next month.

5 Contracts ***are signed / sign*** by both companies.

4. READING

From Job Interview to International Partnership

GreenLife Biotechnology is an international company that develops environmentally friendly biological products for agriculture. As the company continues to grow, new specialists are recruited every year. The Human Resources Department carefully organizes the recruitment process to ensure that qualified candidates are selected.

The recruitment procedure begins when a vacancy is announced on the company's website and professional platforms. Applications are received from graduates, researchers, laboratory technicians, and experienced biotechnology engineers. Every CV is reviewed by HR specialists before candidates are invited for an interview.

During the interview applicants are asked about their education, laboratory experience, communication skills, and professional goals. Candidates are also expected to demonstrate teamwork, responsibility, and problem-solving abilities. Because GreenLife cooperates with international partners, English communication skills are carefully evaluated.

Successful applicants are offered employment contracts. Before the contracts are signed, all working conditions are discussed. Salary, working hours, responsibilities, training opportunities, and safety regulations are explained in detail. After both parties reach an agreement, the contract is signed and employment officially begins.

Every new employee is introduced to the company's departments. Safety training is provided before laboratory work starts. Laboratory equipment is demonstrated by experienced specialists, and safety procedures are explained carefully. Employees are reminded that international laboratory standards must always be followed.

GreenLife also signs cooperation agreements with universities, research institutes, and biotechnology companies around the world. Before any international project begins, detailed negotiations are conducted. The responsibilities of each partner are clearly described, deadlines are established, budgets are approved, and confidentiality agreements are signed.

Once the contract has been completed, research activities begin. Biological samples are collected and analyzed in modern laboratories. Experimental data are

recorded using digital systems, and research results are shared with project partners. All documents are prepared according to international standards.

At present, several international projects are being carried out by GreenLife. New microbial products are being tested, environmentally friendly technologies are being developed, and innovative production methods are being introduced. Researchers from different countries communicate regularly through online meetings and scientific conferences.

Next year a new biotechnology center will be opened. Additional researchers will be employed, advanced laboratory equipment will be installed, and several new international partnerships will be established. The management believes that innovation, professionalism, and effective communication are strengthened when talented specialists are supported and international cooperation is encouraged.

Today GreenLife is recognized as a reliable partner because high-quality products are developed, strict ethical standards are followed, and long-term business relationships are maintained. The company's success demonstrates that modern biotechnology depends not only on scientific knowledge but also on professional organization, responsible management, and effective international communication.

Reading Comprehension

Answer the questions:

How does the recruitment process begin?

What happens before candidates are invited for an interview?

Which skills are evaluated?

What information is discussed before signing a contract?

What training do new employees receive?

How are international partnerships organized?

What projects are currently being carried out?

What are the company's future plans?

Vocabulary in Context

Find words meaning: agreement/ applicant/ partnership/ deadline/ responsibility/ employment/ equipment/ recruitment

5. SPEAKING

Role Play 1. Job Interview. Student A- HR Manager/Student B-Biotechnology graduate.

Questions:

Tell us about yourself.

Why do you want to work here?

What laboratory experience do you have?

Can you work in an international team?

Why should we employ you?

Role Play 2. Business Negotiation. Two biotechnology companies discuss Cooperation/ delivery/ quality standards/contract/deadlines/future partnership Students should use at least five passive constructions.

Useful Communicative Expressions

Job Interview

Good morning.

Thank you for inviting me.

I graduated from...

I have laboratory experience.

I am interested in...

I would like to join your company.

Negotiation

We are interested in cooperation.

The contract will be signed next week.

The products are manufactured according to international standards.

The samples are tested before delivery.

The agreement has been approved.

6. BUSINESS COMMUNICATION TASK

International Biotechnology Fair

Students work in groups. Imagine your biotechnology company participates in an international exhibition. During the event:

introduce your company;

interview a new employee;

negotiate with another company;

prepare a simple cooperation agreement.

Students should actively use Passive Voice throughout the discussion.

РОЗДІЛ 2
ФАХОВІ ТЕКСТИ ДЛЯ САМОСТІЙНОГО ЧИТАННЯ ТА РЕФЕРУВАННЯ

SELF-STUDY READING 1

UNIT 1

What is Agricultural Biotechnology?

Source: https://www.fao.org/biotechnology/en?utm_source

Students are advised to read the text "What is Agricultural Biotechnology?"

Task 1. Multiple Choice Test

Choose the correct answer.

1. Biotechnology is mainly used to

A improve sports performance

B develop biological products and technologies

C produce computer software

D manufacture vehicles

2. Biotechnology is applied in

A agriculture only

B medicine only

C agriculture, food production and healthcare

D banking

3. One goal of biotechnology is to

A reduce scientific research

B improve crop productivity

C replace agriculture

D eliminate biodiversity

4. Biotechnology helps scientists

A improve plants and animals

B reduce education

C replace laboratories

D decrease food production

5. DNA technologies are mainly used for

A financial planning

B genetic improvement

C transportation

D marketing

6. Biotechnology contributes to

A climate adaptation

B internet communication

C tourism

D architecture

7. Modern biotechnology includes

A molecular techniques

B mechanical engineering only

C accounting

D economics

8. Biotechnology can improve

A plant disease diagnosis

B music production

C business management

D transport

9. One challenge mentioned by FAO is

A food security

B space travel

C fashion

D social media

10. Biotechnology supports

A sustainable agriculture

B entertainment

C advertising

D construction

Task 2

Complete the Summary

Complete the text using the words below.

Biotechnology/ agriculture/ technology/ food/ research/ farmers/ products/ environment

Biotechnology is an important _____ that helps improve modern _____. Scientists use biotechnology to develop new _____, protect the _____, and increase food production. Modern _____ is important for developing sustainable farming methods. According to FAO, biotechnology should also support small _____ and contribute to global _____ security.

Task 3

Professional Reflection. Write 120–150 words. Use at least 10 vocabulary items from the article.

Answer the questions.

What is agricultural biotechnology?

Why is biotechnology important for sustainable agriculture?

Which biotechnology application do you consider the most useful?

How can biotechnology improve food security?

SELF-STUDY READING 2

UNIT 2. TYPES OF COMPANIES. COMPANY STRUCTURE

Authentic Reading

Thermo Fisher Scientific

About Us

Source: https://corporate.thermofisher.com/us/en/index/about.html

Thermo Fisher Scientific – About Us

*(Students are advised to read the section **About Us** before completing the tasks.)*

Learning Objectives

After completing this self-study task students will be able to:

- identify the main characteristics of an international biotechnology company;
- describe company activities and structure;
- use vocabulary related to business organization;
- summarize professional information in English.

Task 1. Reading Comprehension

Choose the correct answer.

1. Thermo Fisher Scientific mainly provides

A laboratory products and scientific services

B banking services

C agricultural machinery

D transport solutions

2. The company's mission is to

A build office buildings

B enable customers to make the world healthier, cleaner and safer

C sell household appliances

D organize international tourism

3. Thermo Fisher Scientific serves customers in

A one country only

B many countries around the world

C Europe only

D North America only

4. The company supports

A scientific research

B music education

C hotel management

D sport competitions

5. Thermo Fisher Scientific develops products for

A laboratories and healthcare

B fashion industry

C construction companies

D airlines

6. Innovation is important because it helps the company

A create new scientific solutions

B reduce communication

C close laboratories

D avoid research

7. The company works with

A researchers, healthcare professionals and laboratories

B restaurants only

C travel agencies

D construction firms

8. The company emphasizes

A teamwork and innovation

B competition between employees

C individual work only

D reducing research activities

9. Thermo Fisher Scientific operates as

A an international company

B a local family business

C a charity organization

D a university department

10. According to the text, the company's work contributes to

A scientific progress and better healthcare

B entertainment

C architecture

D transportation

Task 2. Company Profile Analysis

Complete the company profile using information from the text.

Category	Information
Company name	_____
Business sector	_____
Mission	_____
Customers	_____
Main products/services	_____
Company values	_____

Vocabulary Extension

Find words or expressions in the text that mean:

1. to help _____
2. customers _____
3. innovation _____
4. scientific research _____
5. solutions _____
6. global _____
7. healthcare _____
8. mission _____

Task 3. Professional Writing

Company Presentation

Imagine that you are presenting **Thermo Fisher Scientific** at an international student conference.

Write **120–150 words**.

Include the following information:

- the type of company;
- its mission;
- the products or services it provides;
- who its customers are;
- why innovation is important for the company;
- why you would like (or would not like) to work there.

Use at least:

- **8 words or expressions** from the article;
- **4 Present Simple sentences**;
- **2 Future Simple sentences** about the company's possible future development.

SELF-STUDY READING 3

Authentic Source: British Council Key Skills for Effective Global Working

https://corporate.britishcouncil.org/insights/becoming-global-organisation-what-skills-will-it-take

Task 1

Reading Comprehension

Choose the correct answer.

1. According to the article, global organisations need employees who can

A work independently only

B communicate across cultures

C avoid teamwork

D travel frequently

2. Intercultural competence helps people

A solve communication problems

B increase production costs

C reduce innovation

D avoid international projects

3. One important global skill is

A flexibility

B competition

C authority

D independence

4. Effective communication requires

A active listening

B speaking all the time

C avoiding questions

D criticizing colleagues

5. Successful international teams usually

A respect different perspectives

B ignore cultural differences

C avoid discussions

D work individually

6. Global organisations value employees who

A adapt to new situations

B refuse change

C avoid responsibility

D work alone

7. Collaboration helps organisations

A solve problems creatively

B reduce communication

C eliminate teamwork

D avoid innovation

8. The article emphasizes

A lifelong learning

B early retirement

C competition between colleagues

D individual success only

9. Open communication improves

A trust

B misunderstanding

C conflict

D isolation

10. According to the article, global professionals should

A continue developing their skills

B avoid international cooperation

C ignore cultural diversity

D communicate only with local colleagues

Task 2

Critical Reading

Complete the table.

Global Skill **Why is it important?**

Communication _____

Collaboration _____

Adaptability_____

Respect _____

Active listening _____

Cultural awareness _____

Task 3

Professional Reflection

Imagine your university joins an international biotechnology project.

Write 120–150 words. Include your role; countries participating; possible communication challenges; recommendations for successful teamwork.

Use at least five modal verbs, five words from the article

SELF-STUDY READING 4

UNIT 4. BUSINESS ORGANIZATION. CONTRACTS. JOB INTERVIEWS

How to Prepare for a Job Interview

Authentic Source

https://www.indeed.com/career-advice/interviewing?utm_source

(Students read one article of approximately 300 words.)

Task 1

Multiple Choice Test

1. Before an interview candidates should

A prepare carefully

B arrive late

C ignore the company

D avoid questions

2. Employers usually ask about

A education and experience

B favourite sports

C holidays

D television

3. Candidates should

A communicate confidently

B remain silent

C interrupt

D avoid eye contact

4. Good preparation includes

A researching the company

B buying equipment

C travelling abroad

D changing careers

5. Employers evaluate

A communication skills

B cooking skills

C driving only

D music abilities

6. Professional clothing creates

A a positive impression

B confusion

C disagreement

D competition

7. Candidates should

A ask thoughtful questions

B refuse discussion

C leave early

D ignore instructions

8. Interviews help companies

A choose employees

B manufacture products

C advertise goods

D organize transport

9. References are usually

A checked

B ignored

C destroyed

D translated

10. Successful applicants are often

A offered employment

B dismissed

C transferred immediately

D retired

Task 2

Passive Voice Transformation

Rewrite the sentences.

Example:

The HR manager reviews the CV.

→ *The CV is reviewed by the HR manager.*

1. The company signs the contract.
2. Scientists analyze the samples.
3. The laboratory tests new products.
4. Managers interview applicants.
5. Engineers develop innovative technologies.
6. The company will employ new researchers.

Task 3

Professional Writing

Write **120–150 words**.

Imagine you have successfully passed an interview at an international biotechnology company. Describe the interview; the recruitment process; your responsibilities; your future work.

*Use **at least six Passive Voice constructions**.*

KEY VOCABULARY

UNIT 1. PEOPLE AND COMPANIES. BUSINESS SECTORS

English	Ukrainian
biotechnology	біотехнологія
bioengineering	біоінженерія
biotechnology company	біотехнологічна компанія
business sector	сектор економіки (бізнесу)
employee	працівник
employer	роботодавець
colleague	колега
manager	менеджер, керівник
scientist	науковець
researcher	дослідник
laboratory	лабораторія
engineer	інженер
specialist	фахівець
customer	клієнт, замовник
supplier	постачальник
manufacturer	виробник
innovation	інновація
technology	технологія
product	продукція, продукт
service	послуга
develop	розробляти
produce	виробляти
improve	удосконалювати
cooperate	співпрацювати
sustainable	сталий, екологічно збалансований

UNIT 2. TYPES OF COMPANIES. COMPANY STRUCTURE

English	Ukrainian
startup	стартап
corporation	корпорація
private company	приватна компанія
public company	публічна компанія
headquarters	головний офіс
branch	філія
department	відділ
Research and Development (R&D)	відділ досліджень і розробок
Production Department	виробничий відділ
Quality Control	контроль якості
Human Resources (HR)	відділ кадрів
Marketing Department	відділ маркетингу
Sales Department	відділ продажу
Finance Department	фінансовий відділ
Logistics	логістика
mission	місія компанії
vision	бачення компанії
customer	клієнт
employee	працівник
employer	роботодавець
provide	надавати
operate	здійснювати діяльність
serve customers	обслуговувати клієнтів
employ	працевлаштовувати

English	Ukrainian
global company	міжнародна компанія

UNIT 3. INTERCULTURAL COMPETENCE IN BUSINESS

English	Ukrainian
culture	культура
intercultural competence	міжкультурна компетентність
diversity	різноманітність
inclusion	інклюзивність
communication	комунікація
cooperation	співпраця
collaboration	спільна робота
teamwork	командна робота
respect	повага
trust	довіра
flexibility	гнучкість
adaptability	адаптивність
active listening	активне слухання
cultural awareness	культурна обізнаність
misunderstanding	непорозуміння
negotiation	переговори
partnership	партнерство
etiquette	етикет
global workplace	міжнародне робоче середовище
open-minded	відкритий до нового

English	Ukrainian
communicate effectively	ефективно спілкуватися
solve problems	розв'язувати проблеми
share ideas	обмінюватися ідеями
professional behaviour	професійна поведінка
international project	міжнародний проєкт

UNIT 4. BUSINESS ORGANIZATION. CONTRACTS AND JOB INTERVIEWS

English	Ukrainian
contract	контракт
agreement	угода
negotiation	переговори
supplier	постачальник
customer	замовник
delivery	доставка
payment	оплата
invoice	рахунок-фактура
deadline	кінцевий термін
vacancy	вакансія
applicant	кандидат
recruitment	добір персоналу
interview	співбесіда
qualification	кваліфікація
experience	досвід
responsibility	обов'язок, відповідальність

English	Ukrainian
employment	працевлаштування
CV (résumé)	резюме
reference	рекомендація
hire	наймати на роботу
employ	працевлаштовувати
sign a contract	укладати контракт
conduct an interview	проводити співбесіду
laboratory safety	лабораторна безпека
ethical standards	етичні стандарти

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Тамаркіна Ольга Леонідівна

Крекотень Олена Валентинівна

Методичні вказівки до практичних занять
та самостійної роботи з дисципліни
ДІЛОВА ІНОЗЕМНА МОВА

для студентів другого (магістерського) рівня вищої освіти за ОПП "Біотехнології та біоінженерія", спеціальність G21 Біотехнології та біоінженерія

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