

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
ЗАПОРІЗЬКИЙ НАЦІОНАЛЬНИЙ УНІВЕРСИТЕТ

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ПРОФЕСІЙНО-ОРІЄНТОВАНИЙ ПРАКТИКУМ ІНОЗЕМНОЮ МОВОЮ

Практикум для здобувачів
ступеня вищої освіти магістра спеціальності «Економіка»
освітньо-професійних програм «Міжнародна економіка» та
«Економіка та управління ринком землі»

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Навчальне видання містить систематичний курс, зорієнтований на подальше вдосконалення набутих навичок усного та писемного мовлення з англійської мови, на поглиблене вивчення професійної лексики для здійснення ефективної фахової і наукової міжнародної діяльності, в тому числі при підготовці публікацій і презентації власних наукових досліджень.

Практикум включає базовий матеріал для відпрацювання навичок спілкування іноземною мовою в науковій та професійній діяльності; зразки та рекомендації щодо складання і редагування ділової кореспонденції, міжнародних комерційних контрактів, митної документації; приклади та схеми особливості резюме, автобіографій, заяв для отримання грантів і для участі у закордонних стажуваннях, матеріал для відпрацювання навичок написання наукових статей у міжнародні фахові видання.

Окрему увагу приділено ознайомленню студентів з науковими текстами англійською мовою на тематику міжнародної економіки та економіки і управління ринком землі. Наведено рекомендації для опрацювання матеріалу, контрольні питання, тестові завдання, питання для поглибленого вивчення тем. Для більш детального вивчення наведеного матеріалу рекомендовано основну та додаткову літературу.

Практикум призначено для здобувачів ступеня вищої освіти магістра спеціальності «Економіка» освітньо-професійних програм «Міжнародна економіка» та «Економіка та управління ринком землі».

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Вступ

Повноцінне приєднання до міжнародного середовища в економічній сфері неможливе без ефективної комунікації. Обрані Україною Євроінтеграційний та Євроатлантичний вектори інноваційного розвитку держави передбачають повномасштабне переосмислення підходів до комунікації, всеосяжну модернізацію комунікативних навичок і знань. Ефективно реалізовувати глобальні інтеграційні процеси України здатні лише фахівці, які володіють відповідними знаннями, навичками і досвідом вирішення конкретних проблем економіки, а також вміють представити власні ідеї іноземною мовою.

Курс «Професійно-орієнтований практикум іноземною мовою» має статус нормативного і належить до дисциплін циклу професійної підготовки здобувачів ступеня вищої освіти магістра спеціальності «Економіка», які навчаються за освітньо-професійними програмами «Міжнародна економіка» та «Економіка та управління ринком землі».

Метою викладання курсу «Професійно-орієнтовний практикум іноземною мовою» є підготовка студентів до ефективної комунікації іноземною мовою у їхньому академічному, науковому, професійному оточенні.

Основними завданнями курсу є:

- опанування практичних навичок спілкування іноземною мовою в науковій та професійній діяльності;
- набуття навичок складання і редагування ділової кореспонденції, міжнародних комерційних контрактів, митної документації тощо;
- надбання навичок складання резюме, автобіографій, заяв для отримання грантів і для участі у закордонних стажуваннях, розуміння та інтерпретації інформації з міжнародних науково-метричних баз та видань;
- опанування навичок написання наукових статей у міжнародні фахові видання, подолання комунікативних та психологічних міжмовних бар'єрів.

У результаті вивчення курсу студент повинен *знати*: базову фахову термінологію іноземною мовою; основні фахові міжнародні видання та наукометричні бази даних в галузях міжнародної економіки, економіка та управління ринком землі, можливості використання їх інформативного потенціалу для проведення власних досліджень; правила складання анотацій до статей; правила створення доповідей на наукових конференціях іноземною мовою; правила написання тез доповідей іноземною мовою.

вміти: володіти і вільно оперувати фаховою іноземною термінологією; користуватися міжнародними академічними виданнями та спеціалізованими наукометричними базами даних в галузях міжнародної економіки та економіки і управління ринком землі; користуватися сучасними спеціалізованими словниками з різних галузей науки; володіти допоміжними електронними засобами перекладу як у режимі on-line, так і спеціалізованими програмними продуктами; складати анотації, резюме статей, а також анотації до кваліфікаційних робіт іноземною мовою.

Згідно з вимогами освітньо-професійної програми студенти повинні досягти таких компетентностей: загальні (універсальні):

- ЗК 02 – здатність до абстрактного мислення, аналізу та синтезу;
- ЗК 04 – здатність спілкуватися з представниками інших професійних груп різного рівня (з експертами з інших галузей видів економічної діяльності);

- ЗК 05 – здатність працювати в команді;
- ЗК 07 – здатність діяти на основі етичних міркувань (мотивів);
- ЗК 08 – здатність проводити дослідження на відповідному рівні.

спеціальні (фахові):

- СК 02 – здатність до професійної комунікації в сфері економіки іноземною мовою;
- СК 03 – здатність збирати, аналізувати та обробляти статистичні дані, науково-аналітичні матеріали, які необхідні для розв'язання комплексних економічних проблем, робити на їх основі обґрунтовані висновки;
- СК 04 – здатність використовувати сучасні інформаційні технології, методи та прийоми дослідження економічних та соціальних процесів, адекватні встановленим потребам дослідження;
- СК 06 – здатність формулювати професійні задачі в сфері економіки та розв'язувати їх, обираючи належні напрями і відповідні методи для їх розв'язання, беручи до уваги наявні ресурси;
- СК 09 – здатність застосовувати науковий підхід до формування та виконання ефективних проєктів у соціально-економічній сфері;
- СК 11 – здатність планувати і розробляти проєкти у сфері економіки, здійснювати її інформаційне, методичне, матеріальне, фінансове та кадрове забезпечення;

для освітньої програми «Міжнародна економіка» (ОП «МЕ»):

- СК 12 – здатність обґрунтовувати та приймати управлінські рішення й спроможність забезпечувати їх результативність у сфері міжнародного бізнесу;
- СК 16 – здатність здійснювати дослідження та отримувати науково-практичні результати, що сприятимуть розв'язанню важливої теоретичної або прикладної проблеми в сфері міжнародної економіки;

для освітньої програми «Економіка та управління ринком землі» (ОП «ЕУРЗ»):

- СК 15 – здатність застосовувати поглиблені знання теорії та принципи, засоби, інструменти реалізації еколого-економічної політики на засадах сталого розвитку економіки;
- СК 16 – здатність обґрунтовувати та приймати управлінські рішення і спроможність забезпечувати їх результативність в управлінні ринком землі.

Курс «Професійно-орієнтований практикум іноземною мовою» ґрунтується на знаннях, отриманих під час вивчення базових економічних дисциплін, а також курсів «Іноземна мова», для ОП «Міжнародна економіка» «Міжнародне право», «Міжнародна торгівля», «Міжнародні комерційні контракти», для ОП «Економіка та управління ринком землі» «Міжнародний досвід формування земельних відносин», «Сучасні тенденції глобалізації».

У запропонованому виданні подано тематику і зміст практичних занять відповідно до робочої програми навчальної дисципліни, визначено послідовність опрацювання студентом навчального матеріалу.

При використанні практикуму з курсу «Професійно-орієнтований практикум іноземною мовою» значна увага приділяється самостійному вивченню матеріалу студентами. У зв'язку з чим, метою практикуму є формування навичок систематичного вивчення комплексного фахового матеріалу та розширення професійного кругозору студента іноземною мовою.

ЗМІСТОВИЙ МОДУЛЬ 1. Понятійно-теоретичні основи професійної комунікації іноземною мовою

Тема 1. Фахова та наукова термінологія іноземною мовою у сфері міжнародної економіки і сфері економіки та управління ринком землі

Мета: структурування знань щодо місця та ролі професійної і наукової термінології в сфері міжнародної економіки та сфері економіки і управління ринком землі. Дослідження особливостей й труднощів перекладу такої термінології в контексті і без.

Методичні вказівки до виконання практичних завдань

При опрацюванні даної теми доцільно звернути увагу на особливості побудови сталих словосполучень фахової лексики англійською мовою та проаналізувати такі особливості у порівнянні з україномовною лексикою. Потрібно акцентувати увагу на вивченні напам'ять фахової професійної і наукової термінології в сфері міжнародної економіки та сфері економіки і управління ринком землі англійською мовою.

Варто засвоїти сутність процесу достовірного перекладу а також способи перекладу такої лексики на українську мову з використанням спеціалізованих словників, фахової літератури, електронних перекладачів і набутих раніше знань при вивченні фахових дисциплін.

Завдання 1 для освітньої програми «Міжнародна економіка» (ОП «МЕ»). Прочитайте та перекладіть уривок з підручника Policy and Theory of International Economics by Steve Suranovic

First, tariff reductions will quite likely reduce tariff revenue. For many developing countries today, tariff revenue makes up a substantial portion of the government's total revenue, sometimes as much as 20 percent to 30 percent. This is similar to the early days of currently developed countries. In the 1800s, tariff revenue made up as much as 50 percent of the U.S. federal government's revenue. In 1790, at the time of the founding of the nation, the U.S. government earned about 90 percent of its revenue from tariff collections. The main reason tariff revenue makes up such a large portion of a developing country's total government revenue is that tariffs are an administratively simple way to collect revenue. It is much easier than an income tax or profit tax, since those require careful accounting and monitoring. With tariffs, you simply need to park some guards at the ports and borders and collect money as goods come across.

The second problem caused by trade liberalization is that the tariff reductions will injure domestic firms and workers. Tariff reductions will cause domestic prices for imported goods to fall, reducing domestic production and producer surplus and possibly leading to layoffs of workers in the import-competing industries. Tradeliberalizing countries might like to prevent some of these negative effects from occurring. This section then gives a possible solution. To make up for the lost tariff revenue, a country could simply implement a consumption tax. Consumption taxes are popular forms of taxation around the world. To mitigate the injury to its domestic firms, the country could implement production subsidies,

which could forestall the negative impact caused by trade liberalization and could be paid for with extra revenue collected with the consumption tax.

This section demonstrates that if the consumption tax and production subsidy happened to be set on an imported product at equal values and at the same rate as the tariff reduction, then the two domestic policies would combine to fully duplicate the tariff's effects. In this case, trade liberalization would have no effect.

The General Agreement on Tariffs and Trade (GATT) and the World Trade Organization (WTO) agreements have always been cognizant of this particular possibility. The original text says that if after trade liberalization a country takes domestic actions nullifying the benefit that should accrue to the foreign export firms, then a country would be in violation of its GATT (or now WTO) commitments. In other words, it is a GATT/WTO violation to directly substitute domestic policies that duplicate the original effects of the tariff.

Nonetheless, even though a policy response like a production subsidy/consumption tax combination set only on trade liberalized products is unlikely, countries will still feel the effects of lost revenue and injury to import-competing producers. Thus, countries will look for ways to compensate for the lost revenue and perhaps help out hard-hit industries.

A domestic consumption tax on a product imported by a small country plus a domestic production subsidy set at the same rate as the tax has the same price and welfare effects as a tariff set at the same rate on the same imported product.

The effects of trade liberalization could be offset with a domestic production subsidy and consumption tax combination on the imported good. However, these actions would be a WTO violation for WTO member countries.

Завдання 1 для освітньої програми «Економіка та управління ринком землі» (ОП «ЕУРЗ»). Прочитайте та перекладіть уривок з підручника Policy and Theory of International Economics by Steve Suranovic

Factor mobility refers to the ability to move factors of production—labor, capital, or land—out of one production process into another. Factor mobility may involve the movement of factors between firms within an industry, as when one steel plant closes but sells its production equipment to another steel firm. Mobility may involve the movement of factors across industries within a country, as when a worker leaves employment at a textile firm and begins work at an automobile factory. Finally, mobility may involve the movement of factors between countries either within industries or across industries, as when a farm worker migrates to another country or when a factory is moved abroad.

The assumption that factors are easily movable across industries within a country is somewhat unrealistic, especially in the short run. Indeed, this assumption has been a standard source of criticism for traditional trade models. In the Ricardian and Heckscher-Ohlin models, factors are assumed to be homogeneous and freely and costlessly mobile between industries. When changes occur in the economy requiring the expansion of one industry and the contraction of another, it just happens. There are no search, transportation, or transaction costs. There is no unemployment of resources. Also, since the factors are assumed to be homogeneous, once transferred to a completely different industry, they immediately become just as productive as the factors that had originally been employed in that industry. Clearly, these conditions cannot be expected to hold in very many realistic

situations. For some, this inconsistency is enough to cast doubt on all the propositions that result from these theories.

Factors of production are potentially mobile in three distinct ways: between firms within the same industry; between industries within the same country; between firms or industries across countries.

A standard simplifying assumption in many trade models is that factors of production are freely and costlessly mobile between firms and between industries but not between countries. The immobile factor model and the specific factor model are two models that assume a degree of factor immobility between industries.

Domestic factor mobility refers to the ease with which productive factors like labor, capital, land, natural resources, and so on can be reallocated across sectors within the domestic economy. Different degrees of mobility arise because there are different costs associated with moving factors between industries.

The degree of mobility of factors across industries is greatly affected by the passage of time. In the very, very short run—say, over a few weeks' time—most unemployed factors are difficult to move to another industry. Even the worker whose skills are readily adaptable to a variety of industries would still have to take time to search for a new job. Alternatively, a worker in high demand in another industry might arrange for a brief vacation between jobs. This means that over the very short run, almost all factors are relatively immobile.

The immobile factor model highlights the effects of factor immobility between industries within a country when a country moves to free trade. The model is the standard Ricardian model with one variation in its assumptions. Whereas in the Ricardian model, labor can move costlessly between industries, in the immobile factor model, we assume that the cost of moving a factor is prohibitive. This implies that labor, the only factor, remains stuck in its original industry as the country moves from autarky to free trade.

Завдання 2. Прочитайте та перекладіть текст *An Intro to Machine Translation: Understand When to Use MT and When to Avoid It* by Calvin Scharffs. Створіть схему використання машинного перекладу.

Machine translation (MT) is a perfectly acceptable translation alternative, but trouble often follows when there is a lack of understanding or unrealistic expectations. It's time to explain MT—what it is, what it can and cannot do, and most important, when to use it. Managing expectations of MT is critical to customer satisfaction and to the quality assurance we want to offer our clientele.

What is Machine Translation (MT)?

Machine translation uses software to translate text or speech from one language to another. MT uses a machine translation engine to perform simple substitution of words in one language for words in another, but that alone doesn't usually produce the highest quality translation of a text. For more accurate translation, recognition of whole phrases and their closest counterparts in the target language is needed.

Sometimes the general meaning of the text is all you need. In those cases, MT provides an acceptable level translation. MT is a good option if you're on a tight

budget, looking for immediate translation, and are okay with less than perfect quality. Use MT to translate less important types of content like tweets, blog comments, blog posts, forums, or message boards.

MT Strengths:

- It's the fastest way to translate your content into a new language.
- It's less expensive.
- You can add a human review of MT to improve the quality.
- You can use translation memories (TM) to remember your key terms.
- You can integrate MT with a cloud-based TMS.
- It's good for translating web content and web pages.

MT Weaknesses:

- Depending on the language pairs, it has a 60 - 80% accuracy rate.
- Some content translates better with MT than others:
- Different languages work better with different MT engines.
- Some MT engines perform better with different subjects.
- It is difficult to translate technical terms, slang, or nuanced meanings. The suggestion would be to choose a TMS with a platform that integrates with several popular MT providers, so you can see your translated content immediately. If you have an MT provider that has an exposed API, most connectors should be able to integrate with it.

Some engines specialize in a special language group or region (such as Asian or Middle Eastern languages), others specialize by content type. There are many engines available on the market. The key is to research and consider the type of engine that will be a good fit for your content.

Content Value Index

Not all content is created equal. This Content Value Index lets you match your content translation needs with the right type of translation and review. MT offers good translation, community translation is better, and translation done by certified professional linguists is the best. The Content Value Index can help you determine if your content requires good, better, or best translation quality.

Machine Translation. Sometimes the general meaning of a text is all you need from your translation. Machine translation in addition to Translation Memory (TM) provides the perfect combination of rapid, trusted and cost-effective translations when getting the general meaning across is sufficient.

Community Translation. Translating with community users provides colloquial and subject matter accuracy for lower cost and reasonable speed. Community translation is less expensive, but may not provide the level of quality and consistency offered by professional translators. Use Community Translation for knowledge base articles, video subtitles, simple web pages, podcast transcripts, Wiki entries, and online newspapers.

Professional Translation. Professional translation offers the highest quality and includes additional levels of review to ensure accuracy. Use Professional Translation for very important content like press releases, brochures, and white papers, to name a few items.

Conclusion. If you wanted to set a land speed record, you wouldn't choose a bike. If you wanted to cruise around town and take in the sites, you wouldn't choose a bullet car that travels over 300 mph. It's all about choosing the right vehicle for the

task at hand. The same is true for translation. There will be projects where MT is a perfect fit and there are other projects where it isn't recommended. By understanding what MT is--the strengths and weaknesses—you'll find that it is a perfectly suitable tool that can improve the cost and efficiency of your translations.

Завдання 3. Дайте усні визначення нижченаведеним термінам англійською мовою.

Наприклад: International economics is a field related to the economic interactions of countries and the influence of international problems on world economic activity.

Для ОП «Міжнародна економіка»	Для ОП «ЕУРЗ»
1. Free trade.	1. Factor mobility
2. Absolute Advantage.	2. Domestic factor mobility.
3. Comparative Advantage.	3. Immobile factor model.
4. What is Trade protection.	4. Free and costless mobility.
5. What is an exchange rate.	5. Land as a factor of production

Завдання 4. Дайте власні відповіді на фахові питання англійською мовою.

Наприклад: What is the scope of international economics? The scope of international economics is wide as it includes various concepts, such as globalization, gains from trade, pattern of trade, balance of payments, and foreign direct investments. Apart from this, international economics describes production, trade, and investment between countries.

Для ОП «МЕ»	Для ОП «ЕУРЗ»
1. The reasons for trade.	1. Why time passage is an important element affecting a particular factor's mobility across industries?
2. The theory of comparative advantage.	2. How the immobile factor model differs from the Ricardian model?

1. Relationship between prices and wages.
2. Peculiarities of machine translation.
3. Community translation.
4. Professional translation.
5. Pros and cons of machine translation.

Виберіть правильну відповідь

1. Translating with ... provides colloquial and subject matter accuracy for lower cost and reasonable speed.

- a) community users
- b) professional users
- c) users
- d) workers

2. ... in addition to Translation Memory (TM) provides the perfect combination of rapid, trusted and cost-effective translations when getting the general meaning across is sufficient

- a) Community translation
- b) Machine translation
- c) Professional translation
- d) none of the above

3. ... can help you determine if your content requires good, better, or best translation quality.

- a) The International Value Index
- b) The Value Index
- c) The Content Value Index
- d) The Context Value Index

4. ... uses a translation engine to perform simple substitution of words in one language for words in another.

- a) Machine translation
- b) Community translation
- c) Professional translation
- d) none of the above

5. ... offers the highest quality and includes additional levels of review to ensure accuracy.

- a) Machine translation
- b) Community translation
- c) Professional translation
- d) none of the above

Питання для поглибленого вивчення теми

1. Economies of scale and international trade.
2. Machine translation engines: Google Translate, DeepL, Microsoft Translator.
3. Convolutional neural network in translation.

Тема 2. Професійне спілкування англійською мовою в письмовій формі

Мета: опанувати коректне використання фахової лексики в письмовій формі при підготовці резюме (*curriculum vitae*), в процесі офіційного листування, написанні бізнес-листів, мотиваційних листів.

Методичні вказівки до виконання практичних завдань

При опрацюванні даної теми доцільно звернути увагу на особливості створення резюме (*curriculum vitae*) в англійськомовних країнах та проаналізувати відмінності з підходами, актуальними в Україні.

При перекладі наданих в темі зразків листів варто запам'ятати структуру побудови таких листів, вивчити типові мовні звороти та проаналізувати відмінності з вимогами вітчизняного діловодства. Варто засвоїти сутність процесу написання ділових листів як в паперовій, так і в електронній формах, а також способи перекладу листів з англійської мови та українську та з української на англійську.

Завдання 1. Написання дієвого резюме (curriculum vitae) має свої особливості. Прочитайте як правильно це зробити та перекладіть українською мовою.

In its full form, CV stands for curriculum vitae (Latin for: course of life). In the US, Canada, and Australia, a CV is a document you use for academic purposes. The US academic CV outlines every detail of your scholarly career. In other countries, CV is an equivalent of an American resume. You use it when you apply for jobs. Because this document is named differently across different countries, a lot of folks keep asking: What is the difference between a CV and a resume? Let's get this straight, once and for all: In the hiring industry, nowadays there's almost no formal difference between a CV and a resume. It's the same thing that Brits call a CV and Americans—a resume. Just like they do with chips and French fries, football and soccer, or Queen Elizabeth and Queen Bey.

So, if you're applying to a European company, you should create a CV. But if you're applying to a US-based employer, you should make a resume.

Pick the Best CV Format. Here's a disturbing thought: Every time you're looking for a job, you compete against 250 other candidates on average. Yes, you read that right. Imagine you are the recruiter and you have to review 250 job applications. Do you thoroughly read all of them? Nah, of course you don't.

Recruiters spend only 6 seconds scanning each CV. So, the very first impression is key. If you submit a neat, properly organized document, you'll convince the recruiters to spend more time on your CV. A poorly formatted CV, on the other hand, will get you discarded in the firstround review.

Here's how to format a CV the right way. Start with creating a CV outline divided into the following sections:

- Sample CV Format.
- CV Header with Contact Information.
- Personal Profile: CV Objective or CV Summary.
- Work Experience.
- Education.
- Skills.
- Additional Sections.

Pro Tip: If you're fresh out of university and need to write a student CV with no experience, or if you've graduated from a very prestigious institution within the last 5 years, put your education section above your work experience.

When filling in the sections, always keep in mind the gold CV formatting rules:

1. Choose clear, legible fonts. Go for one of the standard CV typefaces: Arial, Tahoma, or Helvetica if you prefer sans-serif fonts, and Times New Roman or Bookman Old Style if serif fonts are your usual pick. Use 11 to 12 pt font size and single spacing. For your name and section titles, pick 14 to 16 pt font size.

2. Be consistent with your CV layout. Set one-inch margins for all four sides. Make sure your CV headings are uniform—make them larger and in bold but

go easy on italics and underlining. Stick to a single dates format on your CV: for example 11-2023, or November 2023.

3. Don't cram your CV with gimmicky graphics. Less is more. White space is your friend—recruiters need some breathing room! Plus, most of the time, after you send out your CV, it's going to be printed in black ink on white paper. Too many graphics might make it illegible.

4. Get photos off of your CV. Unless you're explicitly asked to include your photograph in the job ad. If so—make sure to use a professional looking picture, but not as stiff as an ID photo.

5. Make your CV brief and relevant. Don't be one of those candidates stuck in the nineties who think they have to include every single detail about their lives on their CVs.

Hiring, nowadays, is one hell of a hectic business. Nobody's got the time to care for what high school you've attended or to read 10+ bullet point descriptions of past jobs. Pro Tip: Once you've finished writing, save your CV in PDF to make sure your CV layout stays intact. But pay close attention to the job description. Some employers won't accept a PDF CV. If such is the case, send your CV in Word.

Завдання 2. Прочитайте та перекладіть зразок резюме (curriculum vitae). Створіть власний варіант резюме.

Simon Raye | Purchasing & Stock Control Manager

Location: xxxxxxxxxxx Telephone: xxxxxxxxxxxxxxxx Email: xxxxxxxxxxxx

Professional Profile

Hugely experienced purchasing, stock control and logistics specialist with an exemplary career spanning the last 20 years for a national tile supplier and latterly an international lighting and design company.

Utilising my end-to-end experience of the supply chain, I have been pivotal to operational enhancements in stock control and purchase that have maximised ROI. I have implemented procedures to reduce variance, upskilled staff on handling to minimise loss and liaised cross-functionally to maintain sufficient levels of goods to meet consumer demands whilst balancing business needs to minimise warehouse holding costs. The hallmark of my work is developing and sustaining relationships with suppliers, distributors and internal staff to ensure the day to day operations of any business under my supervision operate at maximum capability.

Core Skills

Purchasing/Procurement Sales/Operational Planning Staff Training/Leadership

Inventory Management Quality Control Supplier Management MI

Variance Analysis

Reporting

Supply Chain

Stock Takes/Auditing

Stakeholder Management

Career	Summary
Jan 2007 – Dec 2022	Purchasing & Stock Control Manager
<u>Outline</u>	Sole purchasing professional for 2 branches of this family owned lighting and design company. Full sign off authority for all supplier dealings (other than overseas). Direct reporting line to the Directors.
<u>Key Responsibilities</u>	<ul style="list-style-type: none"> – Managed inventories, deliveries, reconciled stock queries, calculated stock prices and liaised with management re stock forecasting and daily stock reports. – Delivered a customer focused supply business plan to support the overall business strategy. – Reviewed and revised bought-in stock i.e. usage, lead times, re-order schedules. – Reviewed suppliers lead times/pricing to identify efficiencies and savings and set-up supplier changes where appropriate -followed up quality/non-conformance issues with suppliers. – Life cycle managed the Amazon account – order to dispatch. – Coordinated the annual stocktake/audit and assisted into investigations on post stock take discrepancies.
Jul 2003 – Dec 2006	Purchasing Assistant
<u>Outline</u>	Responsible for 3 branches and acted as the key contact between central stock control, the group and all regional operations to minimise disruption to the supply chain.
<u>Key Responsibilities</u>	<ul style="list-style-type: none"> – Led 7 staff for all warehouse operations – deliveries, storage, handling, shipping and stock – Cross-checked inventory on a daily basis against domestic and international invoices and raised queries with suppliers where needed. – Coordinated bi-annual stock takes and conducted variance analysis. – Liaised regularly with suppliers and sales reference retail/housebuilder projects to ensure availability of goods in line with client timelines. – Health & Safety Committee member.

Завдання 3. Написання листа зацікавленості (Letter of Interest) має свої особливості. Прочитайте як правильно скласти такий лист та перекладіть українською мовою.

You've found your dream employer, but there's just one problem: they don't have any job openings (or at least, any job openings that fit your qualifications).

Before you resign yourself to waiting for a suitable opening to appear on their corporate jobs site, get proactive. By sending a letter of interest, you can make a good impression on the hiring manager, learn more about the organization and the candidates they seek ... and maybe even find a job that never made it to the listings phase.

It's not as crazy as it sounds: at least 60 percent of jobs are filled through networking, and many opportunities go unadvertised. This hidden job market may yield a role that's a better fit than anything you would have found through searching job boards.

What Is a Letter of Interest? Simply put, this message expresses your desire to meet with a hiring manager in order to learn about opportunities that might be available to you.

In your letter of interest, you should include the type of job you are seeking, and how your skills and experience make you an excellent candidate.

You should also include the reasons you feel you would be a great fit for the company, and any pertinent references or recommendations you may have. It is helpful if you know, or can find, the name of a specific individual in the hiring department, or a manager in the department that interests you, to give your letter the best chance at being seen.

Sending a Letter of Interest Via Email. There are some clear advantages of sending your letter of interest via email instead of through the regular mail.

For one thing, it's easier for your contact person to respond to you. For another, they may be more likely to do so: while a physical letter has undeniable charm, most business correspondence takes place electronically these days.

The substance of your letter will be the same, regardless of how you send it. However, there are a few differences to keep in mind when you send your message via email:

- Skip address paragraphs and the date. Jump right to the salutation.
- Choose a subject line that will get the reader's attention (and that stands a chance of getting through an email filter). Sample subject lines: "Referred by Peter Smith – Informational Interview Request" or "Interested in Opportunities at XYZ Corp – [Your Name]." Don't be too casual – e.g. "What's up?" or "Hi!" – and don't leave the subject line blank.
- Keep your message brief and to the point. Attention spans are short where email is involved. A few paragraphs should suffice.
- Send your letter from a professional-sounding email address, ideally one containing your name. Skip the cutesy handles and steer clear of anything NSFW.
- Use your email signature to display links to your website, social media accounts and/or online portfolio, so that the contact person can dig deeper into your qualifications more easily.

Завдання 4. Прочитайте та перекладіть зразок листа зацікавленості. Створіть власний лист зацікавленості.

Your Name
Your Address
Your City, State Zip Code
Your Phone Number
Your Email
Date
Name
Job Title
Company
Street
City, State, ZIP
Dear Mr./Ms. LastName,
The American Company has been recognized as one of the best places to work in the country for IT professionals.
You have deliberately set out to create this culture, and it shows! It is my understanding that you have been deluged with resumes since Computerland released their list of the best companies at which to work.
Mine is one more, but I do have some experience that is hard to come by, and sets me apart from my peers.
My IT experience gives me a unique ability to apply technology, in all its forms, to business processes. Some of my business process knowledge includes accounting, finance, facilities, inventory control, budgeting, vendor management and various operational processes.
I have experience with merger/acquisition events, high growth challenges, technology replacement projects and IT process improvement.
I have delivered large technology projects on schedule/on budget and in alignment with the business strategy. Companies I have worked for include ICM, HEP, IBX and SED.
I would appreciate an opportunity to talk with you or someone in your organization to see where my skill set would be of the greatest benefit to your company.
Sincerely,
Your Signature (hard copy letter) Your Typed Name

Завдання 5. Написання мотиваційного листа вимагає дотримання певних вимог. Прочитайте і перекладіть текст щодо особливостей його написання.

FINALLY, I can say it without any superstition-related hesitations: I'm going on Erasmus next year. To be more specific, in August I will leave my beloved Venice to move to Amsterdam, where I will be an exchange student in the Humanities department.

But, first, the Erasmus program: what is it? Namely: European Region Action Scheme for the Mobility of University Students. In other words, Erasmus is a European exchange program which allows university students to spend a semester or two in a partner university without paying additional fees.

How can you apply? Well, it depends on your home university requirements and designated process, therefore have a look at its website, in particular at the international section or, if present, the Erasmus out page. What is almost certain is that you'll need to write a motivation letter, explaining why you want to be an exchange student and why you should be chosen over the other applicants. Since I've been through the whole writing process with its anxiety and uncertainty, here's a few tips which will help you write a great letter.

Do research. My first advice would be to gather as much information as possible in order to mention a few aspects which made you choose to apply for the exchange program in that specific destination and university. Have a look at study plans, university activities and student societies or organizations you'd like to join. For instance, when I applied for the UVA, I spent hours on their website looking for information. After all, it is also useful for you, since you might actually go there. Name a few courses you might be interested in and why, how relevant they are to your interests and study plan. Moreover, I'd also mention if you'd like to participate to any of the activities organized by the university: for instance, I wrote about CREA and its courses, which I actually intend to take. Look for reasons why that particular city appeals to you or would improve your curriculum for a future career.

Ask for advice. Don't just rely on the internet, your university instructions or your instinct. Ask questions, advice to other people, especially to your university colleagues who actually got the place. Look for the results of the previous year and contact the winners, ask them tips or, if they are so kind to do so, to send you their own motivation letter as a sample. I for one was so lucky that my friend Chiara sent me hers and I will be forever grateful to her.

Make it well-structured and correct in terms of grammar. Good presentation is pivotal. A well-written letter will show interest, care and will be much more convincing than an improvised or neglected one. Don't forget that you'll be representing your faculty abroad, therefore the examiners will choose those people who would do their best. Be concise, clear and correct: you don't need to write like Shakespeare, but you need to be communicative and communicate effectively.

Be argumentative rather than emotional. Mention you're fond of travel or the place itself, but don't exaggerate with being emotional. The examiners are reading lots of applications and I bet you're not the only one who loves travelling. Be concrete, find multiple reasons why you want to go. Language, personal experience,

curriculum enrichment are just a few suggestions; find you own unique reasons to go and convince them to choose you.

Завдання 6. Прочитайте та перекладіть зразок мотиваційного листа для участі програмі ERASMUS. Напишіть власний лист.

Dear Sir or Madam:

With this letter, I would like to express my interest in studying at the University of XY as an Erasmus student.

I am currently studying Master's Degree program in Regional Geography at the ABC University in London. Having looked through the materials of the Foreign Department of my university, I was very delighted to find the opportunity to spend one semester learning geography at the University of XY. I have decided to apply for this program because I am sure it would strongly enrich my future studies and help me in my prospective career. Moreover, I consider this program as a great opportunity to get in touch with British culture and educational system. Last but not least, I am very curious about different approaches to the geography at the foreign university.

I have chosen to apply for University of XY, because I really like its module system of study. I specially appreciate the wide range of offered modules and the freedom in making your study plan. Many of the modules offered are unique for me, because there is no equivalent at my home university. Very important for me is also an "Excellent" rating for teaching of the Geography department and the overall friendly atmosphere at both the university as well as the city. The third main reason why I have chosen XY is its Urban and Regional Policy Research Institute. It specializes in interdisciplinary research on key regional and urban policy issues, which is the field of geography very familiar to me.

During my prior studies I have found out, that I would like to specialize in Urban and Transport Geography. The University of XY gives me a chance to get in touch with these subjects through modules from both Department of Geography and Department of Town and Regional Planning. In my last year at the ABC University I worked on an empirical study with main focus on transportation costs of suburbanization and urban sprawl. I really liked my project and I am keen to continue in it. I would like to use my stay in XY for further developing my skills in empirical research and starting working on my diploma project. The possibilities that gives me University of XY further expand those at my home university. I would take modules focusing on Transport and Urban geography and European Studies.

I would very much like to spend one semester at the University of XY. This would give me a chance to deepen my geographical knowledge in the inspiring, creative, and cosmopolite environment of one of the largest British universities. Furthermore, I could improve my English and increase my confidence in passing the TOEFL examinations after I return. Moreover, I am confident that my experience in London would be extremely exciting, fun, and valuable for both my studies and overall general development.

Thank you for considering my request. I look forward to your positive response.

Yours faithfully,

Suzan Parent

Виберіть правильну відповідь

1. By sending a ... you can make a good impression on the hiring manager.

- a) letter of offer
- b) letter of interest
- c) letter of complaint
- d) motivation letter

2. In your ..., you should include the type of job you are seeking, and how your skills and experience make you an excellent candidate

- a) letter of offer
- b) letter of interest
- c) letter of complaint
- d) motivation letter

3. Keep your message brief and to the point. Attention spans are short where email is involved. A few paragraphs should suffice.

- a) letter of offer
- b) letter of interest
- c) letter of complaint
- d) motivation letter

4. Companies may also have anxiety about the contents of the ..., fearing everything from a lawsuit to recipients' incorrectly reading a promise of a potential opportunity in the future.

- a) letter of offer
- b) letter of interest
- c) letter of complaint
- d) rejection letter

5. However, some companies do notify candidates who haven't been chosen with a ... letter

- a) letter of offer
- b) letter of interest
- c) letter of complaint
- d) rejection letter

Питання для поглибленого вивчення теми

1. Letter of offer.
2. Inquiry letter.
3. Complaint letter.
4. Resume and CV.
5. Application letter.

ЗМІСТОВИЙ МОДУЛЬ 2. Методичні основи професійної комунікації в письмовій та усній формах іноземною мовою

Тема 3. Міжнародні комерційні контракти англійською мовою

Мета: використовуючи надані зразки набути навички з розробки та укладання міжнародних комерційних контрактів англійською мовою; визначити форми, структури та ключові відмінності таких контрактів від внутрішньодержавних.

Методичні вказівки до виконання практичних завдань

При опрацюванні даної теми доцільно звернути увагу на особливості підготовки, погодження та підписання міжнародних комерційних контрактів англійською мовою та проаналізувати відмінності з підходами, актуальними в Україні.

При перекладі наданого в темі зразку міжнародного контракту варто запам'ятати його структуру, вивчити типові мовні звороти та проаналізувати відмінності з вимогами вітчизняного діловодства.

Варто засвоїти сутність та способи застосування міжнародних комерційних умов тлумачення найбільш широко використовуваних торговельних термінів в галузі міжнародної торгівлі Інкотермс 2010.

Завдання 1. Підготовка, погодження та підписання міжнародних комерційних контрактів супроводжується труднощами і особливостями. Прочитайте як правильно це зробити та перекладіть українською мовою.

Top ten tips in drafting and negotiating an international contract by Kenneth A. Adams and René Mario Scherr

Avoiding retaliation claims. Contracts for international transactions contain a mix of the familiar and the exotic. Familiar, in that deals resemble each other the world over, and so does the language used to express them. Exotic, in that differences in legal and business environments can require different approaches, or at least make them advisable. If you ignore the familiar, you end up reinventing the wheel. If you ignore the exotic, you might be in for unpleasant surprises.

Here are some suggestions for navigating international transactions.

1. The language of the contract. English is the lingua franca of international business, so it's commonplace for parties from different countries to enter into contracts in English, even if neither party is from an English-speaking country. And international companies generally find it simpler to have all their contracts be in English instead of a mix of languages. But if a contract party and its lawyers aren't used to working in English, the benefit of prevailing on them to accept English-language contracts might be more than offset by problems after signing caused by their not understanding what they had agreed to. For example, Chinese courts have been willing to hold that a given contract not in Chinese is void because the Chinese party simply didn't understand it. If using just English raises concerns, have the

parties waive the right to claim the contract is invalid because it's in English, or enter into dual-language contracts, with English as the governing language, or do both. But bear in mind the cost and delay involved in translating lengthy contracts into another language, as well as the possibility that disgruntled parties might mine translations for flaws that could be used to challenge the interpretation of key provisions or the validity of the contract.

2. Clear contract prose. Use clear language in your contracts. Any given English-language business contract will likely be riddled with the deficient usages that characterize traditional contract language – flagrant archaisms, redundancy, botched use of verbs, and so on. Many lawyers in the U.S. and England are wedded to traditional drafting, and some drafters in other jurisdictions seem to relish the most archaic and florid elements of traditional language. But readers and, most importantly, courts in other countries might respond with some combination of bewilderment and hostility.

3. Common law versus civil law. In the civil-law tradition, contracts are shorter than their common-law counterparts and attempt to address fewer contingencies. That's presumably because civil-law codes address issues that in common-law systems are routinely covered in contracts. The notion that there's a greater risk of litigation in common-law countries might also have something to do with it. But regardless of tradition, Anglo-American law firms have brought their style of practice, including Anglo-American-style transaction documentation, to civil-law countries. As a result, the distinction between the two types of contracts has blurred. In fact, promiscuous copy-and-pasting results in concepts appropriate only under common law – for example, the requirement that a contract be supported by «consideration» – finding their way into civil-law contracts.

4. Jurisdictional issues. When a company does business in an overseas jurisdiction, it's routine for the parties to negotiate whether the law and courts of one or the other party govern any dispute. Depending on what's at stake, they might opt for a compromise – for example, making English law the governing law, or providing for arbitration in Switzerland. It's a good idea to discuss with clients beforehand any fallback positions to adopt if their preferred governing law or jurisdiction isn't accepted. Parties from the Americas should be relatively amenable to having New York law govern. European, Middle Eastern, or African parties might be fine with English law. Singapore and perhaps Australian law and arbitration should be acceptable to Asian parties.

5. Terms of art. A term of art such as warranty might mean one thing under U.S. law and something different under, say, Czech law. The governing law would presumably determine which meaning applies, but it would be understandable if nevertheless some confusion resulted. For purposes of an English-language contract governed by the law of a jurisdiction where the courts use a language other than English, it might be prudent to state any critical terms of art in that other language, and in parentheses, directly after the English version, although too much of this can clog up a contract. A more comprehensive fix would be to replace terms of art with something

simpler. For example, instead of having a party hypothecate a security interest, have it simply grant that security interest. Particularly problematic are terms of art used in provisions that seek to limit liability. The term of art consequential damages is widely misunderstood by American and English lawyers; adding to the mix notions of what that term might mean in other jurisdictions would likely increase the confusion. You might want to consider simpler alternatives, for example an absolute cap on damages.

6. Personnel. Be attuned to distinctions in legal personnel in overseas jurisdictions. For example, in Japan, both bengoshi (Japan-qualified lawyers) and Japanese nationals with overseas qualifications work with English-language contracts. Don't be surprised if a member of one group in a given jurisdiction has views regarding the strengths and weaknesses of the different groups. And in some countries and companies, contract managers might exert as much influence as the lawyers.

7. In negotiations, expect the unexpected. In international transactions, you might find yourself negotiating issues that you hadn't expected to encounter. For example, the other side might insist that "force majeure" be grounds for nonpayment of existing debts, or that liability for breaches of confidentiality be capped. It might be that the person on the other side isn't familiar with how such deal points are usually handled. That's not necessarily to their discredit – how "boilerplate" issues are handled in domestic U.S. transactions can be more a matter of habit than logic.

8. Negotiation logistics. Even in domestic transactions, the back-and-forth between the parties can be a source of frustration. That can be aggravated when you add an international component. For example, erratic use of Microsoft Word's "track changes" feature can make a draft misleading, in that changes aren't marked or it's not clear who made changes. If a counterparty in an overseas jurisdiction isn't used to technology for showing changes, discuss with them beforehand the procedures to follow when exchanging drafts – the simpler the better. If the parties are in different time zones, you might gain credit – credit that you could call on at some other point in the transaction – by agreeing to schedule a call at a time that is during regular working hours for the other party but less convenient for you. (Mind you, nothing is gained by your being half-asleep during that call!) Also, if you agree to fly from the U.S. to Lahore for a key face-to-face meeting, that might help negotiations go more smoothly and earn you a measure of goodwill. Remember also that in some cultures, it's expected that meetings begin with a prolonged exchange of pleasantries.

9. Contract-signing formalities. In some jurisdictions, for a contract to be valid, the parties have to go through formalities that might seem almost ritualistic to those familiar with the relatively informal U.S. way of doing things. For example, each party might prove that whoever is signing is authorized. And be prepared for only original signatures to be accepted, or for signatories to wield corporate seals. Some of these formalities might seem quaint, but they might equally be appropriate in the context of legal systems that offer limited protection against fraud.

10. Using local counsel. Generally, it's essential to engage local counsel if you want to avoid tripping over local rules. But be clear with them about their role. In some countries, local counsel might be so concerned about exceeding their brief that

they fail to think creatively. Or out of respect for your role as managing attorney, they might analyze a situation from both sides without actually recommending what they would do if they were in your client's position. And if you have in mind engaging in no-holds-barred negotiations, remember that after your deal is done, your local counsel and the people on the other side of the deal will have to continue to live together in that particular pond. A theme that runs through these points is, be alert! Don't assume that a transaction will proceed in the same manner as it would in your home jurisdiction. Instead, assume that it won't, unless you confirm otherwise.

Завдання 2. Визначальне місце в реалізації міжнародних комерційних контрактів відіграє тлумачення міжнародних комерційних термінів Інкотермс. Прочитайте та перекладіть стислий виклад кожного терміну.

1. EXW Ex Works. "Ex Works" means that the seller delivers when it places the goods at the disposal of the buyer at the seller's premises or at another named place (i.e., works, factory, warehouse, etc.). The seller does not need to load the goods on any collecting vehicle, nor does it need to clear the goods for export, where such clearance is applicable.

2. FCA Free Carrier. "Free Carrier" means that the seller delivers the goods to the carrier or another person nominated by the buyer at the seller's premises or another named place. The parties are well advised to specify as clearly as possible the point within the named place of delivery, as the risk passes to the buyer at that point.

3. CPT Carriage Paid To. "Carriage Paid To" means that the seller delivers the goods to the carrier or another person nominated by the seller at an agreed place (if any such place is agreed between parties) and that the seller must contract for and pay the costs of carriage necessary to bring the goods to the named place of destination.

4. CIP Carriage And Insurance Paid To. "Carriage and Insurance Paid to" means that the seller delivers the goods to the carrier or another person nominated by the seller at an agreed place (if any such place is agreed between parties) and that the seller must contract for and pay the costs of carriage necessary to bring the goods to the named place of destination.

"The seller also contracts for insurance cover against the buyer's risk of loss of or damage to the goods during the carriage. The buyer should note that under CIP the seller is required to obtain insurance only on minimum cover. Should the buyer wish to have more insurance protection, it will need either to agree as much expressly with the seller or to make its own extra insurance arrangements."

5. DAT Delivered At Terminal. "Delivered at Terminal" means that the seller delivers when the goods, once unloaded from the arriving means of transport, are placed at the disposal of the buyer at a named terminal at the named port or place of destination. "Terminal" includes a place, whether covered or not, such as a quay, warehouse, container yard or road, rail or air cargo terminal. The seller bears all risks involved in bringing the goods to and unloading them at the terminal at the named port or place of destination.

6. DAP Delivered At Place. "Delivered at Place" means that the seller delivers when the goods are placed at the disposal of the buyer on the arriving means of transport

ready for unloading at the named place of destination. The seller bears all risks involved in bringing the goods to the named place.

7. DDP Delivered Duty Paid. “Delivered Duty Paid” means that the seller delivers the goods when the goods are placed at the disposal of the buyer, cleared for import on the arriving means of transport ready for unloading at the named place of destination. The seller bears all the costs and risks involved in bringing the goods to the place of destination and has an obligation to clear the goods not only for export but also for import, to pay any duty for both export and import and to carry out all customs formalities.

8. FAS Free Alongside Ship. “Free Alongside Ship” means that the seller delivers when the goods are placed alongside the vessel (e.g., on a quay or a barge) nominated by the buyer at the named port of shipment. The risk of loss of or damage to the goods passes when the goods are alongside the ship, and the buyer bears all costs from that moment onwards.

9. FOB Free On Board. “Free On Board” means that the seller delivers the goods on board the vessel nominated by the buyer at the named port of shipment or procures the goods already so delivered. The risk of loss of or damage to the goods passes when the goods are on board the vessel, and the buyer bears all costs from that moment onwards.

10. CFR Cost and Freight. “Cost and Freight” means that the seller delivers the goods on board the vessel or procures the goods already so delivered. The risk of loss of or damage to the goods passes when the goods are on board the vessel. The seller must contract for and pay the costs and freight necessary to bring the goods to the named port of destination.

11. CIF Cost, Insurance and Freight. “Cost, Insurance and Freight” means that the seller delivers the goods on board the vessel or procures the goods already so delivered. The risk of loss of or damage to the goods passes when the goods are on board the vessel. The seller must contract for and pay the costs and freight necessary to bring the goods to the named port of destination. The seller also contracts for insurance cover against the buyer’s risk of loss of or damage to the goods during the carriage. The buyer should note that under CIF the seller is required to obtain insurance only on minimum cover. Should the buyer wish to have more insurance protection, it will need either to agree as much expressly with the seller or to make its own extra insurance arrangements.”

Завдання 3. Прочитайте та перекладіть зразок міжнародного комерційного контракту ПАТ «АрселорМіттал Кривий Ріг».

CONTRACT № SAP №	
Кривий Ріг	_____20__
Public Joint Stock Company «ArcelorMittal Kyyvyi Rih» , hereinafter referred to as the BUYER represented by _____, acting on the basis of _____, of the one part, and _____, hereinafter referred to as the SELLER , represented by _____, acting on the	

basis of _____, of the other part, collectively called “The Parties” in the text of the Contract, have entered into this Contract regarding the following:

1. Subject of the Contract

The Seller shall deliver the Products to the Buyer and transfer them into his ownership in accordance with the Specification(s) agreed to the Contract, and the Buyer shall accept the Products and pay for them in accordance with the requirements of this Contract.

2. Products’ price and total cost of the Contract

2.1. Total cost of the Products under Contract shall be determined by summarizing the costs of all lots with the Products approved as per all Specifications made up to the Contract.

2.2. The price of the Products for supplying to the Buyer is agreed and determined for each position in Specification(s) that is (are) an integral part of this Contract.

3. Terms and conditions of delivery

3.1. The delivery is made by the Seller according to the International Rules of terms and definitions’ interpretation INCOTERMS, 2000 version, and agreed in the relevant Specification(s).

3.2. The Seller shall make delivery of the Products within the terms stated in the relevant Specification(s) only after the written Purchase order has been placed by the Buyer. The date of submission of the Purchase order is considered to be the date of the Purchase order’s sending to the email of _____ or by fax to the following number _____. The Purchase Order shall contain the list of Products (assortment) and the scopes of the products’ delivery, be in strict conformity to the range of Products and not to exceed the scopes stated in the Specification(s).

3.3. The date of delivery and risks’ transfer is considered as the date of transferring the Products from the Seller to the Buyer (Carrier) according to the conditions of delivery, agreed in the relevant Specification(s), pointed in the waybill (expenditure, CMR, railway, courier service). While Products delivery at CPT basis the date of delivery and risks’ transfer is considered as the date of transferring the Products from the Seller to the Buyer stated in the waybill (expenditure, CMR, railway, courier service).

3.4. The delivery is considered to be completed by the Seller in case of strict conformity of delivered Products to the Buyer’s written order in respect of the terms, range of the Products and scopes upon submission by the Seller of all shipping documents under paragraph 3.6.

3.5. The Seller shall notify the Buyer about the readiness for the delivery of Products by phone or fax _____ or by email _____ at the latest 72 hours before the date of delivery. The notice shall contain the description and quantity of the Products as well as the estimated date of delivery.

3.6. At the time of the Products’ arrival to the Buyer’s warehouse the Seller shall provide to the Buyer the following set of documents:

- invoice;
- waybill (expenditure, CMR, railway, courier service) with indicated SAP/R3-number of the Contract and of the purchase order;
- tax declaration created according to the requirements of active legislation;

- **(choose the required option)** original or copy of document which proves the quality of the Product (quality certificate and/or compliance certificate issued for the unit or party of the Product which is supplied under this Contract, and/ or the data sheet and/ or the user’s manual and the warranty certificate, upon its availability).

Seller shall provide to Buyer tax declaration, created in electronic format and complying with requirements of authorized Seller’s person electronic digital signature registration in established by law order, registered in Unitary register of tax declarations, within 15 (fifteen) calendar days from the moment of origin of the right of appropriation of value-added tax sums to tax credit.

In case of payment delay due to not providing of tax declaration by Seller or in case of Seller’s violation of order of completion and registration of tax declaration in Unitary register of tax declarations, Buyer is exempt from liability for delayed payment.

Invoice shall include legal Contract number, SAP Specification number, SAP purchase order number, SAP Seller reference number.

Seller shall send the original of invoice to Buyer’s Shared Service Controlling Center to the following address:

PJSC “ArcelorMittal Kryvyi Rih”

50095, Ukraine, Dnipropetrovsk region, Kryviy Rih, Ordzhonikidze street 1

Receiver: Shared Service Controlling Center AMKR, Manager of Department

All other documents are sent by the Seller together with Products.

In case any of the required for payment information is missing in the invoice, Buyer has the right to return the invoice to the Seller for correction or re-issuing. The date of receiving properly executed invoice including all Buyers’ requirements pointed in this clause will be considered as the date of invoice receiving. In case of delay in payments due to improperly executed invoice Buyer is released from responsibility for any delay in payment.

In case of questions on payment documents preparation Seller shall contact via e-mail: AMKRAccount.Payables@mittalco.com or by phone +38-056-499-70-88.

3.7. GCP – GENERAL CONDITIONS FOR PURCHASES shall be an inseparable part of the contract. GCP shall be applied in the part that does not contradict to the current legislation of Ukraine and to the terms of this contract.

The Seller declares and confirms that he is fully cognizant in contents of GENERAL CONDITIONS FOR PURCHASES of ArcelorMittal group placed on official public site of the Buyer at: <http://corporate.arcelormittal.com/who-we-are/supply-chain/globalprocurement>

4. Payment

4.1. The date of payment shall be the date of debiting cash assets from the Buyer’s account to the Seller’s account. The Buyer effects payment for the products in national currency of Ukraine by the Seller’s banking details indicated in the Contract as follows **(choose the required option)**:

4.1.1. Payment for the Products is effected from the date of delivery to Buyer’s warehouse within the period agreed in Specifications (A0__).

4.1.2. Payment for the Products equal to 100% of total amount of the Products agreed in relevant Specifications is effected in the form of documentary, revocable (irrevocable), not covered, divisible (indivisible) Letter of Credit (AK00).

The Letter of Credit is opened within 10 days from the moment of Seller's submittal of invoice/ letter to the Buyer. The term of L/C validity _____ calendar days. The executive bank is the Buyer's bank.

Letter of Credit to be opened shall conform to Uniform Customs and Practice for Documentary Credits, 2007, Publication No. 600 of the International Chamber of Commerce and the instructions for non-cash payments in the national currency in Ukraine (Regulation No. 22 dated 21.01.2004 of the National Bank of Ukraine, as amended and supplemented) The payment shall be effected from the Buyer's account: PJSC "Citibank",

Address: 16-G, Dymytriv Str., the City of Kyiv,
03150, Ukraine, MFO 300584,

EDRPOU 21685485 SWIFT code: CITIUAUK

Current account current in UAH: 26008200354222 Or

PJSC "ING Bank Ukraina"

Address: 30-A, Spas'ka St., city of Kyiv,
04070, Ukraine, MFO 300539,

EDRPOU 21684818 SWIFT code: INGBUAUK

Current account in UAH: 26003003100800

Beneficiary: _____

Payment under L/C shall be made upon submission of the following documents and according to the L/C terms:

- Invoice – copy;
- Acceptance report for the Products in terms of quantity and quality signed and sealed by the Parties – the original copy;
- Tax declarations - copy;
- Ticket confirming registration of tax declaration in Unitary register of tax declarations - copy.

All banking expenses shall be paid as follows:

- a) The Seller's bank charges shall be borne by the Seller;
- b) The Buyer's bank charges shall be borne by the Buyer;
- c) The charges for amendments to the Letter of Credit shall be borne by the initiator of such alterations.
- d) The banking commission for submission of the documents with discrepancies shall be borne by the Seller.

In case of prolongation of the open L/C validity term on the Seller's initiative, the Seller shall pay to the Buyer the penalty at the rate of 0.1% charged on the full amount of the Products, which were short-delivered as of the original date of the L/C expiration up to the moment of performing its obligations.

In case of non-performance of L/C (partial or full) on Seller's fault, Seller shall compensate to Buyer all expenses connected to opening and servicing of L/C during its lifetime. Allowed to perform payment of the delivered Products from the date of delivery to Buyer's warehouse with a delay in payment within calendar days (A0).

4.1.3. Payment of the Products is effected in national Ukrainian currency on conditions of pre-payment in the amount of 100% from total amount of Products value stated in relevant Specification (P100), by banking details of a Seller indicated in the Contract. At

that, if the Seller breaches any of its obligations, regardless of consequences of the breach, the latter shall return pre-payment amount in full with 12% annual interest within three days from the moment of such a breach.

5. Quality and quantity of the Products

5.1. Quality, integration, package and marking of the Products shall meet the state standards of the manufacturing country / the manufacturing company / other requirements (regulations) stipulated in Specification(s) and/or Buyer's technical requirements set in Specification(s) for this kind of Product and is to be confirmed by the correspondent quality document.

In case, making of products concordantly to the normative documents of enterpriseproducer, Seller is under an obligation to give this document not later what at 72 hours to the date of delivery.

5.2. For the Products that need obligatory package – the Products shall be shipped in package which fits to the shipping goods and kind of transport. Packing shall protect the Products from any kind of damage and corrosion during transportation and long-term storage considering the possibility of transshipment.

5.3. For the Products that need obligatory package and marking – each shipped place shall be marked in Russian or Ukrainian with the following information:

- name of the Buyer;
 - number of the Contract;
 - name of the Seller and/or manufacturer;
 - lot number;
 - net/gross weight;
 - all needed markings according to the specific character of the Products (center of gravity, do not cannot etc.);
 - number of a package is indicated by a fractional number, in which the numerator indicates an ordinal number of the package, and the denominator – the total number of packages.
 - or other information provided by standard documentation for this type of product.
- Packages with gross weight over 500 kg. or with height over one meter, shall be marked with sign “+” and letters “C. O. G.”- Center of Gravity. Points of strapping will be marked as well (if necessary).

5.4. The Seller shall be responsible for all the damages of the Products in case of improper or non-sufficient packing and/or marking, in case of violation the transportation rules (while delivering by Seller's or carrier's transport by the Seller's agreement) by way of replacing the damaged Products or their parts with new ones, and also shall bear all the expenses associated with this replacement. The Seller shall guarantee high technical parameters and quality of manufacturing.

6. Guarantees and conditions of Products' transfer

6.1. In case of the Products' receipt not meeting the requirements indicated in the Contract (poor quality, non-complete assortment, unordered, used and so on) or in case of nonconformity of the actually delivered Products to the quantity in the documents, the Buyer shall accept them for the safekeeping and immediately inform the Seller to dispose of Products.

6.2. The Products shall be accepted from the Seller:

- in terms of quantity – according to the shipping documents;
- in terms of quality – according to a document certifying the Products' quality.

6.3. The quality and quantity acceptance is made according to the provisions of Instruction П-6 and П-7 (Instruction about the order of acceptance of technical and industrial goods and consumer goods in terms of quality, approved by Resolution of State Arbitration at Council of Ministers of USSR dd. 15.06.1965, No. П-6, and also instruction about the order of acceptance of technical and industrial goods and consumer goods in terms of quality, approved by Resolution of State Arbitration at Council of Ministers of USSR dated 15.06.1965, No. П-7). The delivered Products shall be subject to incoming control with further statistic analysis and evaluation on the part of the Seller. In case of finding any non-conformity of the Products to the conditions of this Contract the summons of the Seller's representative is made in obligatory way. The Buyer is obliged to accept such products for safekeeping and to ask the Seller to participate in common acceptance in written form by sending an email to the following address _____ or by fax No. _____. Latest on the next working day after the receiving of the above-mentioned email from the Buyer the Seller is to inform the Buyer in written form about his representative to be sent or not to participate in acceptance of the products to the following email _____@arcelormittal.com or by fax No. _____. Receiving information from the seller about the non-arrival of his representative, the absence of a reply to the email during the next working day after the notification of the Seller, the representative's non-arrival till the 3th calendar day after the day of notification or the arrival of an unauthorized representative of the seller or the non-achievement of consensus by the parties regarding the products' non-compliance with the set contractual requirements, gives the Buyer a right to accept the products as per the quality and/or quantity with the participation of the expert from the Chamber of Commerce and Industry of Ukraine or any other independent agency, properly certified on the territory of Ukraine, at the Buyer's choice.

6.4. The Seller guarantees high technical parameters and quality of the manufacturing, full conformity to the technical description and complicity, pointed in the Contract.

6.5. The guarantee term for the Products (for the equipment, spare parts) is ___ months from the date of the Products' commissioning and not more than ___ months from date of the delivery date whatever is the earliest.

6.6. If during the acceptance of the Products or during the warranty period any hidden defects (poor quality, unordered, in damaged packing, used and so on) in the Products and/or the full/partial not full quantity of the Products and/or the nonconformity of technical documentation are revealed the Seller will be obliged as soon as possible but not longer than within ___ days from the date of the official corresponding notification and at his own expense as per Customer decision either to remove all revealed defects by way of repair or replace the defect Products (or part thereof) by the quality Products. In case Parties didn't find agreement on reasons and/or occurrence of warranty period and/or fact of defect Products delivery, Buyer invites independent accordingly certified at the territory of Ukraine inspection organisation _____ (further - Expert organisation) for taking final decision on found defect which shall become obligatory for performance

by both Parties. In case results of Expert organisation check show fact of defect Products delivery and/or fact of warranty case, Seller shall compensate value paid by Buyer to Expert organization for provided services of Products check within 20 calendar days after appropriate notification is sent by Buyer.

6.7. For nonconforming execution of requirements of Paragraph 6.6 the Seller shall pay penalty amounting to 0.3% from the cost of the poor quality (non-complete) Products for each day of delay. The penalty shall be charged from the ____ day from the date of receipt by the Seller a corresponding notification from the Buyer about the identified defects and shall be stopped on the date of signing by the Parties an act about defect removal or delivery of the new Products in exchange of the defect ones.

6.8. The replaced defect Products and/or part thereof and/or technical documentation shall be returned to the Seller at his request and at his expense within the period agreed upon by the parties additional. The Seller shall cover all transport and other expenses related to the replacement or return of the Products. The replaced Products shall be accepted by quality and quantity in accordance with paragraph 6.3 of this Contract. The above period of warranty related to the replaced Products shall commence from the delivery/commissioning date thereof.

7. Penalties

7.1. In case of delay in the delivery of the Products as per the terms mentioned in the Contract the Seller shall pay the penalty in the amount of 0.3% from the amount of the Products non-delivered on time for each day of the delay. The penalties shall be charged from the first day of the delay and stopped at the date of the delivery of the Products.

7.2. In case of the Seller's delay in the delivery of the Products partly or in full scope over one calendar month and in case of absence of the mutual agreement about the changes in terms of delivery, the Buyer has the right to refuse to accept and to pay for such Products and to acquire from any another Seller the delayed Products in the quantity and according to the itemized list and to charge to the Seller the damages specified by the Parties in amount of 10% from the value of the Products. The losses by this Paragraph are paid over the penalty specified in Paragraph 7.1 of the Contract.

7.3. In case of delay in the provision of the set of shipping documents specified in Paragraph 3.6 of the Contract the Seller shall pay the penalty in the amount of 0.1% from the value of the Products delivered without shipping documents for each day of the delay. The penalties shall be charged from the first day of the delay and stopped at the date of the provision of the full set of shipping documents by the Seller.

7.4. In case of delivery of the defective, non-complete, non-ordered Products or Products in damaged used packing the Seller shall pay to the Buyer the penalty in the amount of 10% from the value of such Products. If Seller eliminates above-mentioned defects within term stipulated by the Contract, this penalty will not be applied.

7.5. In case of delivery of defective, non-complete, non-ordered Products or Products in damaged used packing the Seller has the right to refuse to accept and to pay for such Products. Herewith the Seller shall not be free to pay the penalties specified in Paragraph 7.4 of the Contract.

7.6. (Include this clause in case in the process of contract performance a presence of workers of Seller or outside organizations, involved for contract performance, is expected at the enterprise territory)

The Seller is held responsible for the adherence of his employees as well as the employees of the companies involved in contract performance at the enterprise territory by the Seller to the "Internal labor regulations" at the enterprise territory:

- If the Seller's employees are detained at the enterprise territory under the influence of alcohol as well as for other violations of active at the enterprise "Internal labour regulations" by the enterprise employees of Security department or other contractors implementing the security of the enterprise facilities on the basis of agreements concluded with them, the Seller shall (based on the prepared act on detention) pay penalty in the amount established in line with Appendix № 1 to this Contract «Classification of Violations of Internal labour regulations at the enterprise territory and amount of penalties for these violations». In case of any damage incurred to the enterprise by the Seller's employees, payment of penalty does not exempt the Seller from the compensation of the damage. Settlements are made by way of issuing the invoice for the above amount which is due to be paid by Seller within 30 days from the moment of issuing the invoice. 7.7. Amounts with Value Added Tax are accrued while estimating the penalties amounts.

7.8. Payment of penalties mentioned in this Contract may be done by the Seller on a voluntary basis and/or by the Buyer's reduction of the amounts to be paid by the amount of the correspondent sanctions and/or by entering the claims. The payment of the penalties shall not release the Parties having paid for them to fulfill of to finish the fulfillment of the obligations under this Contract.

8. Force-majeure

8.1. The Parties shall be relieved from responsibility for partial or full non-fulfilment of the obligations, stipulated by the present Contract, if such non-fulfilment is a result of force majeure circumstances not depended from the Parties' will (earthquake, fire etc).

8.2. In case of starting the above force majeure circumstances the Party shall notify the other Party without any postponement but not later than in 15 days from the date of starting or, correspondently, stopping of force-majeure circumstances in any way with adding the needed proof. The document given by the Chamber of Commerce and Industry or by other authorized body of the country, in which the exist of those circumstances is certified, can become the needed proof. The official confirmation of force majeure circumstances, issued by the local Chamber of Commerce and Industry is to be issued during 5 days after the starting of force majeure circumstances and also during 5 days after their finish. The unnotification of one Party by another Party in the abovementioned term denies the Party a right to refer to the force majeure circumstances in future.

9. Settlement of disputes

9.1. Any disputes and arguments that may arise while the Contract executing shall be settled as per the procedure established by the law.

10. Other conditions

10.1. The Contract is made up in Ukrainian and English in two copies. Both texts and copies have equal legal force. In case of any discrepancy of the texts the Ukrainian text shall prevail.

10.2. All changes and annexes to the Contract shall be an integral part of it and shall be considered as valid if they are in written form, signed by the authorized representatives of both Parties and certified by the official representatives of the Parties and certified by

the seals of the Parties. Any changes in the items of Specifications in the Contract shall be agreed in advance by the Parties and documented as supplement to the Contract as well as signed by the Parties.

All additional agreements, specifications, addendums etc to this Contract are allowed to be concluded by Parties in Ukrainian language, addendums containing technical requirements about subject of the contracts - in Russian.

10.3. The transfer of the rights and obligations under this Contract to the third parties fully or partially shall be allowed only by written consent of the Parties.

10.4. The Contract is effective from __.__.20__ and is valid up to __.__.20__ or until the Parties duly execute their contractual obligations whatever is the earliest.

10.5. All previous negotiations and correspondence shall expire after signing this Contract.

10.6. A Bayer have the certificated Quality Management System in accordance with IS ISO 9001, the Ecological Management System pursuant to requirements of IS ISO 14001, Health&Safety System according to the requirements of OHSAS 18001.

The Seller is obliged to meet the requirements of above mentioned management systems set in Buyer's regulatories on its request and after providing the appropriate documents.

10.7. In case when Seller has Quality Management System (in accordance with IS ISO 9001 or appropriate national standard) on Buyer's request the shall provide evidences of its effective operation (quality regulation, processes list and developed procedures, compliance certificate). The Buyer is entitled to check the operation of Seller's Quality Management System in accordance with requirements of ISO 9001 and ISO 19011.

In case when Seller doesn't have implemented Quality Management System Buyer is entitled to perform in Seller audits on compliance of Products and conditions that guarantee compliance of Products with stated requirements.

10.8. The Contract can be terminated by Buyer's sole discretion with a written notification to the Seller in one month before its termination.

10.9. In case of refusal from the Products the Buyer shall compensate all the Seller's actually proved losses for the moment of notifying about the refuse connected with the performing of the Contract.

10.10. Each Party must comply, and must ensure that its directors, officers, employees, contractors, sub-contractors, suppliers and agents comply, with all applicable laws, including those concerning corruption, money-laundering, the payment of bribes, tax evasion, economic sanctions, and health and safety and must not undertake or cause to be undertaken any activity that is illegal or unlawful.

10.11. The Seller commits itself to reduce the risk of disclosure of any confidential information of ArcelorMittal to the third party.

10.12. According to the Law of Ukraine "On Personal Data Protection" Seller provides his agreement for processing, including transfer, of his personal data to PJSC "ArcelorMittal Kryviy Rih" for performance of its economic activity. In addition, Seller confirms that he is acquainted with his rights prescribed by Law of Ukraine "On Personal Data Protection". According to the Law of Ukraine "On Personal Data Protection" the Seller undertakes to ensure protection of PJSC "ArcelorMittal Kryviy Rih" employees' personal data received from the Company.

In addition, the Seller confirms that personal data owners' consents to transfer of their

personal data to PJSC "ArcelorMittal Kryviy Rih" under this Contract and its processing by PJSC "ArcelorMittal Kryviy Rih" have been received in compliance with the Law mentioned above. The Seller undertakes to fulfill the requirements of the Law of Ukraine "On Personal Data Protection" relative to this Contract.

10.13. (*Allowed not to be included in case Vendor has no stamp and informed about that*) Parties have agreed on obligation of stamping on this Contract and all contractual documents that are an integral part of this Contract. 10.14. While signing this Contract Parties confirm that:

- they have agreed on all essential Contract clauses;
- Parties' representatives that have signed this Contract have required authority for conclusion of this Contract with other Party.

11. The Parties' legal addresses and banking information

Buyer

Public Joint Stock Company

«ArcelorMittal Kryvyi Rih»

50095, Dnepropetrovsk region,

Kryvyi Rih, 1, Ordzhonikidze street, USREOU 24432974, INN 244329704050

Certificate of the tax payer № 100335838

PJSC "Citibank" MFO 300584, USREOU 21685485

Address: 16-G, Dymyrov Str., the City of Kyiv,

03150, Ukraine,

Account current in UAH: 26008200354222.

PJSC "ING Bank Ukraina"

Address: 30-A, Spas'ka St., the City of Kyiv,

04070, Ukraine, MFO 300539,

USREOU 21684818, SWIFT code: INGBUAUK Account current in UAH: 26003003100800

Seller

Виберіть правильну відповідь

1. ... means that the seller delivers the goods on board the vessel or procures the goods already so delivered. The risk of loss of or damage to the goods passes when the goods are on board the vessel. the seller must contract for and pay the costs and freight necessary to bring the goods to the named port of destination.

- a) FAS
- b) FOB
- c) CFR
- d) CIF

2. The Seller shall deliver the Products to the Buyer and transfer them into his ownership in accordance with the Specification(s) agreed to the Contract, and the Buyer shall accept the Products and pay for them in accordance with the requirements of this Contract.

- a) Продавець зобов'язується поставити та передати у власність Покупця Продукцію відповідно до Специфікації(цій), узгодженої(них) до Договору, а Покупець прийняти Продукцію та оплатити її на умовах даного Договору
- b) Продавець зобов'язується прийняти та передати у власність Покупця Продукцію відповідно до Специфікації(цій), узгодженої(них) до Договору, а Покупець прийняти Продукцію та оплатити її на умовах даного Договору
- c) Покупець зобов'язується прийняти та передати Продавцю Продукцію відповідно до Специфікації(цій), узгодженої(них) до Договору
- d) Продавець зобов'язується прийняти та передати Покупцю Продукцію відповідно до Специфікації(цій), узгодженої(них) до Договору

3. The delivery is considered to be completed by the Seller in case of strict conformity of delivered Products to the Buyer's written order in respect of the terms, range of the Products and scopes upon submission by the Seller of all shipping documents.

- a) Поставка Продукції Продавцем здійснюється в строки, зазначені у відповідній(них) Специфікації(ціях), але тільки після надання Покупцем письмового замовлення на поставку
- b) Датою поставки та переходу ризиків вважається дата передачі Продукції від Продавця до Покупця (Перевізника), згідно умов поставки, узгоджених у відповідній(них) Специфікації(ціях), зазначена у накладній
- c) Поставка вважається виконаною Продавцем за умови точної відповідності поставленої Продукції Замовленню на поставку Покупця по строкам, номенклатурі і обсягу, після надання Продавцем всіх супроводжувальних документів
- d) Поставка вважається виконаною Продавцем за умови точної відповідності поставленої Продукції Замовленню на поставку Покупця по строкам, номенклатурі і обсягу, після надання Продавцем всіх супроводжувальних документів, зазначених в пункті.

4. Waybill – це

- a) рахунок-фактура
- b) накладна
- c) супровідна документація
- d) видаткова накладна

5. Expenditure – це

- a) рахунок-фактура
- b) накладна
- c) супровідна документація
- d) видаткова накладна

Питання для поглибленого вивчення теми

1. The Nature of International Commercial Contracts.
2. Model contracts & clauses.
3. Researching the Applicable Law and Rules.
4. Soft Law and Trade Usages.

Тема 4. Професійне спілкування в усній формі

Мета: відпрацювання навичок професійної ділової комунікації в усній формі, усне представлення себе як фахівця з міжнародної економіки, проведення ділових переговорів, співбесіда з потенційним роботодавцем.

Методичні вказівки до виконання практичних завдань

При опрацюванні даної теми доцільно звернути увагу на особливості підготовки, погодження та проведення бізнес-зустрічей та бізнес-конференцій з англійськими колегами та проаналізувати відмінності з підходами, наявними в українському діловому середовищі.

Варто вивчити алгоритм поведінки та лексичні норми професійного спілкування англійською мовою в ході інтерв'ю під час прийому на роботу. Прочитайте та перекладіть поради щодо поведінки та відповідей на питання, що ставляться при прийомі на роботу.

Доцільно засвоїти сутність та порядок відповідей на найбільш поширені запитання при проведенні інтерв'ю для працевлаштування англійською мовою.

Завдання 1. Підготовка, погодження та проведення бізнес-зустрічей вимагає реалізації складного алгоритму дій. Прочитайте як правильно це зробити та перекладіть українською мовою.

How to Prepare for a Business Meeting by Amanda C. Kooser

A well-run meeting can be used to effectively train employees, close an important sale, set business goals and keep major projects on the right track. A successful meeting starts well before everyone is gathered in a conference room. The person running the meeting needs to make arrangements, gather materials, send out invitations and coordinate the activities. Participants need to be prepared to handle any required tasks, provide feedback, make presentations or brainstorm ideas. Doing the groundwork ahead of time will keep the meeting running smoothly and help you meet your goals.

1. Determine if you are running the meeting or expected to participate in any fashion. If you are in charge of arrangements, be ready to coordinate scheduling, materials and the pacing of the meeting.

2. Set a goal for the meeting. Decide if you are trying to make a sale, bring an investor on board, train employees about company policies or brainstorm new product ideas.

3. Set an agenda for the meeting. Give participants a heads up if the meeting is expected to be particularly long. Allow time for bathroom or refreshment breaks. Prepare a schedule if there will be multiple speakers or presenters.

4. Make arrangements for a meeting room, conference call or online meeting. Book a time that works for all key participants. Call or email the group to make sure that the chosen time works for everyone.

5. Send out time and location details to all participants. If you are dealing with employees, let them know if attendance is mandatory or optional. Email conference call-in numbers and codes if you are arranging a phone meeting.

6. Prepare for any needed equipment. For example, if you are going to have a computer presentation, be sure that the conference room has a screen and projector. Know how to hook your laptop up to the projector so that you don't have to waste valuable meeting time dealing with technical details.

7. Take your presentation for a test drive before you do it in front of clients. Make sure your sales or investment pitch is professional, concise and interesting. Endless charts projected on a screen don't make for compelling meetings. Understand your audience, how you can meet their needs and what goals you want to reach.

8. Gather materials. Print off handouts. Make sure there are enough chairs for everyone. Prepare refreshments or make catering arrangements if necessary.

9. Remind participants 24 hours ahead, or on the morning of, the actual meeting. Aim to start the meeting promptly at the given time.

Tip. Let participants know if they need to bring specific materials. Ask employees to bring note-taking supplies and consider delegating supplies, including refreshments or snacks for informal meetings.

Завдання 2. Організація, проведення та участь в бізнес-конференціях вимагають високого рівня фахової готовності до професійного спілкування англійською мовою. Прочитайте та перекладіть поради щодо всіх етапів участі в конференції.

How to attend a business conference by Leslie Ye

Be prepared. Be prepared. Be prepared. It bears repeating. The quickest way to throw away hundreds of dollars (besides actually throwing them away) is to go to a conference without sitting down and formulating a plan first.

It's not exactly military statecraft, but it's essential. I guarantee there will be no time to stop and pause once you arrive at the event, so take some time to complete the following items before you board that plane/train/bus.

1. Review the agenda. This one's a no-brainer. Set a goal for what you'd like to learn at the conference, and use the agenda to devise a plan specifically tailored to that goal. Make sure to attend conference-wide events like keynote addresses. Most conferences won't hold breakout sessions during these presentations, so you won't have to worry about missing out on anything else.

When it comes to smaller sessions, consider both the speaker and the subject matter. Highly tactical sessions are generally useful to attend regardless of who leads them. However, sessions less directly related to your profession can be valuable as well if they're led by an industry figure you're angling to meet.

2. Orient yourself. Familiarize yourself with the conference space so you don't get lost. You don't want to miss important information, or for a roomful of people to form a negative first impression of you by showing up late.

If you're attending a smaller conference, it should be enough to take a half hour or so the night before or early in the morning on day one to walk around the space. For larger conferences, this might not be feasible, especially if the show will be held across multiple venues. Grab a map from the host, and keep a copy on your phone or print one out to reference between sessions.

3. Find out who's going. The people you'll attend sessions with are as important as the sessions themselves. There's no better time to network with your peers, connect with new prospects, or touch base with customers than at a conference.

Most conferences will have a Facebook event page and/or a Twitter hashtag set up. The conference hosts will start promoting these pages in advance of the event, and they're a great way to keep track of acquaintances and people you'd like to meet.

Don't count on simply running into prospects at the conference. Instead, reach out to them ahead of time to let them know you'll both be in attendance. This way, you can book time on their calendars and have their full, undivided attention instead of trying to cram a 15-minute conversation into a stop-and-chat.

4. Set an out-of-office reply. Let's be honest: You'll probably be checking your work email during the conference. But even if you are, you definitely won't be able to respond at the same clip as you do in the office. Make sure prospects and customers know why they might not hear from you for a few days by setting up an out-of-office reply.

What to Bring to a Conference. Conferences are multi-day affairs where you'll be booking long hours each day. To remove as much stress as possible from your experience, make sure you've taken care of these things before you start your travels to the event:

5. Phone and Laptop Chargers. You're going to spend a huge part of your day on your devices -- don't get caught with dead batteries. If you plan to stay the entire day, or you're speaking/exhibiting at this event, bring portable chargers. You might even consider bringing wireless battery packs in case there aren't outlets available.

6. Business Cards (and Enough of Them). Make sure you have some business cards on hand and a stash of stationery in your luggage. You never know how many people you're going to meet and want to network with.

7. Demo Materials. By no means should you spend the conference pitching to people whom don't want to be pitched to. However, if one of those pre-set prospect meetings turns into a real sales opportunity, it'll be more efficient -- and impressive -- if you can provide a walkthrough on the spot.

8. The LinkedIn Mobile App. No networking opportunity is complete without LinkedIn, and you should have the mobile app downloaded on your phone by the time you enter the event. If you meet a business leader you want to talk more with later, being able to pull up their LinkedIn profile on the fly and send them a connection request can help you make the best of each interaction.

9. Nice Clothes. Maybe this already occurred to you. There are rarely dress codes at industry events, but looking sharp with a nice button-down shirt or shiny shoes allows you to put your best foot forward (no pun intended) when you encounter businesses and professionals on whom you want to make a good impression.

What to Do at a Conference. You're here ... Now what? The next few days will be a whirlwind of activity, but don't be overwhelmed. You're armed with a goal and a plan -- there are only a few additional things to keep in mind to help you make the most of your time.

10. Register early. You don't want to be stuck at the registration desk while everyone else is off to the races. Register as early as possible so you can minimize your time standing in lines and maximize your time learning and meeting people.

11. Divide and conquer. If you're attending with coworkers, try and see as much as possible. If each of you attends the same sessions and events, your company might as well have only sent one of you. Splitting up for sessions will maximize how much you're able to learn and ensure that each of you has unique insights to take back to your company. Plan to get lunch or dinner each day to regroup on key takeaways.

Flying solo also means you'll each be able to meet more people. Huge conferences can foster pack mentality, but the more attendees you can meet and speak with, the more of an asset you'll be to your sales team. Discovering how your business fits into the larger industry and how other companies run their sales divisions are invaluable insights. A conference is an unparalleled opportunity to pick the brains of your competition and your market. Don't waste it.

12. Connect with your customers. Sure, you might have exchanged emails with your customers in the last few months, but nothing beats a face-to-face interaction. If things aren't going so well, this is a great opportunity to address any issues before you get a cancellation call. But don't feel as though you have to solve every problem today; talk through any high-level concerns your customer may have and then set a follow up time for after the conference.

And if things are going well, checking in will not only reinforce your relationship -- it'll also be fun! Enjoy spending time with a happy customer, and listen for upsell opportunities.

13. Follow up with prospects. You've set up meetings with prospects. Now, put that time to use. Listen to their anxieties and concerns, and demonstrate how your product can help address those issues and bring their business to the next level.

Don't go into these meetings expecting to close deals on the spot. Like you, your prospects are attending this conference to learn and gain expertise. Use these conversations to set yourself up for future targeted conversations addressing specific pain points or questions. Close each conversation with a list of takeaways, and let prospects know you'll be following up with relevant materials.

14. Participate in the larger conversation. Most conferences will have a dedicated hashtag. During the event, make sure you're tagging your tweets and Instagrams properly. You can also monitor the hashtag throughout the conference to see what people are talking about. Striking up a conversation online is a great way to reach out to someone you're interested in meeting but haven't come across in person yet.

15. Stay organized. Conferences are information avalanches. Between breakout sessions, workshops, one-on-one conversations, and happy hours, you'll come away with more notes, names, and numbers than you can possibly remember. This wealth of information will serve you well going forward, but if you come home with a mess of business cards and a set of notes without labels or tags, you'll spend double the time organizing everything and trying to recall what you discussed with "Jennifer Chicago CEO."

What to Do After Attending a Conference. Take some time to decompress after you arrive home. ... But not too much, because your work's not finished. The days and weeks after a conference are when you'll be able to put everything you've learned to use and turn your short meet-and-greets into fruitful business partnerships.

16. Do some housekeeping. All that information you gathered from customers and prospects? It's time to transfer it into your CRM. Jot down everything you can remember from your conversations so that when you follow up, you're able to view new insights in the context of the larger relationship.

17. Follow up. Connecting with people you met during the conference is best done in the days immediately following your return. Send follow-up notes and LinkedIn requests while the conference is still fresh in everyone's minds. Include a personalized message to accompany your request on LinkedIn. Remember, everyone's inbox will be flooded, so make yourself memorable by reminding your new connection what you discussed. Check out this guide to writing the perfect LinkedIn invitation for more advice.

Now is also the time to make use of the insights you gained from your prospects. Whether it's sending them content or scheduling a demo, make use of what you learned from your one-on-ones to get them closer to signing on with your company. Make sure your follow-ups are appropriately tailored to what you discussed -- another reason you'll want to organize your notes.

18. Teach. The insights you gained at the conference are likely to be useful for your team, so make sure to set aside time to pass on what you learned. Whether it's leading an in-person session or writing an email or post to document the most valuable information, proactively sharing information will help your colleagues do better work while establishing you as a leader on your team.

There's no better place than a conference to take stock of the state of your industry and your profession. Make the most of your time, and have fun!

Завдання 3. Змодельуйте ситуацію з розрядженим акумулятором ноутбуку на конференції та складіть діалог із вирішення цієї проблеми.

Завдання 4. Вільне професійне спілкування є частиною інтерв'ю під час прийому на роботу. Прочитайте та перекладіть поради щодо поведінки та відповідей на питання, що ставляться при прийомі на роботу.

10 interviewing rules by Carole Martin, Monster contributor

In the current job market, you'd better have your act together, or you won't stand a chance against the competition. Be prepared to the best of your ability. There is no way to predict what an interview holds, but by following these important rules you will feel less anxious and will be ready to positively present yourself. Check yourself on these 10 basic points before you go on that all-important interview.

1. Do your research. Researching the company before the interview and learning as much as possible about its services, products, customers and competition will give you an edge in understanding and addressing the company's needs. The more you know about the company and what it stands for, the better chance you have

of selling yourself in the interview. You also should find out about the company's culture to gain insight into your potential happiness on the job.

2. Look sharp. Select what to wear to the interview. Depending on the industry and position, get out your best interview clothes and check them over for spots and wrinkles. Even if the company has a casual environment, you don't want to look like you slept in your outfit. Above all, dress for confidence. If you feel good, others will respond to you accordingly.

3. Be prepared. Bring along a folder containing extra copies of your resume, a copy of your references and paper to take notes. You should also have questions prepared to ask at the end of the interview. For extra assurance, print a copy of Monster's handy interview take-along checklist.

4. Be on time. Never arrive late to an interview. Allow extra time to arrive early in the vicinity, allowing for factors like getting lost. Enter the building 10 to 15 minutes before the interview.

5. Show enthusiasm. A firm handshake and plenty of eye contact demonstrate confidence. Speak distinctly in a confident voice, even though you may feel shaky.

6. Listen. One of the most neglected interview skills is listening. Make sure you are not only listening, but also reading between the lines. Sometimes what is not said is just as important as what is said.

7. Answer the question asked. Candidates often don't think about whether they are actually answering the questions their interviewers ask. Make sure you understand what is being asked, and get further clarification if you are unsure.

8. Give specific examples. One specific example of your background is worth 50 vague stories. Prepare your stories before the interview. Give examples that highlight your successes and uniqueness. Your past behavior can indicate your future performance.

9. Ask questions. Many interviewees don't ask questions and miss the opportunity to find out valuable information. The questions you ask indicate your interest in the company or job.

10. Follow up. Whether it's through email or regular mail, the interview followup is one more chance to remind the interviewer of all the valuable traits you bring to the job and company. Don't miss this last chance to market yourself.

Want more interviews? Do this. It's important to appear confident and cool for the interview. One way to do that is to go on an ample number of interviews so you get comfortable with the process. Could you use some help in that department? Join Monster today. As a member, you can upload up to five versions of your cover letter and resume—each tailored to different types of jobs that interest you. Recruiters search Monster every day looking to fill top jobs with qualified candidates, just like you. Additionally, you can get job alerts sent to your inbox the moment they become available. The more exposure you can get, the sooner you'll find yourself back in the interview seat—and then at the company itself.

Завдання 5. Дайте усні відповіді на найбільш поширені запитання при проведенні інтерв'ю для працевлаштування.

1. Can you tell me a little about yourself? This question seems simple, so many people fail to prepare for it, but it's crucial. Here's the deal: Don't give your complete employment (or personal) history. Instead give a pitch—one that's concise and compelling and that shows exactly why you're the right fit for the job. Start off with the 2-3 specific accomplishments or experiences that you most want the interviewer to know about, then wrap up talking about how that prior experience has positioned you for this specific role.

2. How did you hear about the position? Another seemingly innocuous interview question, this is actually a perfect opportunity to stand out and show your passion for and connection to the company. For example, if you found out about the gig through a friend or professional contact, name drop that person, then share why you were so excited about it. If you discovered the company through an event or article, share that. Even if you found the listing through a random job board, share what, specifically, caught your eye about the role.

3. What do you know about the company? Any candidate can read and regurgitate the company's "About" page. So, when interviewers ask this, they aren't necessarily trying to gauge whether you understand the mission – they want to know whether you care about it. Start with one line that shows you understand the company's goals, using a couple key words and phrases from the website, but then go on to make it personal. Say, "I'm personally drawn to this mission because..." or "I really believe in this approach because..." and share a personal example or two.

4. Why do you want this job? Again, companies want to hire people who are passionate about the job, so you should have a great answer about why you want the position. (And if you don't? You probably should apply elsewhere.) First, identify a couple of key factors that make the role a great fit for you (e.g., "I love customer support because I love the constant human interaction and the satisfaction that comes from helping someone solve a problem"), then share why you love the company (e.g., "I've always been passionate about education, and I think you guys are doing great things, so I want to be a part of it").

5. Why should we hire you? This interview question seems forward (not to mention intimidating!), but if you're asked it, you're in luck: There's no better setup for you to sell yourself and your skills to the hiring manager. Your job here is to craft an answer that covers three things: that you can not only do the work, you can deliver great results; that you'll really fit in with the team and culture; and that you'd be a better hire than any of the other candidates.

6. What are your greatest professional strengths? When answering this question, interview coach Pamela Skillings recommends being accurate (share your true strengths, not those you think the interviewer wants to hear); relevant (choose your strengths that are most targeted to this particular position); and specific (for example, instead of "people skills," choose "persuasive communication" or "relationship building"). Then, follow up with an example of how you've demonstrated these traits in a professional setting.

7. What do you consider to be your weaknesses? What your interviewer is really trying to do with this question—beyond identifying any major red flags – is to gauge your self-awareness and honesty. So, "I can't meet a deadline to save my life"

is not an option—but neither is “Nothing! I’m perfect!” Strike a balance by thinking of something that you struggle with but that you’re working to improve. For example, maybe you’ve never been strong at public speaking, but you’ve recently volunteered to run meetings to help you be more comfortable when addressing a crowd.

8. What is your greatest professional achievement? Nothing says “hire me” better than a track record of achieving amazing results in past jobs, so don’t be shy when answering this interview question! A great way to do so is by using the S-T-A-R method: Set up the situation and the task that you were required to complete to provide the interviewer with background context (e.g., “In my last job as a junior analyst, it was my role to manage the invoicing process”), but spend the bulk of your time describing what you actually did (the action) and what you achieved (the result). For example, “In one month, I streamlined the process, which saved my group 10 manhours each month and reduced errors on invoices by 25%.”

9. Tell me about a challenge or conflict you’ve faced at work, and how you dealt with it. In asking this behavioral interview question, “your interviewer wants to get a sense of how you will respond to conflict. Anyone can seem nice and pleasant in a job interview, but what will happen if you’re hired and Gladys in Compliance starts getting in your face?” says Skillings. Again, you’ll want to use the S-T-A-R method, being sure to focus on how you handled the situation professionally and productively, and ideally closing with a happy ending, like how you came to a resolution or compromise.

10. Where do you see yourself in five years? If asked this question, be honest and specific about your future goals, but consider this: A hiring manager wants to know a) if you’ve set realistic expectations for your career, b) if you have ambition (a.k.a., this interview isn’t the first time you’re considering the question), and c) if the position aligns with your goals and growth. Your best bet is to think realistically about where this position could take you and answer along those lines. And if the position isn’t necessarily a one-way ticket to your aspirations? It’s OK to say that you’re not quite sure what the future holds, but that you see this experience playing an important role in helping you make that decision.

Виберіть правильну відповідь

1. Register ... You don’t want to be stuck at the registration desk while everyone else is off to the races

- a) early
- b) in time
- c) lately
- d) distantly

2. A well-run ... can be used to effectively train employees, close an important sale, set business goals and keep major projects on the right track

- a) party
- b) rest
- c) meeting
- d) camping

3. Set a ... for the meeting. Decide if you are trying to make a sale, bring an investor on board, train employees about company policies or brainstorm new product ideas.

- a) slogan
- b) motto
- c) goal
- d) title

4. What not to Bring to a Conference

- a) chargers
- b) business cards
- c) entertaining materials
- d) demo materials

5. Companies want to hire people who are passionate about the ...

- a) company
- b) job
- c) themselves
- d) entertainment

Питання для поглибленого вивчення теми

1. Problems With Your Interview Process.
2. Interviewing Issues and Questions to Avoid.
3. The Problems Attendees Experience at Conferences.
4. Business Meeting Problems and Solutions.

ЗМІСТОВИЙ МОДУЛЬ 3. Теоретико-методичні підходи до організації науково-дослідної діяльності іноземною мовою

Тема 5. Актуальні теми наукових досліджень у сферах міжнародної економіки та економіки й управління ринком землі на сторінках іншомовних видань (монографії, статті, періодичні видання)

Мета: ознайомлення зі структурою, форматом і сферами охоплення та опрацювання періодичних видань в галузях міжнародної економіки та економіки і управління ринком землі провідних англomовних видавництв наукової літератури: International Economics Journal – Elsevier, International Economic Journal – Taylor & Francis, International Journal of Economic Sciences, International Economic Journal – SCImago, Countryside Magazine - European Landowners Organisation.

Методичні вказівки до виконання практичних завдань

При опрацюванні даної теми варто самостійно відвідати та дослідити структуру веб-сайтів найвпливовіших наукових періодичних видань в галузі міжнародної економіки провідних англomовних видавництв наукової

літератури. Варто засвоїти алгоритм опрацювання статей в англомовних виданнях, оскільки вони мають особливості в порівнянні з вітчизняними.

Необхідно звернути увагу на особливості написання анотацій згідно з міжнародними вимогами та проаналізувати відмінності з вимогами до публікацій у вітчизняних виданнях.

Доцільно засвоїти сутність та порядок пошуку наукових статей у відповідності до наукової проблематики та до інформації, наведеної в анотаціях до наукових статей.

Завдання 1. Відвідайте та дослідіть веб-сайти видань International Economics Journal –Elsevier, International Economic Journal – Taylor & Francis, International Journal of Economic Sciences, International Economic Journal – SCImago, Countryside Magazine - European Landowners Organisation. Прочитайте та перекладіть як правильно опрацювати наукові журнали.

How to Read a Scientific Paper

Scientific papers are the heart of the science community; they're one of the major ways scientists communicate their results and ideas to one another. If you're considering doing original scientific research, reading the scientific literature is a must! Read the roundtable discussion about Finding an Idea for an Advanced Science Fair Project by students who successfully competed at the top-level science competitions, and you'll quickly see that scientific papers were vital to those students when it came to both choosing their topics and carrying out their experiments.

Scientific papers contain the most up-to-date information about a field. So, if you have a topic you're interested in studying, reading the scientific literature in that field will help you understand what has already been discovered and what questions remain unanswered. The great thing about science is that every time one question is answered, the answer unlocks twice as many new questions. This means that once you've read the literature and know what people have already discovered, you'll probably be able to see what still needs to be done in the field and use that to design your own relevant research project.

Scientific papers also contain information about how experiments were conducted, including how long they took, the equipment and materials necessary, and details about how to physically perform the experiments. This kind of information is critical for figuring out how to do your own experiments, and even whether the project will be physically possible given your equipment constraints. Two Types of Scientific Papers Containing Two Types of Information

There are two types of scientific papers: review articles and primary research articles. Review articles give an overview of the scientific field or topic by summarizing the data and conclusions from many studies. These types of articles are a good starting place for a summary of what has been happening in the field. And they often contain more background information than primary research articles do, which means if at any point you're confused while reading the primary literature, it will help to go back and look at reviews. It is also wise to read several reviews by different authors for a well-rounded perspective of the field; individual authors have their own biases and you want to make sure you're exposed to as many different points of view as possible before you settle on your own conclusions.

Primary research articles contain the original data and conclusions of the researchers who were involved in the experiments. These articles also contain details about how the experiments were done. Or, in the cases of some journals, they might contain web addresses for "supplemental data" found online, which detail the methods used by the authors. In general, primary research articles should be consulted any time you need to get more information about how an experiment was carried out, or if you need to review the original data, which you may want to do in order to base your experiments off their data, or to evaluate for yourself the validity of the authors' conclusions. Primary research articles are also useful for seeing how experts in that scientific field visually represent their data. For example, what types of graphs are common to the field? Are there any specific units that are used? You'll eventually need to know this information to put together a good report or display board to convey your research.

If you're looking at a paper and you're not sure if it is a review or a primary research article, here are a few easy ways to distinguish. First of all, many reviews will be labeled as "review" or "tutorial" on the first page of the article. Also, reviews don't have a "methods" section (although you can find entire reviews dedicated to discussing the advances in a specific method or technique). And in a review article, graphs, tables, or figures containing actual data will contain citations in the figure legend to the primary research papers that originally reported the findings.

Завдання 2. Опрацювання статей в англomовних виданнях має свої особливості. Прочитайте як правильно це робити та перекладіть українською мовою.

The Parts and Uses of Primary Research Articles

Primary research articles are typically broken down into six sections: abstract, introduction, materials and methods, results, discussion, and references. A few journals have slightly different formats due to their space constraints or target audience. The most common alteration is to combine the results and discussion parts into a single section. Each part of the paper serves a unique purpose and can help your research project in a different way.

Abstract. The abstract is a summary of the paper. It usually highlights the main question(s) the authors investigated, provides the key results of their experiments, and gives an overview of the authors' conclusions. Reading the abstract will help you decide if the article was what you were looking for, or not, without spending a long time reading the whole paper. Abstracts are usually accessible for free either online at journals' websites or in scientific literature databases.

Introduction. The introduction gives background information about the topic of the paper, and sets out the specific questions to be addressed by the authors. The quantity and thoroughness of the background information will depend on both the authors' proclivities, and the guidelines for that specific journal. Throughout the introduction, there will be citations for previously published articles or reviews that discuss the same topic. Use these citations as recommendations for other articles you can refer to for additional background reading.

Reading the introduction is a test of whether or not you are ready to read the rest of the paper; if the introduction doesn't make sense to you, then the rest of the paper won't either. If you find yourself baffled by the introduction, try going to other sources for information about the topic before you tackle the rest of the paper. Good sources can include a textbook; online tutorials, reviews, or explanations; a review article or earlier primary research article (perhaps one of the ones cited in the introduction); or a mentor. If even after trying all these sources you're still confused, it may be time to consider a new topic.

Materials and Methods. The materials and methods section gives the technical details of how the experiments were carried out, including the types of controls used and where unusual resources (like a bacterial strain or a publicly available data set) were obtained. Reading the methods section is helpful in understanding exactly what the authors did. After all, if you don't understand their experiments, it will be impossible to judge the veracity of their results and conclusions! This section also serves as a "how-to" manual if you're interested in carrying out similar experiments, or even in repeating the same experiments as the authors did.

The materials and methods section is most commonly placed directly after the introduction. But if you can't find it there, check the end of the paper, just before the references, or look for a URL within the research article for a "supplementary information" section online.

Results. The results section is the real meat of a primary research article; it contains all the data from the experiments. The figures contain the majority of the data. The accompanying text contains verbal descriptions of the pieces of data the authors feel were most critical. The writing may also put the new data in the context of previous findings. However, often due to space constraints, authors usually do not write text for all their findings and instead, rely on the figures to impart the bulk of the information. So, to get the most out of the results section, make sure to spend ample time thoroughly looking at all the graphs, pictures, and tables, and reading their accompanying legends!

Three types of information can be extracted from the results section: data from the experiments, ideas about how to improve the methods, and an understanding of how to represent similar data. Clearly, this is the section of the paper you refer to if you need to know exactly what the researchers found out, particularly if you need data to compare with your own findings, or to use to build your own hypothesis. The results section is also useful for understanding whether the methods of an experiment worked well. For example, a graph of the data might show that although the authors took time points every hour, there was no change at all until five hours into the experiment, and then the change was rapid. By interpreting their graph yourself and making this observation, you would be able to repeat the experiment, with differentially spaced time points, to resolve what actually happened during the fifth hour. And last, but not least, studying the figures will help you understand how to represent your own data in a way that is clear, accurate, and in keeping with the standards in that particular field of science.

Discussion. The discussion section is the authors' opportunity to give you their opinions. It is where they draw conclusions about the results. They may choose to put their results in the context of previous findings and offer theories or new hypotheses that explain the sum body of knowledge in the field. Or the authors may comment on new questions and avenues of exploration that their results give rise to. The purpose of discussion sections in papers is to allow the exchange of ideas between scientists. As such, it is critical to remember that the discussions are the authors' interpretations and not necessarily facts. However, this section is often a good place to get ideas about what kind of research questions are still unanswered in the field and thus, what types of questions you might want your own research project to tackle.

References. Throughout the article, the authors will refer to information from other papers. These citations are all listed in the references section, sometimes referred to as the bibliography. Both review articles (often cited as "reviewed in...") and primary research articles, as well as books or other relevant sources, can be found in the references section. Regardless of the type of source, there will always be enough information (authors, title, journal name, publication date, etc.) for you to find the source at a library or online. This makes the reference section incredibly useful for broadening your own literature search. If you're reading a paragraph in the current paper and want more information on the content, you should always try to find and read the articles cited in that paragraph.

How to Proceed When Reading a Scientific Paper.

Whether you're reading a review article or a primary research paper, you're likely to come across vocabulary and concepts with which you're unfamiliar. It's a good idea to have other resources on hand to look up those words and ideas. For example, a scientific dictionary is useful for checking unfamiliar vocabulary, and textbooks are excellent starting places to look up scientific concepts. Internet searches for tutorials or explanations about a specific method or concept can also be useful. And don't forget that people, like mentors and science teachers, can also be great resources when you're stuck.

You're likely to find that reading and understanding a scientific paper is an iterative process: read, look things up, re-read, etc. But if you find that you're spending hours looking up information and not making any progress, then it may be time to consider that this paper is not for you. If that's the case, try going to a more general paper (like a review or textbook entry) about the topic and then returning to the paper after you're more informed. And if that still doesn't help, it may be time to consider changing your topic.

Highlighting important data and making notes directly on a photocopy or printout of the paper can be a good way to keep track of the information as you move through the paper. Taking notes will help you encapsulate what is important about the paper, and keep you focused on the task. You may even want to make a diagram or sketch in the margins to remind yourself how an experiment was done. These notes also provide a visual key to the pieces of data most relevant to you so that when you need to go back to the paper to remember a detail, it'll be easy for you to find it.

In all cases, start by reading the abstract; read it to make sure the paper is what you were looking for and is worth your time and effort. If the abstract indicates the paper is of interest to you, move on to the introduction. If you're already familiar with the paper's topic, you can just skim the introduction and materials and methods sections to make sure you're truly up-to-date. But if you aren't familiar with the topic, or if skimming reveals terms or concepts you don't understand, you'll need to read the introduction and then the methods section carefully, stopping to consult other resources or cited literature to augment your understanding.

Once you're sure you have a handle on the background information and an idea of how the experiments were performed, you're ready to tackle the results section. The first step is to examine each figure and table. Make sure to read the accompanying figure legend so you know what all the variables are, and refer back to the methods if you're unsure of how the data was collected. Try to analyze and draw your own conclusions from the figures. Then, once you've looked at all the figures, go back and read the results text. Since you've already been through the data on your own, you'll be better able to follow the authors' writing, and to decide if you agree with the conclusions they're making about the data.

Lastly, if you're interested in the authors' interpretations of the results, read the discussion. If you're already very familiar with the topic, you may find that reading the discussion is unnecessary. But for people just entering the field, discussions are a good place to get a glimpse of what the current competing theories and hypotheses are.

Завдання 3 для ОП «МЕ». Прочитайте та перекладіть українською мовою анотацію статті International production networks and the world trade structure by Isabella Cingolania, Lelio Iapadre and Lucia Tajoli.

In this work, we examine bilateral trade data in two industries with different technological characteristics (textiles and apparel, and electronics) in order to detect the presence of international production networks in these sectors and to assess their structures and organization. Moving from the recent stream of literature that underlines the importance of assessing the participation and position of a country within an international production system, generally much more complex than a simple chain, we examine if these networks can be identified using traditional trade data and if they are still mainly regional.

We start by applying a particular specification of bilateral trade intensity indices to the matrix of world trade in each sector (from the BACI – CEPII database), using the BEC classification to distinguish between intermediate and final goods, in order to highlight trade flows driven by international production networks. We compute indicators for the world trade matrix and its regional partitions, as defined by exogenous geographical criteria, or by the existence of regional integration agreements. The resulting pattern of revealed trade preferences conveys useful information about the actual geographic distribution of the underlying international value chains.

The core of the paper is an application of network analysis to better understand the topology of global and regional value chains. In each industry, we identify endogenous

geographical sub-networks based on preferential trade links, again distinguishing between trade flows in intermediate or final goods, and we examine the topological structure of the trading regions, to assess whether they are similar across industries and goods' categories, and if they are built around a central core country.

On the basis of both approaches, we conclude that trade regionalization is still high, especially in electronics, confirming that geographical proximity and other integration factors still play a role in facilitating international production and trade. However, regionalization has slightly declined in the recent past, and there are some relevant preferential linkages bridging different regions.

In addition, the topology of trade networks can indeed shed some light on the structure of the underlying production linkages. In particular, a stronger preferentiality and selection of partners seem to occur for trade in intermediate goods, as suggested by the theory of international fragmentation of production.

Завдання 3 для ОП «ЕУРЗ». Прочитайте та перекладіть українською мовою уривок зі звіту Agricultural land market regulations in the EU Member States by Liesbet Vranken, Ewa Tabeau, Peter Roebeling

1. Importance of land market and land regulations

Well-functioning land markets are of utmost importance for economic development, particularly in rural areas (Deinigner and Federer, 2001). Land is an important production factor for the production of agricultural goods. Well-functioning land markets (both sales and rental) allow to transfer land to the more efficient producers. In addition, land can be a source of political power. It is a store of wealth, a financial asset and is used to hedge against inflation which makes it interesting for investors who lack skills and/or interest to farm. As land is often used as collateral, well-functioning land markets are often instrumental for the development of credit markets (Brandao and Feder, 1996). The latter, in turn, can stimulate productive investments in land, at least if tenure security and/or property rights are secured (Feder and Nishio, 1998; Faruqee and Carey, 1999).

Land regulations will affect the functioning of the land market and therefore have important equity and efficiency consequences. Insights in the functioning of the land market are also important from an EU policy point of view. The CAP is a community wide policy and its budget is considerable. It has evolved quite extensively since its establishment in 1962, but one of the main goals remains to support farmers and improve agricultural productivity, ensuring a stable supply of affordable food and to safeguard EU farmers to make a reasonable living (EC, 2021). To what extent the goals can be reached will depend on country-specific characteristics and regulations. Land regulations interact with agricultural policies, such as agricultural subsidies that can be capitalized in land prices (Patton et al., 2008; Ciaian et al., 2010, Ciaian and Kancz; Van Herck et al., 2013). If regulations differ among countries, the redistributive impact of subsidies will also vary across countries.

2. Benefits of sales and rental market

Land sales markets are considered an important instrument to enhance efficiency. Land sales are supported because they transfer full rights to new users, are more likely to increase access to credit (as land can be used as collateral) and provide

optimal incentives for investment by providing permanent security rights (Binswanger et al, 1993; Binswanger et al., 1995). However, the performance of sales market might be far from the theoretical ideal if there exist imperfections in other markets (e.g. labour, credit and insurance) or if transaction costs in land sales are high (Deininger, 2003). In such circumstances it can be difficult for efficient producers to access land via sales and, hence, rental markets have their advantages. Rental markets allow more flexible adjustments in land size with relatively low transaction costs so that land is more easily reallocated to more efficient producers, and require limited capital outlay and, thus, more capital for productive investments (Vranken and Swinnen, 2006; Swinnen et al., 2006).

Завдання 4 для ОП «МЕ». Прочитайте уривок статті Cross-border interbank contagion in the European banking sector by Silvia Gabrieli, Dilyara Salakhova. Перекладіть, знайдіть першоджерело, авторів, яких цитують у статті.

The 2007–2008 financial crisis revealed the fragility of financial institutions worldwide and the major role of interconnectedness among banks in the propagation of financial distress within a national banking system and cross-border. Analysis of cross-border contagion is rare and difficult due to the lack of data on cross-border bilateral exposures at a bank level. While largest European banks are exposed to their European counterparties as much as to the national ones, regulation till recently remained mostly national thus leaving regulators and policy makers with a fragmented view on the European banking system. This paper aims at filling this gap by investigating the scope for cross-border contagion in Europe at an individual bank level. We analyze geographical patterns of shock propagation between 73 European banking groups from end-2008 until end-2012, in the middle of financial and European sovereign crises.

Interconnections, in the form of bilateral contractual obligations, as well as exposures to common risk factors, have grown dramatically in the run-up to the crisis. While higher interconnectedness is a means of efficient risk transfer, it may also lead to contagious default cascades: an initial shock may propagate throughout the entire banking system via chains of defaults and liquidity shortages. In this paper, we rely on Fourel et al. (2013)'s model to assess the extent of interbank contagion across a set of European banks. Analyzing cross-border contagion at a bank level distinguishes our paper from a large literature on counterfactual simulations in networks (see Upper (2011) for a comprehensive survey) that either primarily focus on national banking systems or analyze contagion from one banking system to another at a country level. The model features both solvency and liquidity defaults. We focus on the distribution of simulation outcomes (number of default and total losses) resulting from a common market shock on (listed) banks' capital, coupled with an exogenous bank default; the distributions are obtained over a large number of exposure networks simulated from true long- and short-term exposure data. We construct heat maps to identify both the banking sectors that are the most "systemic", in terms of the losses that the failure of one of their banks can impose on foreign banks, and the banking sectors that are the most vulnerable to cross-border contagion from European counterparties.

We use a novel database of cross-border interbank exposures. These exposures are generally not available to researchers. National supervisors can have at best a partial

view of the largest long-term credit claims of supervised banks via credit registers. To circumvent the unavailability of accurate information on domestic and cross-border interbank exposures, and obtain a realistic representation of how European banks are connected through their long- and short-term claims, we exploit for the first time a unique dataset of interbank money market transactions, with various maturities, estimated from TARGET2 payments data (see Arciero et al. (2013)). We use true bilateral exposure data to simulate a large number of realistic exposure networks, using the methodology proposed by Halaj and Kok (2013). More specifically, we, first, construct a probability map that reflects the intensity of bilateral loans in TARGET2 and then draw realizations from a distribution of networks given by this probability map.

Our results suggest the evidence for cross-border contagion with some aspects being particularly interesting. First, the overall average losses caused by a foreign bank default vary remarkably over time and over different banking sectors with cross-border contagion due to an average bank default remaining limited, not exceeding 8% of the affected system's capital and on average being about 1%. Second, despite high level of cross-country interconnections, domestic losses for many banking systems are more important than cross-border losses with average losses being about 2–4% and maximum losses reaching 15% of the system's capital. Third, some countries tend to be more systemic whereas others more fragile; however, these patterns may evolve over time. Finally, the development of the European crisis leads to retrenchment of cross-border activity and concentration of losses within a country; and, the potential for cross-border contagion decreases over time. This is particularly related to a generalized reduction in the share of long-term interbank loans in bank balance sheets, which can be interpreted as market fragmentation, and to an increase in banks' capitalization during these years, as compared to 2008. All in all, our findings underline the necessity to take into account cross-border interbank linkages at a bank level while analyzing the financial stability of a national banking system.

Further, we confirm findings in the literature that contagion is a tail risk: losses averaged over stress-scenario, initial bank defaults or simulated networks are rather limited; however, averaging conceals rare extreme events. We document that losses at the 95th percentile of the distribution can reach 22% of the system capital in 2008, and that the resilience of the system improves significantly over time. Moreover, this strong heterogeneity of losses depends to a large extent on the structure of interbank linkages. This is consistent with recent models of contagion in financial networks relying on simulated networks of exposures (see, Georg (2013) and Gai and Kapadia (2010)), and points to the need to account for the evolving nature of the web of interbank linkages when running contagion scenarios. This is the first paper, to our knowledge, to document this feature by simulating interbank exposures based on actual bank-to-bank data.

Завдання 4 для ОП «ЕУРЗ». Прочитайте уривок статті Evaluating Land Reform and Market in Bulgaria by Raúl de Arriba Bueno. Перекладіть, знайдіть першоджерело, авторів, яких цитують у статті.

According to the orthodox approach, defended by authors such as Aslund (1994 and 1995), Brada (1993 and 1996), Lipton and Sachs (1990), Blanchard et al. (1991) or Fischer (1993), the dismantling of central planning and the creation of institutions characteristic of a market economy would cause the development of such an economic system. However, this approach has been broadly questioned by authors like Andreff (1996, 1999 and 2003), Murrell (1992a, 1992b, 1993 and 1996), Roland (1993), Ellman (1994), Stark (1998a and 1998b) or Lavigne (1997), who have contributed to criticisms of the orthodox analysis from the perspective of transition being understood as an institutional change that has to do with the transformation of the behavior of economic agents.

From a polanyian perspective of transition (March and Sánchez, 2002 and De Arriba, 2003), this chain of causal relationships, which leads from the elimination of the institutions of central planning to the decentralization of decision-making, and from there to exchanges governed by profit and, finally, to the market, can certainly be challenged. In fact, there is the possibility that other forms of economic integration different from exchange, such as reciprocity and redistribution, may develop, which could create institutional models distinct from those of the market (Polanyi, 1957b). To determine the degree to which market structures have established themselves in the land, as well in each one of the relevant spheres, and to evaluate the effectiveness of the reforms, it is necessary to define what this concept of market consist of. The existence of markets requires the fulfillment of the following conditions (Polanyi, 1957a; March and Sánchez, 2002):

1. That the exchange be possible.
2. That the price be determined within the framework of exchange.
3. That the exchange be auto-regulated by price.
4. That this integration mechanism be dominant.

In transitional economies, such as Bulgaria's, obstacles to the creation of markets beyond the realization of changes in the formal institutions, such as decentralization, privatization or the lifting of price controls, do exist. The resistance to change shown by informal institutions as well as the reaction of agents toward the new institutional universe could explain these limits. As a consequence, the structural economic policies characteristic of a transitional process can generate a hybrid institutional framework resulting in a mixture of economic relationships. By evaluating the fulfillment of the above mentioned conditions, the effectiveness of economic policies of structural change under conditions of transition towards a market economy can be assessed. In order to evaluate the degree of implementation of the land market, specific validation criteria will be analyzed in relation to the four general conditions in this definition of markets.

Виберіть правильну відповідь

1. ... are the heart of the science community; they're one of the major ways scientists communicate their results and ideas to one another

- a) Papers
- b) Internet
- c) Journals

d) Conferences

2. ... contain the most up-to-date information about a field

a) Papers

b) Internet

c) Journals

d) Conferences

3. Primary research articles are typically broken down into ... sections

a) 4

b) 6

c) 8

d) 10

4. ... is the real meat of a primary research article; it contains all the data from the experiments

a) The abstract section

b) The materials and methods section

c) The results section

d) The discussion section

5. ... is the authors' opportunity to give you their opinions.

a) The abstract section

b) The materials and methods section

c) The results section

d) The discussion section

Питання для поглибленого вивчення теми

1. The information system supporting research.

2. Exploring open science.

3. Giving back: the emerging role of data and technology.

4. What are mirror journals, and can they offer a new world of open access?

Тема 6. Підготовка та участь у міжнародних наукових конференціях

Мета: відпрацювання навичок щодо написання тез і підготовки виступів на міжнародних конференціях, створення мультимедійних презентацій для доповіді іноземною мовою, повсякденного спілкування під час конференцій.

Методичні вказівки до виконання практичних завдань

При опрацюванні даної теми варто вивчити вимоги, алгоритм та поради щодо написання тез доповідей англійською мовою.

Доцільно засвоїти порядок дій щодо підготовки доповіді та виступу на міжнародних наукових конференціях.

Необхідно звернути увагу на особливості створення і подання проекту для отримання міжнародного грошового гранту на проведення наукового дослідження.

Завдання 1. Приймання участі в міжнародних конференціях є одним з ключових етапів становлення як науковця. Прочитайте та перекладіть текст щодо доцільності такої діяльності та дайте відповідь на поставлене автором питання.

Is it really worth academically attending conferences?

I know it's a strong start, if it's really worth academically attending conferences, but I really wonder about it. This is another one of the themes that surprisingly emerged when I started my career as a university professor: Submit dissertation / papers to international conferences is required to complete your research resume; and now I realize that in the future it will be necessary for obtaining further citations. Take that! The process generally agreed to disseminate the result of a research paper is as follows.

First, doing the research.

After that, preparing a draft of the manuscript.

Reviewing it with your peers and/or department.

And then, sending it to a conference.

To finally publishing a paper in a journal indexed on a first level database, as Web of Knowledge (Thomson Reuters), Scopus (Elsevier) or EBSCOhost.

This process makes sense and serves a clear purpose of testing the research paper, although the process may well be extended to more than 2/3 years since having the research finished. And it looks like as if designed to measure to insecure people who do not trust themselves or their work, and who needs to be given the nod everywhere possible before disseminating their results.

Also, I haven't very clear that all conferences are equal in terms of relevance, or at least there is no quality assurance or databases attesting them, as with journals. So, it would be the same attending one or the other whenever international, organized by a reliable university or institution, with scientific committee and peer-review process.

Finally, before moving on to the poll, I also want to mention that you must be careful with the publication of proceedings; as Editor-in-Chief I've seen a publisher reject an article because it appeared on the website of an old conference, even though the rules of the journal allowed it.

Well, today I'm very interested in your opinion about the conferences you attend. This world is also changing, and each time I don't feel like travelling and convincing people who don't even read my work.

So, what kind of conferences are you attending?

Any kind of conference my field of knowledge is acceptable.

Only to international conferences.

Depending on the scientists / professors attending (for networking).

Those organize in my city / my country, funding is not always available.

I attend (or planning to attend) virtually, if possible, it's a new interesting trend.

Only those organized by universities or institutions that I trust.

Only if the paper presented is published in the proceedings.

Only if the paper presented is eligible to be published in indexed journals.

Завдання 2. Прочитайте та перекладіть українською мовою щодо необхідності участі в конференціях. Проаналізуйте наведені аргументи та поділіться власним баченням.

8 Reasons to attend international academic conferences

There is an abundance of academic conferences today as compared to the past. This brings us to a simple question, “Why should one attend an academic conference?” Below are 8 reasons why people say they attend our conferences.

1. **Presenting a paper.** Presenting a paper is one of the main objectives of an academic conference participant. The presenter will have the chance to present a paper in front of colleagues of the same or similar fields of study and will be able to receive positive feedback and constructive criticism about their research. The exchange of ideas on fields of interests seeds the links for future collaborations across the world. There are many who were once GAI conference participants now developing research projects and writing papers together.

2. **Networking for future collaborations.** Attending an academic conference is an opportunity to build networks with other academics and experts in the same or similar field of studies all around the world and to share thoughts on recent advances and technological breakthroughs. It is an opportunity to expand the knowledge that one has and upgrade performance in accomplishing institutional objectives. Conferences bring together people who share a common discipline from different parts of the world, bringing different forms of ideas which build into something greater. As you step up and attend conferences you build a network of people who can raise your caliber of work to greater heights as you achieve shared objectives.

3. **Publication.** Another common reason for attending a conference is no doubt publication. Conference proceedings are always a good way to have your research published and indexed. You’ll also have the opportunity to publish your research in one of the GAI journals. Please note that only selected papers are published in GAI journals for free of charge while all papers/abstracts accepted for the conferences are published in the conference proceedings with an ISBN.

4. **Socialization and the culture factor.** Meeting new people with different cultures and dispositions enlightens your way of thinking in your field of study. You will witness some of the many different aspects and solutions which exist on the same issues. You’ll also have the chance to socialize with your colleagues at coffee breaks, lunches and social activities. Imagine a conference without socializing or learning more about other people’s cultural tradition? This cannot be summed up adequately as people from different parts of the world who have uniqueness in their ways of living which you are often surprised to learn from.

5. **Travelling.** An academic conference is a great way to have a “break” from your academic responsibilities at the university and discover different cities of the world. Be assured that you’ll feel relaxed and refreshed when you return to your institution after the conference.

6. **Find out what’s new.** It is vital to find out what’s new in your field of study to survive in an academic discipline. Academic conferences will keep you updated on new findings that have taken place. This is in fact one of the major reasons why one should attend an academic conference.

7. The focus and energy of Like-Minded Individuals. When one attends an academic conference, he or she is sure to meet people of his or her same stature, mindset and goals. This is a motivational factor as one aspires to overcome fears and achieve one's dreams.

8. Added Research Value. For students and researchers, academic conferences help to make research on a particular subject easier. They provide access to various research activities related to a particular subject with current findings and developments anticipated from them.

Conclusion. In today's fast changing world, attending a conference has become a "must" to survive in an academic discipline. Many academics have become aware of this fact as the number of conferences and participants increase dramatically. We look forward to collaborating with you at a GAI conference!

Завдання 3. Ефективна участь в наукових конференціях це те, чому треба вчитися. Прочитайте як правильно це робити та перекладіть українською мовою.

How to Attend an Academic Conference by Tessa Lau

Here's a collection of miscellaneous tips for young CS researchers attending conferences for the first time. Do you have any additional tips for the younger generation? Leave them in the comments!

Read the conference program ahead of time. Make notes on which talks sound interesting, and remind yourself to go to them. Sometimes I put entries on my calendar, sometimes I just mark up the conference schedule.

Make a list of who you want to meet. The main reason to go to conferences IMO is to expand your professional network. If you're unclear on networking, read *Networking on the Network*. You will want to meet grad students who are doing work in your area, senior faculty who are lifetime experts in your area, industry researchers who have internships in your area, and everything in between. A network is something you will use throughout your professional career. After grad school you'll mine your network to find job opportunities, to review papers, to hire your students, to give you candid feedback on your work. Your network is also the people who will help you succeed in your career by collaborating with you, nominating you for awards, and making your field more interesting. You will get to know these people for decades. So be nice.

Who should you meet? When you read through the conference program, make notes of who wrote the papers you find most interesting. If you have time, and if you can find them online, read their papers. Figure out who is the grad student and who is the professor (the web makes this easy). It's likely that the grad student knows the details of the specific work, and the professor can tell you how this specific work fits into a larger research agenda. Formulate one or two questions for each person you want to meet. Memorize their names. When you see their name badge at a conference, you will have a reason to introduce yourself to them and ask your question, and you'll sound prepared.

Ask questions at the conference. After each talk there's usually a couple minutes where the audience can ask questions. Step up to the mic, speak slowly, introduce yourself ("I'm Tessa Lau from IBM Research") and ask your question. Even if you won't be presenting a paper yourself, by asking a question you will gain visibility amongst the audience. If someone else wanted to ask the same question, they might find you after the talk and you might have an interesting conversation about it.

There are good questions and bad questions. Good questions are open-ended and let your subject talk for a while about a topic that's interesting to them. This makes you appear to be an interesting conversation partner. Bad questions have yes/no answers. After she answers the question, your subject will probably wander away to talk to someone else. Good questions are of general interest to the entire audience and help everyone understand the technical material better. Bad questions nit-pick details of their work and ask why they didn't do it your way (you can still ask these, just do it in private, not in the main session).

Practice active listening by trying to formulate at least one question for each talk, whether or not you actually ask it at the microphone. If you find yourself at lunch with the speaker, you can always use that as a conversation starter. Listen to the questions other people ask; they can teach you how scientific work is evaluated by peers (which is critical to the peer review process and for getting your own papers accepted at conferences).

Memorize your elevator pitch. An elevator pitch is a 15-second explanation of who you are, what you work on, and why it's interesting. It gets its name from the following scenario: suppose you find yourself in the hotel elevator with the most important person in your field, the person you have been wanting to meet all conference. You have 15 seconds in which to make an impression on them. What do you say? Here's mine: I manage the Smarter Web research group at IBM. We create tools that make it easier to design, use and build web applications. My own research interests are in end user programming, enabling regular people to program computers without writing code. Your goal is that by the time you leave the elevator, your target knows who you are and associates you with an interesting research area. You want to be memorable, but in a good (positive) way.

Have social lunches. Conference attendees will often form big groups to go to lunch. It's a great way to meet people in an informal setting. Try to find one of the few people you have met and ask (nicely) if you can join them for lunch. If they say no, don't take it personally; assume they are having a private working lunch where you would be bored with their technical discussion and ask someone else. If all else fails, just look for a big group of younger-looking people (probably grad students, who tend to be open to random people joining them) all wearing conference name badges and ask if you can join them. Yes, this is terrifying. Do it anyway.

Don't clump. If there are a bunch of people from your organization all attending the same conference, don't cluster with them. You can see them back home. You have to push yourself out of your comfort zone and meet the people who you only see at conferences -- that's why you're there.

Enjoy! Attending conferences is one of the best parts of being an academic researcher. You get to expand your horizons, hear about interesting ideas, and meet fascinating people. Relax and don't stress out about it.

Завдання 4. При участі в науковій конференції для отримання гранту, необхідним є написання проекту. Прочитайте та перекладіть вимоги для успішного написання research project application.

How can one write an application effectively to maximize the chances of success? by Seema Sharma

Grant writing for research funding can be a difficult and time-consuming task, but one that underpins your academic success. We've put together some useful pointers and advice to help you with the application process.

Do your background work: Funding bodies, eligibility and guidelines. Prior to starting a grant proposal, it's essential to study your funding source. Ask yourself is this the right funding body to apply to, for your proposed research? What details are included in the funding opportunity announcement? What recent grants have they approved in a similar specialism to yours? What are their other calls to funding? Does your research match their priorities?

If you feel that your research traverses two disciplines, one of which your funding body may not cover, it's worth contacting them to discuss the details and relevance.

Individual funding bodies have differing criteria for research funding applications that need to be followed closely, with many opting for online submission. For example, in the UK, the Research Councils (RCUK) use a Joint Electronic Submission (Je-S) form. Whilst the framework is very similar, each of the seven individual councils that make up RCUK, have differences in guidelines, page length and format. Further details for RCUK are available here. Individual councils also provide case studies of best practice applications that can be useful to read as a pointer. All funding bodies will provide guidelines for submission, usually available as a document to download from their site. These must be read carefully and digested. Any applications must strictly adhere to what's stipulated, as you risk your proposal not being accepted at all, or annoying the panel and reviewers before they've even given consideration to the content, however outstanding, if you don't.

Be aware of the different sections they need from you and the page limit. If it's a few pages — you can't include every detail, but will need to be succinct and prioritize the key facts that are asked for. Take care to emphasize how your proposed project fits into their criteria, at every stage of the application.

Leave plenty of time. You need to allow yourself plenty of time ahead of the deadline, to prepare a grant application. Each section requires due care and attention, with time set aside for you to review and get feedback from colleagues before submission. Reviewers complain that it's sometimes clear that researchers have spent the majority of their time on the case for support, rushing critical areas like budgets and an impact plan.

Be clear and get feedback in advance. Outstanding research that receives good peer reviews from the experts in the field is essential to your grant application's success. However, bear in mind that some members of your reviewing panel may not

be specialists in your particular field. As such, clearly articulated statements on the significance of the project for a lay research audience, are also crucial to include.

Try to articulate how your work is going to change things, transform thinking in the field or advance research. It's an area that has to be perceived as important within your specific discipline and beyond. A useful way to get feedback for improving clarity is to ask colleagues, who are not experts in the field, to read it and provide input, making adjustments as required. Furthermore, asking colleagues, who have applied successfully to the same funding body, to review the proposal can prove invaluable.

Explain the impact. Most grant applications include a section for you to discuss the impact of your research. It's acknowledged that some proposals result in an academic advance in understanding, without an immediate applied impact. If this is the case, bear in mind reviewers will expect you to know and state how your research fits into a pathway that will lead to an application.

If there is a clear academic impact, the panel will want to know how you will deliver this to relevant peers and get the message out, beyond relying on others to read a publication. Examples here would be through conference engagements or collaboration. If your research has a wider societal or economic impact, public engagement should also be discussed.

Choose the best team for the work. You need to include the details of a strong team to deliver the research and stipulate exactly what they will be doing. A common grievance from reviewers is that researchers include a name that is well known, just to influence the panel, without specifying a clear contribution. If a junior researcher is going to be doing the majority of the work, you should be clear about that. Additionally, your role in the project should be clear. Your application may require you to attach a short form CV or resumé for all those individuals involved in the project.

Budget carefully and provide value for money. Your application should be presented as good value for money to the funding body. All aspects of the project should be budgeted for. Reviewers tend to pick through things quite carefully, to insure the individual components of the project have been appropriately costed. Over-costing can kill your application. Ask yourself, does the advance you will make in the field justify the cost of the project?

Provide a clear methodology. Reviewers focus most on the quality of the core research in your application. As such, it's important to explain and reference detail of the methodology and experiments. Make sure you include data analysis methods — sometimes requested in the form of a data management plan, and avoid being vague.

In summary. Avoid common pitfalls:

- Writing only for specialists in your field
- Proposing a project that does not meet the funding call criteria
- Not allowing yourself enough time
- Over-costing or poor budgeting
- Neglecting the impact plan
- Not clarifying your role or contribution in the project

- Unclear methodology
- Repetition

Given the constraints on public funding, judging panels for grants and peer reviewers will select proposals that, not only include outstanding science or research, but also incorporate carefully thought out plans to reach end-users, represent value for money, with methodology that's clearly detailed and budgeted.

So, here is a template for grant application.

1. **Proposal Summary (Executive Summary).** The Proposal Summary should be about one paragraph of 1-3 sentences and should include the amount of funding requested and give the most general description of the use that will be made of the funds.

2. **Organization Description and History.** The Organization Description and History section should be about 1-4 pages in length and should include the history of the organization, its structure, information about office locations that will be involved in carrying out the activities that will be funded by the requested grant, major accomplishments of the organization, relevant experience and accomplishments of the organization, established partnerships and relationships that will be important to carrying out the activities funded by the grant, information about prior grants received from the source to which the proposal will be sent, and an explanation of how the description you provide makes your organization an appropriate grantee.

3. **Background.** The Background section, of 2-5 pages in length, should provide the reader with an explanation of the problem that has created the need for the program that will be funded by the requested grant. It should provide evidence that the problem exists as well as that the proposed project will contribute to a solution to the problem or will reduce the harmful impact of the problem. It should highlight media and government publications suggesting that the problem is a high priority and that the proposed solution is one that decision-makers support and believe in. It is important that the reader who finishes this section know why your program should be funded over others. Click here for fact sheets providing useful information on ATI, reentry, and alcohol and drugs to include in this section.

4. **Project Description (Program Narrative).** The Project Description may vary widely in length depending on the size and scope of the program that will be funded and the size of the award being sought. The project description should give the reader a detailed description of the program that will be funded by the requested grant. This description should explain the duration of time during which the funds will support the project, the goals of the project, how they will be achieved, how success or failure will be measured, what services you promise to deliver to what population and what results you expect to bring about. A useful structure is to break the project down into component goals. Use each goal as its own heading and under each goal heading, list and describe the activities that will be funded to achieve that goal and how achievement of that goal will be measured or defined. The Project Description may also include information about the staff who will work on the project, their experience and qualifications to perform the activities that will be funded.

5. **Project Timeline/Budget Timeline.** Using your Project Description, provide the reader with a timeline that shows the chronological order in which the

activities listed under each goal heading will be undertaken and/or completed. Also include information about how/when funds that are awarded will be spent to support each activity.

Example:

Activity #1 (Enroll participants)

- Start designing enrollment marketing materials on October 1, 2020
- Spend \$X to create enrollment marketing tool by November 1, 2020
- X% of enrollment goal by January 31, 2021
- X% enrollment goal by March 31, 2021

Activity # 2 (Deliver Training Program)

- First training class to commence on December 1, 2020
- Conduct one four-week training class per month beginning on the first of each month commencing December 1, 2020.
- Spend \$X on incentives for participants by September 30, 2021 (\$X per fourweek course cadre)
- X% of enrollment goal complete training class by September 30, 2021

6. Budget. Provide the reader with a table with categories of expenditures that will be funded by the requested grant, how much funding will be required for each category, and how much of that funding will come from the grant request.

Expenditure Category	Fund request	Funds from other sources	Total
Salaries	\$120,000	\$65,000	\$185,000
Equipment	\$80,000	\$28,000	\$108,000
Rent/Mortgage	\$37,000	\$41,000	\$78,000
Utilities	\$12,000	\$13,000	\$25,000
Transportation	\$1,000	\$3,000	\$4,000
Totals	\$250,000	150,000	\$400,000

Завдання 5. Розробіть власний research project application, базуючись на вищевказаних вимогах.

Виберіть правильну відповідь

1. Standard grant application consists of ... parts:

- a) 5
- b) 6
- c) 8
- d) 9

2. ...consists of 2-5 pages in length, should provide the reader with an explanation of the problem that has created the need for the program that will be funded by the requested grant:

- a) Project description
- b) Background
- c) Proposal summary

d) Budget

3. ...should be about one paragraph of 1-3 sentences and should include the amount of funding requested and give the most general description of the use that will be made of the funds.

a) Project description

b) Background

c) Proposal summary

d) Budget

4. ... may vary widely in length depending on the size and scope of the program that will be funded and the size of the award being sought.

a) Project description

b) Background

c) Proposal summary

d) Budget

5. Provide the reader with a table with categories of expenditures.

a) Project description

b) Background

c) Proposal summary

d) Budget

Питання для поглибленого вивчення теми

1. How to Get Accepted to an Academic Conference.

2. Application tips – Conferences.

3. How to Apply for Grants.

4. HELP SHEET: Writing a grant application.

ЗМІСТОВИЙ МОДУЛЬ 4. Особливості апробації результатів науково-дослідних робіт іноземною мовою

Тема 7. Етапи проведення наукового дослідження згідно з міжнародними вимогами

Мета: відпрацювання практичних навичок з викладення наукових даних, написання наукових текстів, оформлення таблиць і графічного матеріалу англійською мовою, в тому числі визначення особливостей перекладу та аналізу.

Методичні вказівки до виконання практичних завдань

При опрацюванні даної теми доцільно вивчити особливості та поради щодо проведення наукового дослідження згідно з міжнародними вимогами. Варто проаналізувати відмінності з вимогами, актуальними в Україні.

Необхідно дослідити структуру наукового дослідження згідно з міжнародними вимогами та прийняти до уваги поради стосовно алгоритму проведення такої роботи.

З метою актуалізації проблематики власних наукових досліджень варто дослідити теми, хронологію вивчення проблеми та вихідні дані наведених в темі наукових досліджень.

Завдання 1. Проведення наукового дослідження згідно з міжнародними вимогами має певні особливості в порівнянні з вітчизняними. Прочитайте та перекладіть текст, що розкриває такі особливості.

How to Write a Scientific Paper: 8 Elements by P. A. Regoniel

How do you write a scientific paper? How is it different from writing in a literary sense? What are the important elements that characterize a scientific paper? This article provides answers to these common questions posed by students when faced with the task of writing their thesis or first scientific article.

How is Scientific Writing Different from Other Types of Writing. Writing a scientific paper is unlike the kind of writing that people do when they are writing their diaries, casual blogs, or essays on whatever topics they so desire to write about. Scientific paper writing is more focused and objective oriented, that is, each statement written has an intended purpose.

In writing a scientific paper, beating around the bush is considered a definite nono. It's a technical kind of writing that has some integrated logic in it. The main intention is to make clear the subject at hand and to present, analyze, discuss and highlight the important findings.

Elements of a Scientific Paper. What is the logic behind scientific paper writing? The following elements must be present in a scientific paper:

1. *A scientific paper has a rationale.* What is a rationale? A rationale is simply your justification of the topic you chose. It explains why the research was performed in the first place. It is the very reason why you conducted the research.

You may ask yourself the following questions in order to compose the rationale:

What is the issue all about? Why is it important?

Why is there a need to conduct the study?

How should the issue be resolved?

Think broadly first then bring the issue into focus. This will be your prelude to the next step, that is, writing the goal and objectives of the scientific paper.

2. *A scientific paper has a general objective or goal and a set of objectives directed towards that goal.* If the reason for the study is well laid out, then you should be able to write the main goal and objectives of your scientific investigation. The goal provides an overview or general statement of what the research intends to achieve. The objectives should specify what are the specific items that will have to be done to meet the goal.

What is the ideal number of objectives for a research venture? Normally, two to three objectives are written in a scientific paper. These objectives must have been thoroughly met and discussed by the researcher in both the discussion and conclusions section.

Be guided that the goal broadly defines the direction of the study and brings up the main issue. The objectives provide the specific direction by which the study will have to be carried out. You will sense that you have already written the objectives correctly if you can figure out what methods will have to be done to accomplish the objectives.

3. A scientific paper has a review of literature.

A scientific paper always has a review of literature. Why is this required? Simply, the main reason is for you to be able to avoid duplicating the work of others and to have a good grasp of the subject you want to study.

You should avoid being guilty of reinventing the wheel. The term “reinventing the wheel” is usually used to denote doing something which has already been done. According to archaeologists, the wheel was discovered way back in 8,000 B.C. Surely, you do not want to tell everyone that the wheel should be round, unless you find, against all odds, that a triangular wheel is better than a round wheel in transporting a load.

As a researcher, you should make sure that your work is original or that which builds upon, not duplicate, what has already been discovered or done. This is why you are required to read a great deal of literature to broaden your knowledge on a particular subject you are interested in. engineer

Upon reading related literature and studies, you will find out gaps in knowledge. Gaps in knowledge are those areas which nobody ventured to find out. This is where you come in if you believe you can perform what’s necessary.

Of course, you have to assess your capacity in doing the task at hand. This is the reason why you need to have a good background knowledge of the discipline you are in. A biologist is not expected to do research fit for an engineer.

Read quick tips on how to write the literature review here.

4. A scientific paper has a conceptual framework.

A conceptual framework is the researcher’s guide or map in conducting the research. This framework is the culmination of the review of literature, that is, it draws out specific variables from a phenomenon, the behavior of which will be the focus of the study. For details on how the conceptual framework is arrived at, see my previous post titled How to Make a Conceptual Framework.

5. A scientific paper has a methodology section. The methodology section in a scientific paper describes the procedure to follow in order that the researcher will be able to adequately answer the statement of the problem or address the objectives. It explains why certain methods have to be used to provide answers to the questions posed in the early part of the scientific paper.

Methodology is different from methods because methodology refers to researcher’s justification or reason behind using a specific method. The methodology varies between disciplines and it also provides information on whether the study will be qualitative or quantitative in nature. Methods, on the other hand, refers to the specific things the researcher will do to undertake the study such as interview or focus group discussion.

There are many methodologies used in research and this will be discussed in another article. The common ones encountered are descriptive and correlation methodologies. Descriptive research, as the root word “describe” indicates, are those

which refer to studies of existing phenomena, focusing mainly on description of what is there while correlation studies involve relating variables with each other in trying to determine causality or effect.

6. A scientific paper has a results and discussion section.

The results and discussion section is that part of the scientific paper where you present your findings, the analysis that you did which includes both subjective and objective analysis, and interpretation of the findings in the light of other findings in other literature.

Subjective analysis deals more with the researcher's judgment or expert opinion on the matter studied while objective analysis is data driven, that is, statistical analysis is used to reveal trends. Many researchers combine both approaches to see the issue in different perspectives.

7. A scientific paper has a conclusion and recommendations section.

At the end of the results and discussion section, the researcher must make his conclusion or conclusions based on the hypothesis of the study. He may either confirm or refute the hypothesis drawn out after presenting the conceptual framework. The conclusion is just a brief restatement of the whole paper, that is, those things discussed in the methods as well as the findings.

8. A scientific paper validates its arguments using a set of reference materials.

As standard practice, of course the scientific paper should cite the references or literature review examined in the conduct of the study. Make sure that whatever you cite in your research paper is backed up by your reference material. Be meticulous enough to do so, as those who would like to cross-reference your research paper will be looking for this. There is no hard rule on the number of references to write here but some scientific journals prescribe a limit, say a maximum of 30. You should refer to the requirements set forth in the specific journal where you intend to publish your scientific paper.

Завдання 2. Написання наукової роботи вимагає дотримання сталої процедури. Ознайомтеся з міжнародним стандартом написання наукового дослідження.

Components of a Research Paper

In this segment, the key components of a quality research paper will be identified and discussed.

Learning Objectives.

Identify the components of a research paper.

Analyze the components of a research paper.

Understanding Scholarly Journal Articles

Once a researcher goes through the process of conducting a research project, it is critical that he or she shares their findings with others through submission of the work to a scholarly journal. The following video, "Understanding Scholarly Journal Articles", provides an introduction to the process of writing a journal article for submission. The video discusses the purpose of publication, how scholarly journals differ from other publications, the steps in the publication process, the parts of basic journal article, and tips on writing.

Structure of a Research Paper

While academic disciplines vary on the exact format and style of journal articles in their field, most articles contain similar content and are divided in parts that typically follow the same logical flow. Following is a list of the parts commonly found in research articles: Title; Abstract; Introduction; Literature Review; Methods; Results; Discussion/Conclusion; References/Bibliography.

Research papers are organized so that the information flow resembles an hourglass in that it goes from general to specific and then back to general again. The introduction and literature review sections will introduce the problem and provide general information. The methods and results will provide specific, detailed information about this research project and the discussion/conclusion will discuss the findings in a larger context. The following section will describe each of these parts in more detail. Additional information can be found in the Resources section of this module and in the Suggested Readings.

Title. The title should be specific and indicate the problem the research project addresses using keywords that will be helpful in literature reviews in the future.

Abstract. The abstract is used by readers to quickly review the overall content of the paper. Journals typically place strict word limits on abstracts, such as 200 words, making them a challenge to write. The abstract should provide a complete synopsis of the research paper and should introduce the topic and the specific research question, provide a statement regarding methodology and should provide a general statement about the results and the findings. Because it is really a summary of the entire research paper, it is often written last.

Introduction. The introduction begins by introducing the broad overall topic and providing basic background information. It then narrows down to the specific research question relating to this topic. It provides the purpose and focus for the rest of the paper and sets up the justification for the research.

Literature Review. The purpose of the literature review is to describe past important research and it relate it specifically to the research problem. It should be a synthesis of the previous literature and the new idea being researched. The review should examine the major theories related to the topic to date and their contributors. It should include all relevant findings from credible sources, such as academic books and peer-reviewed journal articles.

Methods. The methods section will describe the research design and methodology used to complete to the study. The general rule of thumb is that readers should be provided with enough detail to replicate the study.

Results. In this section, the results of the analysis are presented. How the results are presented will depend upon whether the research study was quantitative or qualitative in nature. This section should focus only on results that are directly related to the research or the problem. Graphs and tables should only be used when there is too much data to efficiently include it within the text. This section should present the results, but not discuss their significance.

Discussion/Conclusion. This section should be a discussion of the results and the implications on the field, as well as other fields. The hypothesis should be answered and validated by the interpretation of the results. This section should also

discuss how the results relate to previous research mentioned in the literature review, any cautions about the findings, and potential for future research.

References/Bibliography. The research paper is not complete without the list of references. This section should be an alphabetized list of all the academic sources of information utilized in the paper. The format of the references will match the format and style used in the paper. Common formats include APA, MLA, Harvard and so forth.

Завдання 3. Задля максимізації ефективності написання дослідження згідно з міжнародними вимогами доцільно скористатися порадами професіоналів. Прочитайте та перекладіть текст, що розкриває такі поради.

How to Conduct a Successful Scientific Research?

United Nations Educational, Scientific and Cultural Organization (UNESCO) defines research as systematic and creative actions taken to increase knowledge about humans, culture, and society and to apply it in new areas of interest. Scientific research is the research performed by applying systematic and constructed scientific methods to obtain, analyze, and interpret data.

Scientific research is the neutral, systematic, planned, and multiple-step process that uses previously discovered facts to advance knowledge that does not exist in the literature. It can be classified as observational or experimental with respect to data collection techniques, descriptive or analytical with respect to causality, and prospective, retrospective, or cross-sectional with respect to time.

All scientific investigations start with a specific research question and the formulation of a hypothesis to answer this question. Hypothesis should be clear, specific, and directly aim to answer the research question. A strong and testable hypothesis is the fundamental part of the scientific research. The next step is testing the hypothesis using scientific method to approve or disapprove it.

Scientific method should be neutral, objective, rational, and as a result, should be able to approve or disapprove the hypothesis. The research plan should include the procedure to obtain data and evaluate the variables. It should ensure that analyzable data are obtained. It should also include plans on the statistical analysis to be performed. The number of subjects and controls needed to get valid statistical results should be calculated, and data should be obtained in appropriate numbers and methods. The researcher should be continuously observing and recording all data obtained.

Data should be analyzed with the most appropriate statistical methods and be rearranged to make more sense if needed. Unfortunately, results obtained via analyses are not always sufficiently clear. Multiple reevaluations of data, review of the literature, and interpretation of results in light of previous research are required. Only after the completion of these stages can a research be written and presented to the scientific society. A well-conducted and precisely written research should always be open to scientific criticism. It should also be kept in mind that research should be in line with ethical rules all through its stages.

Actually, international economy research has been developing rapidly, possibly even more than any other economic field, thus reflecting the utilization of new

research methods and advanced treatment technologies. Nevertheless, basic research principles and ethical considerations keep their importance.

Ethics are standards used to differentiate acceptable and unacceptable behavior. Adhering to ethical standards in scientific research is noteworthy because of many different reasons. First, these standards promote the aims of research, such as knowledge, truth, and avoidance of error. For example, prohibitions against fabricating, falsifying, or misrepresenting research data promote truth and minimize error. In addition, ethical standards promote values that are essential to collaborative work, such as trust, accountability, mutual respect, and fairness. Many ethical standards in research, such as guidelines for authorship, copyright and patenting policies, datasharing policies, and confidentiality rules in peer review, are designed to protect intellectual property interests while encouraging collaboration. Many ethical standards such as policies on research misconduct and conflicts of interest are necessary to ensure that researchers can be held accountable to the public. Last but not the least, ethical standards of research promote a variety of other important moral and social values, such as social responsibility, human rights, animal welfare, compliance with the law, and public health and safety. In conclusion, for the good of science and humanity, research has the inevitable responsibility of precisely transferring the knowledge to new generations.

For example, in economic-medical research, all clinical investigations are obliged to comply with some ethical principles. These principles could be summarized as respect to humans, respect to the society, benefit, harmlessness, autonomy, and justice. Respect to humans indicates that all humans have the right to refuse to participate in an investigation or to withdraw their consent any time without any repercussions. Respect to society indicates that clinical research should seek answers to scientific questions using scientific methods and should benefit the society. Benefit indicates that research outcomes are supposed to provide solutions to a health problem. Harmlessness describes all necessary precautions that are taken to protect volunteers from potential harm. Autonomy indicates that participating in research is voluntary and with freewill. Justice indicates that subject selection is based on justice and special care is taken for special groups that could be easily traumatized.

But as for psychiatric studies, if the patient is not capable of giving consent, the relatives have the right to consent on behalf of the patient. This is based on the idea of providing benefit to the patient with discovery of new treatment methods via research. However, the relatives' consent rights are under debate from an ethical point of view. On the other hand, research on those patients aim to directly get new knowledge about them, and it looks like an inevitable necessity. The only precaution that could be taken to overcome this ambivalence has been the scrupulous audit of the Research Ethic Committees. Still, there are many examples that show that this method is not always able to prevent patient abuse. Therefore, it is difficult to claim autonomy when psychiatric patients are studied, and psychiatric patients are considered among patients to require special care.

Завдання 4. Прочитайте та перекладіть актуальність тем кваліфікаційних робіт магістрів університетів ЄС. Проаналізуйте та надайте власні пропозиції.

ESTIMATION OF THE PRICE ELASTICITY OF THE DEMAND FOR FOOD, ALCOHOL AND TOBACCO, AND OTHER COMMODITY GROUPS IN NORWAY

Background: This project aims to estimate a demand system for various commodity groups (food and non-alcoholic drinks, alcohol and tobacco, clothing, transport, etc.) based on budget survey data collected by statistics Norway. The objective is to establish precise estimates for the price elasticities. These elasticities will determine the efficiency loss of implied by the indirect tax system (value added taxes and excise taxes), and the distribution of these efficiency losses across the income distribution. In this project, various specifications for the demand system can be tried out and tested against each other. Next, efficiency losses can be computed. This project is within the field of applied microeconomics. It combines microeconomic theory (demand theory) with data analysis.

BULK PURCHASES AND POVERTY

Background: Buying in bulk is a common way that consumers use to obtain lower prices on their purchases. There is now some evidence that low income consumers are not exploiting this strategy well, despite the large potential gains. The thesis will review the issue, and use an innovative detailed dataset from India to investigate it in a new setting.

THE DEVELOPMENT OF SOCIAL PREFERENCES: EXPERIMENTAL EVIDENCE FROM INTERNATIONAL PILOTS

Background: We are seeking master students who would like to write their master thesis as part of a project on the development of fairness preferences. The project is a collaboration between FAIR professors Alexander W. Cappelen and Bertil Tungodden.

Data: We have recruited children from kindergardens and schools in Bergen to take part in a lab experiment we are implementing in September 2019. We have also collected comparable data for adults from Norway and Shanghai as well as for children from kindergardens and schools in Shanghai.

IS THE MARKET FOR SPORT INSURANCE CHARACTERIZED BY ADVERSE SELECTION/MORAL HAZARD?

Background: In Norway, everybody who is an active member of a sports club is obliged to take a basic sport accident insurance. This covers amateur and professional sports players who may be injured while playing sport. The policy covers the players during the recognized competition time or during club approved training. Most sporting clubs require players to take out insurance policies, and the cost of the premium for these is covered at the time of player registration. The insurance (partially) covers the cost of diagnosis and treatment in case of accident injury or repetitive strain injury. In Norway, sports members can voluntarily sign for

an extended coverage (“utvidet lisens”) which provides extended coverage. The thesis would map the market for sport accident insurance and test for adverse selection/moral hazard on this market.

HOW WILL BREXIT AFFECT NORWAY AND NORWEGIAN INDUSTRY?

Background: The UK decision to leave the EU (BREXIT) will have implications not only for the UK and the EU, but also for other countries. So far, the main focus has been on the future relationship between the UK and the EU and what the possible consequences for the UK and the EU may be. Should/could the UK be part of the EU customs union and/or the single market? Should they choose a “Norwegian solution” (the European Economic Area)? Or should they rather look for a free trade agreement with the EU? These questions are still debated and far from resolved. However, BREXIT will also have significant implications for third countries, like Norway, for various reasons. First, the UK is an important trading partner for Norway. Secondly, through the European Economic Area (EEA) Norway is part of the single market, but not part of the EU Customs Union. Hence, no matter what the outcome of the negotiations between the UK and the EU may be, it is bound to have important implications for Norway and Norwegian industry and trade.

Approach: There could be many interesting ways of approaching the question of how BREXIT may affect Norway and Norwegian industry. One approach could be to take a general national view, and discuss how BREXIT may change the trade policy regime between Norway and the UK and the possible implications. Given the huge uncertainty regarding the outcome of the UK/EU negotiations, a number of possible scenarios will have to be discussed and analyzed. Another approach could be to select a particular industry and study the possible implications for that industry of various scenarios with regard to the future trade relations between Norway and the UK. Again, the uncertainty regarding the outcome will be an important dimension to discuss. Both approaches would need a good combination of theoretical understanding of trade agreements and possible future trade regimes, and empirical observations and analysis of the actual trade relations between the two countries.

There could be room for several master theses with different approaches here, or with focus on different industries.

THE EFFECTS OF GLOBALIZATION ON SMALL AND MEDIUM SIZED FIRMS IN DEVELOPING COUNTRIES. DOES MANAGEMENT MATTER?

Background: To what extent does globalization affect firm-level outcomes in developing countries? Are better managed firms affected differently compared to poorly managed firms? There is a number of possibilities in defining the term “globalization” and hence many possible sources of data and measures. Examples include mobile phone outreach, the entry of a foreign chain to the local market (e.g. Walmart), or new trade agreements. A more nuanced question would be to investigate the existence and sources of heterogeneity of these impacts, such as by management practices, which have not been looked at substantially before in a cross-country framework due to lack of data.

Завдання 5. Враховуючи вищенаведені вимоги запропонуйте власне дослідження міжнародного рівня. Розробіть опис та ключові елементи.

Виберіть правильну відповідь

1. ... is used by readers to quickly review the overall content of the paper
 - a) Title
 - b) Abstract
 - c) Introduction
 - d) Literature Review
2. ... should be specific and indicate the problem the research project addresses
 - a) Title
 - b) Abstract
 - c) Introduction
 - d) Literature Review
3. ... begins by introducing the broad overall topic and providing basic background information
 - a) Title
 - b) Abstract
 - c) Introduction
 - d) Literature Review
4. Who defines research as systematic and creative actions taken to increase knowledge about humans, culture, and society and to apply it in new areas of interest?
 - a) NATO
 - b) EU
 - c) UNESCO
 - d) UNIDROIT
5. All scientific investigations start with a specific research ... and the formulation of a hypothesis to answer this question
 - a) topic
 - b) thesis
 - c) question
 - d) answer

Питання для поглибленого вивчення теми

1. What are the main problems that can face the scientific research?
2. How to start with a research.
3. How to apply for research programs.
4. How to apply for a research degree.

Тема 8. Особливості написання наукових статей англійською мовою

Мета: використовуючи зразки, опанувати навички з написання анотації англійською мовою до фахової кваліфікаційної роботи або наукової статті, складання графічного матеріалу, викладення методичної частини проведених досліджень, написання інших елементів статті.

Методичні вказівки до виконання практичних завдань

При опрацюванні даної теми варто засвоїти поради щодо максимізації ефективності та алгоритму дій при реалізації підготовчого етапу написання наукової статті.

Необхідно опанувати структуру наукової статті згідно з міжнародними стандартами англomовних видань, та проаналізувати відмінності із вимогами, актуальними в Україні.

Необхідно звернути увагу на особливості написання анотацій до наукових статей та кваліфікаційних робіт згідно з міжнародними вимогами.

Доцільно засвоїти сутність та порядок написання анотації до кваліфікаційної роботи магістра згідно з міжнародними стандартами.

Завдання 1. Одним з найважливіших етапів написання наукової статті є підготовчий етап. Прочитайте та перекладіть текст, що розкриває всі його особливості.

Six things to do before writing your manuscript by Angel Borja

1. Think about why you want to publish your work – and whether it's publishable.

Writing a paper starts well in advance of the actual writing. In fact, you must to think about why you want to publish your work at the beginning of your research, when you question your hypothesis. You need to check then if the hypothesis and the survey/experiment design are publishable. Ask yourself:

Have I done something new and interesting?

Is there anything challenging in my work?

Is my work related directly to a current hot topic?

Have I provided solutions to some difficult problems?

If all answers are “yes”, then you can start preparations for your manuscript. If any of the responses are “no”, you can probably submit your paper to a local journal or one with lower Impact Factor.

When responding to these questions, you should keep in mind that reviewers are using questionnaires in which they must respond to questions such as:

Does the paper contain sufficient new material?

Is the topic within the scope of the journal?

Is it presented concisely and well organized?

Are the methods and experiments presented in the way that they can be replicated again?

Are the results presented adequately?

Is the discussion relevant, concise and well documented?

Are the conclusions supported by the data presented?

Is the language acceptable?

Are figures and tables adequate and well designed?

Are there information duplicated? Are they too many?

Are all references cited in the text included in the references list?

2. Decide what type of the manuscript to write.

You have at least three options on the type of manuscript:

Full articles, or original articles, are the most important papers. Often they are substantial completed pieces of research that are of significance as original research. Letters/rapid communications/short communications are usually published for the quick and early communication of significant and original advances. They are much shorter than full articles (usually strictly limited in size, depending on each journal). Review papers or perspectives summarize recent developments on a specific hot topic, highlighting important points that have previously been reported and introduce no new information. Normally they are submitted on invitation by the editor of the journal.

When looking at your available information, you must self-evaluate your work: Is it sufficient for a full article, or are your results so thrilling that they should be shown as soon as possible?

You should ask your supervisor (if you are a PhD student) or a colleague for advice on the manuscript type to be submitted. Remember also that sometimes outsiders – i.e., colleagues not involved in your research – can see things more clearly than you.

Whatever type of article you write, plan to submit only one manuscript, not a series of manuscripts. (Normally editors hate this practice, since they have limited space in the journals and series of manuscripts consume too many pages for a single topic or an author/group of authors)

3. Choose the target journal.

A common question is how to select the right journal for your work. Do not gamble by scattering your manuscript to many journals at the same time. Only submit once and wait for the response of the editor and the reviewers.

The most common way of selecting the right journal is to look at the articles you have consulted to prepare your manuscript. Probably most of them are concentrated in one or two journals. Read very recent publications in each candidate journal (even in press), and find out the hot topics and the types of articles accepted.

Also consider the high rejection rates of the journals (e.g., Nature, Science, The Lancet and Cell are >90 percent), and if your research is not very challenging, focus in more humble journals with lower Impact Factors. You can find a journal's Impact Factor on its webpage or via Science Gateway.

4. Pay attention to journal requirements in the Guide for Authors.

After selecting the journal for submission, go to the web page and download the Guide for Authors, print out it and read the guidelines again and again!

They generally include detailed editorial guidelines, submission procedures, fees for publishing open access, and copyright and ethical guidelines. You must apply the Guide for Authors to your manuscript, even the first draft, using the proper text layout, references citation, nomenclature, figures and tables, etc. Following this simple tip will save your time – and the editor's time. You must know that all editors hate wasting time on poorly prepared manuscripts. They may well think that the author shows no respect.

5. Pay attention to the structure of the paper.

More and more journals have new types of structure for their articles, so it's crucial to consult the Guide for Authors. However, in general, most of them follow the same structure:

A section that enables indexing and searching the topics, making the paper informative, attractive and effective. It consists of the Title, the Authors (and affiliations), the Abstract and the Keywords.

A section that includes the main text, which is usually divided into: Introduction, Methods, Results, Discussion and Conclusions.

A section that includes the Acknowledgements, References, and Supplementary Materials or annexes.

The general structure of a full article follows the IMRAD format, introduced as a standard by the American National Standards Institute in 1979, which responds to the questions below:

Introduction: What did you/others do? Why did you do it?

Methods: How did you do it?

Results: What did you find?

Discussion: What does it all mean?

I will discuss structure in more detail in a subsequent article.

6. Understand publication ethics to avoid violations.

One of the worst things in science is plagiarism. Plagiarism and stealing work from colleagues can lead to serious consequences, both professionally and legally. Violations include data fabrication and falsification, improper use of human subjects and animals in research, and using another author's ideas or wording without proper attribution. It's also possible to commit ethics violations without intending to. Educational resources include the Publishing Ethics Resource Kit (PERK) from the Committee on Publication Ethics (COPE) and Elsevier's Ethics in Publication & Research website.

Closing advice. As you prepare your manuscript, there are some basic principles you should always keep in mind:

Cherish your own work – if you do not take care, why should the journal? There is no secret recipe for success – just some simple rules, dedication and hard work.

Editors and reviewers are all busy scientists, just like you. Make things easy to save them time.

Hence, if you are ready to learn more about preparing a manuscript, look for the next articles in this series and have good luck!

Завдання 2. Структурування наукової статті вимагає значного досвіду. Ознайомтеся з порадами стосовно ефективної та лаконічної структури статті.

11 steps to structuring a science paper editors will take seriously by Angel Borja

When you organize your manuscript, the first thing to consider is that the order of sections will be very different than the order of items on your checklist.

An article begins with the Title, Abstract and Keywords.

The article text follows the IMRAD format, which responds to the questions below:

– Introduction: What did you/others do? Why did you do it?

– Methods: How did you do it?

- Results: What did you find?
- And Discussion: What does it all mean?

The main text is followed by the Conclusion, Acknowledgements, References and Supporting Materials. While this is the published structure, however, we often use a different order when writing.

Steps to organizing your manuscript.

- Prepare the figures and tables.
- Write the Methods.
- Write up the Results.
- Write the Discussion. Finalize the Results and Discussion before writing the introduction. This is because, if the discussion is insufficient, how can you objectively demonstrate the scientific significance of your work in the introduction?
- Write a clear Conclusion.
- Write a compelling introduction.
- Write the Abstract.
- Compose a concise and descriptive Title.
- Select Keywords for indexing.
- Write the Acknowledgements.
- Write up the References.

Next, I'll review each step in more detail. But before you set out to write a paper, there are two important things you should do that will set the groundwork for the entire process. The topic to be studied should be the first issue to be solved. Define your hypothesis and objectives (These will go in the Introduction.)

Review the literature related to the topic and select some papers (about 30) that can be cited in your paper (These will be listed in the References.)

Finally, keep in mind that each publisher has its own style guidelines and preferences, so always consult the publisher's Guide for Authors.

Step 1: Prepare the figures and tables. Remember that “a figure is worth a thousand words”. Hence, illustrations, including figures and tables, are the most efficient way to present your results. Your data are the driving force of the paper, so your illustrations are critical!

How do you decide between presenting your data as tables or figures? Generally, tables give the actual experimental results, while figures are often used for comparisons of experimental results with those of previous works, or with calculated/theoretical values

Step 2: Write the Methods. This section responds to the question of how the problem was studied. If your paper is proposing a new method, you need to include detailed information so a knowledgeable reader can reproduce the experiment. However, do not repeat the details of established methods; use References and Supporting Materials to indicate the previously published procedures. Broad summaries or key references are sufficient.

Reviewers will criticize incomplete or incorrect methods descriptions and may recommend rejection, because this section is critical in the process of reproducing your investigation. In this way, all chemicals must be identified. Do not use proprietary, unidentifiable compounds.

To this end, it's important to use standard systems for numbers and nomenclature.

Step 3: Write up the Results.

This section responds to the question "What have you found?" Hence, only representative results from your research should be presented. The results should be essential for discussion.

However, remember that most journals offer the possibility of adding Supporting Materials, so use them freely for data of secondary importance. In this way, do not attempt to "hide" data in the hope of saving it for a later paper. You may lose evidence to reinforce your conclusion. If data are too abundant, you can use those supplementary materials.

Use sub-headings to keep results of the same type together, which is easier to review and read. Number these sub-sections for the convenience of internal crossreferencing, but always taking into account the publisher's Guide for Authors.

For the data, decide on a logical order that tells a clear story and makes it and easy to understand. Generally, this will be in the same order as presented in the methods section.

An important issue is that you must not include references in this section; you are presenting your results, so you cannot refer to others here. If you refer to others, is because you are discussing your results, and this must be included in the Discussion section.

Step 4: Write the Discussion. Here you must respond to what the results mean. Probably it is the easiest section to write, but the hardest section to get right. This is because it is the most important section of your article. Here you get the chance to sell your data. Take into account that a huge numbers of manuscripts are rejected because the Discussion is weak.

You need to make the Discussion corresponding to the Results, but do not reiterate the results. Here you need to compare the published results by your colleagues with yours (using some of the references included in the Introduction). Never ignore work in disagreement with yours, in turn, you must confront it and convince the reader that you are correct or better.

Take into account the following tips:

1. Avoid statements that go beyond what the results can support.
2. Avoid unspecific expressions such as "higher temperature", "at a lower rate", "highly significant". Quantitative descriptions are always preferred (35°C, 0.5%, $p < 0.001$, respectively).
3. Avoid sudden introduction of new terms or ideas; you must present everything in the introduction, to be confronted with your results here.

4. Speculations on possible interpretations are allowed, but these should be rooted in fact, rather than imagination.

Step 5: Write a clear Conclusion. This section shows how the work advances the field from the present state of knowledge. In some journals, it's a separate section; in others, it's the last paragraph of the Discussion section. Whatever the case, without a clear conclusion section, reviewers and readers will find it difficult to judge your work and whether it merits publication in the journal.

A common error in this section is repeating the abstract, or just listing experimental results. Trivial statements of your results are unacceptable in this section. You should provide a clear scientific justification for your work in this section, and indicate uses and extensions if appropriate. Moreover, you can suggest future experiments and point out those that are underway.

You can propose present global and specific conclusions, in relation to the objectives included in the introduction.

Step 6: Write a compelling Introduction. This is your opportunity to convince readers that you clearly know why your work is useful.

A good introduction should answer the following questions:

- What is the problem to be solved?
- Are there any existing solutions?
- Which is the best?
- What is its main limitation?
- What do you hope to achieve?

Step 7: Write the Abstract. The abstract tells prospective readers what you did and what the important findings in your research were. Together with the title, it's the advertisement of your article. Make it interesting and easily understood without reading the whole article. Avoid using jargon, uncommon abbreviations and references.

You must be accurate, using the words that convey the precise meaning of your research. The abstract provides a short description of the perspective and purpose of your paper. It gives key results but minimizes experimental details. It is very important to remind that the abstract offers a short description of the interpretation/conclusion in the last sentence.

A clear abstract will strongly influence whether or not your work is further considered.

Step 8: Compose a concise and descriptive title. The title must explain what the paper is broadly about. It is your first (and probably only) opportunity to attract the reader's attention. In this way, remember that the first readers are the Editor and the referees. Also, readers are the potential authors who will cite your article, so the first impression is powerful!

We are all flooded by publications, and readers don't have time to read all scientific production. They must be selective, and this selection often comes from the title.

Step 9: Select keywords for indexing. Keywords are used for indexing your paper. They are the label of your manuscript. It is true that now they are less used by

journals because you can search the whole text. However, when looking for keywords, avoid words with a broad meaning and words already included in the title.

Some journals require that the keywords are not those from the journal name, because it is implicit that the topic is that. For example, the journal *Soil Biology & Biochemistry* requires that the word "soil" not be selected as a keyword.

Step 10: Write the Acknowledgements. Here, you can thank people who have contributed to the manuscript but not to the extent where that would justify authorship. For example, here you can include technical help and assistance with writing and proofreading. Probably, the most important thing is to thank your funding agency or the agency giving you a grant or fellowship.

In the case of European projects, do not forget to include the grant number or reference. Also, some institutes include the number of publications of the organization, e.g., "This is publication number 657 from AZTI-Tecnalia."

Step 11: Write up the References. Typically, there are more mistakes in the references than in any other part of the manuscript. It is one of the most annoying problems, and causes great headaches among editors. Now, it is easier since to avoid these problems, because there are many available tools.

In the text, you must cite all the scientific publications on which your work is based. But do not over-inflate the manuscript with too many references – it doesn't make a better manuscript! Avoid excessive self-citations and excessive citations of publications from the same region.

Minimize personal communications, do not include unpublished observations, manuscripts submitted but not yet accepted for publication, publications that are not peer reviewed, grey literature, or articles not published in English.

Завдання 3. Задля максимізації ефективності написання дослідження згідно з міжнародними вимогами доцільно скористатися порадами професіоналів. Прочитайте та перекладіть текст, що розкриває такі поради.

How to Write an Abstract for Your Thesis or Dissertation

What is an Abstract?

The abstract is an important component of your thesis. Presented at the beginning of the thesis, it is likely the first substantive description of your work read by an external examiner. You should view it as an opportunity to set accurate expectations.

The abstract is a summary of the whole thesis. It presents all the major elements of your work in a highly condensed form. An abstract often functions, together with the thesis title, as a stand-alone text. Abstracts appear, absent the full text of the thesis, in bibliographic indexes such as PsycInfo. They may also be presented in announcements of the thesis examination. Most readers who encounter your abstract in a bibliographic database or receive an email announcing your research presentation will never retrieve the full text or attend the presentation.

An abstract is not merely an introduction in the sense of a preface, preamble, or advance organizer that prepares the reader for the thesis. In addition to that function,

it must be capable of substituting for the whole thesis when there is insufficient time and space for the full text.

Size and Structure.

Currently, the maximum sizes for abstracts submitted to Canada's National Archive are 150 words (Masters thesis) and 350 words (Doctoral dissertation). To preserve visual coherence, you may wish to limit the abstract for your doctoral dissertation to one double-spaced page, about 280 words.

The structure of the abstract should mirror the structure of the whole thesis, and should represent all its major elements.

For example, if your thesis has five chapters (introduction, literature review, methodology, results, conclusion), there should be one or more sentences assigned to summarize each chapter.

Clearly Specify Your Research Questions.

As in the thesis itself, your research questions are critical in ensuring that the abstract is coherent and logically structured. They form the skeleton to which other elements adhere.

They should be presented near the beginning of the abstract. There is only room for one to three questions. If there are more than three major research questions in your thesis, you should consider restructuring them by reducing some to subsidiary status.

Don't Forget the Results.

The most common error in abstracts is failure to present results.

The primary function of your thesis (and by extension your abstract) is not to tell readers what you did, it is to tell them what you discovered. Other information, such as the account of your research methods, is needed mainly to back the claims you make about your results.

Approximately the last half of the abstract should be dedicated to summarizing and interpreting your results.

Завдання 4. Прочитайте та перекладіть анотації до магістерської роботи. Складіть власну анотацію у відповідності до своєї проблематики.

The Thesis investigates the determinants and patterns of specialisation and international trade in the manufacturing sectors of countries that are similar in terms of their technology, relative factor endowments and preferences.

Chapter 1 shows that differences in country size alone can be a basis for inter-industry trade in manufactures. I present a general equilibrium model in which each country has two imperfectly competitive industries which can differ in three respects: relative factor intensities, level of transport costs and demand elasticities.

With positive trade costs and increasing returns to scale, each firm prefers to locate in the larger country due to the 'market access' effect. But the increase in demand for factors in the large country induces a 'production cost' effect – a rise in the wage in the large country relative to the small country to offset the locational advantage of the large country. The tension between the market access effect and production cost effect determines which industry will concentrate in which country and the pattern of interindustry trade.

Chapter 2 investigates circumstance in which technological leapfrogging between regions will occur. Input-output linkages between firms in imperfectly competitive industries create forces for agglomeration of industries in particular locations. A new technology, incompatible with the old, will not benefit from these linkages, so will typically be established in locations with little existing industry and consequently lower factor prices.

Chapters 3 studies specialisation patterns in the European Union between 1968 and 1990. It investigates whether specialisation has increased in the European Union countries and analyses whether these patterns are consistent with three different strands of trade theories: the classical Heckscher-Ohlin theory, the 'new' trade theories based on increasing returns to scale, and the 'economic geography' theories based on vertical linkages between industries. I find that there is evidence of increasing specialisation in the European Union countries and there is some support for all three strands of trade theories.

Завдання 5 для ОП «МЕ». Прочитайте статтю англійською мовою та перекладіть її. Складіть анотацію до статті.

Principles of Operation of the Warsaw Stock Exchange by Joanna Malecka

The WSE, like any joint stock company, has management authorities: the General Meeting of the Exchange, the Exchange Supervisory Board, and the Exchange Management Board. It holds shares in other companies whose main activity is trading in securities¹⁰ and symbolic shares in other global exchanges¹¹. The ongoing activities of the WSE are directed by the Management Board, which, among other things: admits securities to be traded, sets the rules for admitting securities to be listed, and supervises the activities of brokers and exchange members carried out on the stock exchange. The WSE operates based on three main and fundamental principles (Journal of Laws, 1991):

- principle of concentration of supply and demand, through providing liquidity of traded securities¹²;
- principle of safe and efficient transactions and settlements, so that the transaction is liquid and accessible at any time;
- principle of providing key information to assess the current value of securities admitted to trading.

Each time, the Management Board carries out a detailed analysis of the financial condition of companies that are contenders to the status of listed companies, performing an audit, checking their liquidity and their debt level (also evaluating the way in which they are financed), and assessing their presented strategies and investment plans for the coming years, as well as the experience and qualifications of the management of companies wishing to issue securities (stocks, bonds) or other financial instruments (options, futures). Such a firm and strict selection ensures safety of future transactions for both investors and companies already functioning in the exchange. Of course, everyone takes their own risk, but on the basis of data which, as presented above, are reviewed and classified by qualified and competent bodies specially formed for this purpose. Although stocks do not guarantee even a minimum rate of return, or will not provide as much liquidity as banks, the profits that are

possible to achieve thanks to them are disproportionately higher than those available on other financial markets. However, to have satisfaction from these activities, one must first decide to invest. Then, liquidity and instant access to cash will not constitute the most important selection criteria, and the benefits assumed should be converted into initial capital, investment time, and portfolio diversification of purchased securities (Nawrocki & Jabłoński, 2011; Perz, 2008; Płókarz, 2013).

As in any modern economy, the Polish financial market consists of the money market, capital market, futures market, and other financial market segments (Małecka, 2015c, p. 351). The stock exchange forming part of the capital market may be divided into two main segments: regulated market and alternative trading system (ATS) (Figure 1). The WSE mainly includes two market systems: the main market and parallel market, and since August 30, 2007, the NewConnect platform has been operating as part of the alternative trading system.

The main market is the market which, in accordance with the Rules of the Stock Exchange (<https://www.gpw.pl/pub/files/PDF/regulacje/regulamin-gpw.pdf>), lists the shares of companies that meet, among others, the following criteria:

- have prepared a relevant information document concerning their activity which was approved by a competent supervisory authority, the so-called prospectus¹³;
- they are not subject to any bankruptcy or liquidation proceedings;
- marketability of their shares is not limited;
- all of the issued shares of a given kind are covered by the application for admission to trading;
- value of the shares covered by the application or the issuer's equity in PLN is equivalent to at least EUR five million;
- shares covered by the application held by shareholders each of whom has no more than 5% of the total number of votes at the general meeting;
- represent at least 15% of all company shares or there are at least 100 thousand shares with a total value in PLN equivalent to at least EUR one million, calculated according to the last sale or issue price;
- the issuer published financial statements together with the opinion of the entity authorized to audit (the auditor) for at least three consecutive financial years preceding the application for admission to trading of shares or the company has publicly disclosed information to enable potential investors to assess its financial and economic situation as well as risks associated with the acquisition of company shares being the subject of the application.

Preparations for the initial public offering (IPO) may be undertaken only by companies with the status of joint-stock companies or limited joint-stock companies, which are required to carry out detailed financial analyses and define specific parameters of the issue of shares. Increased clarity, the introduction of corporate governance and financial transparency decisively affect credibility and market valuation of the company, which the future investor can easily find and evaluate.

The parallel market is determined by less stringent requirements due to the fact that it is dedicated mainly to smaller companies that clearly are not able to meet the accepted criteria for admission to the main market. In this way, the WSE invites

companies from the small- and medium-sized enterprises sector to raise capital for development (Bień, 2008; Kołosowska, 2013). Potential issuers should meet conditions such as:

- have prepared a relevant information document concerning their activity, which was approved by a competent supervisory authority;
- they are not subject to any bankruptcy or liquidation proceedings;
- marketability of their shares is not limited.

There are three segmentations of all companies based on the criterion of the size of a company's market capitalization which is calculated as the arithmetic average capitalization in the last three months:

- 5 PLUS segment – includes securities of companies whose market capitalization does not exceed EUR 50 million;
- 50 PLUS segment – includes securities of companies whose market capitalization is within the range of EUR 50 to 250 million;
- 250 PLUS segment – includes securities of companies with market capitalization over 250 million.

As already mentioned, NewConnect is part of an organized market operated by the WSE outside the regulated market as an alternative trading system. The market is dedicated to small- and medium-sized enterprises operating in the sectors of new technologies, electronic media, biotechnology, alternative energy sources, etc., whose business is based primarily on intangible assets. More favorable conditions such as private issue of shares and lack of a requirement to draw up a prospectus or to provide additional information have resulted in this form of financing having become more attractive.

Завдання 5 для ОП «ЕУРЗ». Прочитайте уривок статті англійською мовою та перекладіть його. Складіть анотацію до статті.

*Analysis on the Rent-Seeking Phenomenon in Chinese Land Market by Qian Mo
Research Background*

The scale of the land market is relatively large. And the industrial chain is long. There are many related economic entities involved, and it has a great impact on the correlation of related industries. With the improvement of Chinese urbanization level, Chinese available land resources are further reduced, and it is estimated that by 2035, Chinese urbanization rate will reach 75% to 80% [1]. To reach the same level as developed countries, the slowdown in urbanization suggests that the era of large-scale and rapid urbanization is over. Land sources will also change from incremental to mainly stock, which will also create new opportunities for the land market, such as urban renewal. And the land market due to long-term management disorders also appeared such as the current prices “irrational” growth, land market disorder, unclear government functions, land market-related enterprise behavior and market disputes of various aspects, and “rent-seeking phenomenon” is one of the elements of the negative impact of the land market. A large number of rent-seeking phenomena in the market have had a great impact on people's life and production. Rent-seeking in the land market further increases the price of land, and land builders have to obtain the cost of

rent-seeking by raising the sale price. For builders, the extremely high rent-seeking cost increases their market cost. This paper analyzes the causes of rent-seeking phenomenon and the possible links, and finally proposes the possible solutions to rent-seeking phenomenon.

Research Meaning

The rent-seeking phenomenon in the land market is a net loss of social welfare [2], because the rent-seeking phenomenon in the land market is a non-productive competition activity. There are similar non-productive activities in land transfer, housing construction, fundraising, and government taxation. In the land transfer link, in order to obtain the monopoly position of land resources, real estate developers need to use the rent-seeking method to target the relevant departments, so as to obtain the dominant position in the government land transfer link. At the same time, the government also needs to waste resources to supervise and punish, or the government to waste time and energy to rent, and actively seek “collusion” with developers. Finally, when the rent-seeking activities are completed, the market is filled with a large number of rent-seekers. Therefore, the government’s supervision departments need to waste a lot of time and energy on governance, otherwise, it will affect the long-term sustainable development of enterprises related to the land market. Moreover, when rent-seeking activities are realized, while the government and developers carve up the monopoly profits, the relevant producers and home buyers will pay the price, which is higher than the profits of rent-seekers. The widespread existence of rent-seeking phenomenon in the land market leads to the loss of social welfare. The study of rent-seeking phenomenon in the land market is conducive to starting from various economic subjects, hoping to analyze and understand the rent-seeking phenomenon in the land market and provide solutions to the future improvement phenomenon.

Rent-Seeking Theory

There is no unified elaboration of rent-seeking theory at the beginning, and different scholars have different descriptions of rent-seeking theory. The rent-seeking theory was proposed in the 1970s by Tarock, one of the main representatives of the school of public choice. Later, the upsurge of studying rent-seeking theory was caused by the article “The Political Economy of Rent-Seeking Society” published by Annebrook. The rent-seeking theory is different from the traditional profit-seeking theory and studies the allocation of resources in the productive and non-productive fields. Buchanan (1980) considered the term rent-seeking. It means that people act in the pursuit of self-interest maximization without bringing about an increase in social welfare but causes a waste of resources under certain institutional constraints. Srock (1980) believes that rent seeking means that people’s investment practices have caused a decline in social productivity. But it brings some special status or monopoly power to investors and increases their personal income. Torrison (1982) believes that rent-seeking is a scarce resource to obtain government-created transfers. Bagwati (1982) believes that rent-seeking is a series of non-productive practices. It will bring income for actors. The rent-seeking phenomenon mentioned in this paper focuses on the concept proposed by Anderson in 1988. That defines rent-seeking activities as “pursuing direct non-productive profit”. The “direct” here means that the social

surplus is not created through the production process but by means of the public power. “Non-productive” refers to the rent-seeking behavior analysis of various economic entities in the real estate market to pursue the existing production profits in this process. It brings benefits to the actors without creating the inputs necessary for the production of services or products and expanding the scale of social production. It will even shrink the production scale and make the loss of social welfare.

Land Transfer Link

Obtaining land transfer rights is the beginning of rent-seeking and the source of corruption. The transfer of land is the paid transfer of land use right, that is, the government delivers the use right of state-owned land to the land users at a certain price within a certain number of years. In the current situation in China, the land development examination and approval management system, system and regulations are not perfect, there are many shortcomings and loopholes, which leave opportunities for the corruption of some officials, and some illegal developers take advantage of loopholes to opportunistic, making the land market into a disaster area of corruption. The approval departments, and when the relevant approval departments approve and how the approval resmooth progress of real estate construction in China needs the approval of the government results can affect the final profits of real estate developers. Planning refers to the municipal people’s government. In order to realize the healthy and orderly development of the urban economy and society, determine the nature, scale and development direction of the city, make rational use of urban construction land, and coordinate the urban layout and arrangement of various constructions. In the construction process, various indicators such as building spacing, floor area ratio, floor area, floor area and so on are closely related to the final profit of real estate, and these indicators need to be approved by the approval department. Only by passing the government approval, can developers achieve their final profit. That is why developers have had to waste resources and risk getting rent-seeking money to pass their own real estate plans. Land resources is a very precious means of production, our country land nationalization, the government monopoly all land supply, local government as the only agent, the state monopoly all land supply of land system provides rent-seeking space, when the land use right into the market as goods to developers, the government ownership of land becomes the real estate industry related planning department, examination and approval departments and pricing department and land use right developers between private interests. Officials have more rights in the land planning, examination and approval and use departments. The land rights are excessively concentrated in the hands of a few government officials with public power. The analysis of the rent-seeking behavior of various economic entities in the real estate market will obviously produce a large number of power rent-seeking behavior. In this way, real estate enterprises want to successfully get the land development right, they have to seek rent from government departments, and the government rent, social costs and welfare losses caused by rent-seeking developers are included in the housing price [3]. Through the commercial housing market, sales have been passed on to consumers, so the government and developers have conspired to divide the excess profits, but it is the ordinary buyers who bear the rent-seeking cost, which is why Chinese housing prices are always high. Power trading, power and

money trading can be seen everywhere in Chinese land supply market. Developers adopt a strategy that conspired with local governments, where developers get land rights at low prices and local government officials get kickbacks. Developers take collusion strategy, in the process of land bidding, through a series of unfair competition, exclude other bidders, eventually get land use right, the bidders to the bidding unit rent-seeking, bribe bid evaluation, deliberately release false news, malicious bid up bid prices, reduce competitors in the bidding process, other state-owned real estate companies in order to complete their assessment indicators, a lot of land reserves, and effort to raise the bid price. There are various rent-seeking possibilities in the land auction market in China, such as splitting the project below the legal public bidding limit and using the contracting right to take bribes; awarding of the subsidiary projects and collusion to create favorable competitive conditions for the parties and take bribes. Moreover, some relevant government officials abuse their public power, illegally transfer state-owned land, and use their power for personal gain. While seeking to maximize their personal interests, they cause the economic losses of the country. Most of the land for the construction of affordable housing in China is allocated through the state administration, which results in greater rights in the hands of officials of relevant government departments, so rent-seeking behavior is more prostitutes. Common are: developers, especially some do not conform to the conditions of developers in order to get affordable housing construction land, rent-seeking, through collusion with government officials, smoothly get the government allocated land, land real estate development enterprises to regulators rent-seeking, seek regulatory “shelter”, will transfer land for others, so as to seek more profits for themselves. This kind of rent-seeking behavior of stealing land use through collusion with the government can be seen everywhere in China.

Виберіть правильну відповідь

1. The first step in organizing a manuscript is to

- a) write the introduction
- b) write the abstract
- c) write the methods
- d) prepare the figures and tables

2. The last step in organizing a manuscript is to

- a) write the introduction
- b) write the abstract
- c) write the references
- d) prepare the figures and tables

3. This section responds to the question of how the problem was studied

- a) Title
- b) Abstract
- c) Introduction
- d) Methods

4. This section responds to the question “What have you found?”

- a) Results

- b) Abstract
- c) Introduction
- d) Methods

5. This section shows how the work advances the field from the present state of knowledge

- a) Results
- b) Conclusion
- c) Introduction
- d) Methods

Питання для поглибленого вивчення теми

1. What are the main problems that can face the scientific article?
2. How to start with an idea for innovative article.
3. Creativeness and strict following standards.
4. How to submit a paper to a scientific journal.

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Навчальне видання
(українською та англійською мовами)

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ПРОФЕСІЙНО-ОРІЄНТОВАНИЙ ПРАКТИКУМ ІНОЗЕМНОЮ МОВОЮ

Практикум для здобувачів ступеня вищої освіти магістра
спеціальності «Економіка»
освітньо-професійної програми «Міжнародна економіка»
та «Економіка та управління ринком землі»

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