

Assignments and assessment:

1. Job profile - 5
2. CV – 5
3. Make up a Glossary (terms based on your thesis topic) - 10
4. Review of international academic literature related to your thesis theme.– 10

- **Analyze the Literature:**

- **Summarize key findings** from each source: What did the study conclude? What were the main methodologies used? What are the implications for your research?
- **Critically evaluate** the strengths and weaknesses of each study: Were the research methods robust? Were the conclusions supported by the data? Were there any limitations or biases?
- **Compare and contrast** different approaches and results in the literature. How do the findings from one study align or differ from others? What is the consensus (if any), and where do disagreements exist?

- **Identify Research Gaps:**

- From your review, pinpoint areas where research is lacking or where further investigation is needed. What unresolved questions or inconsistencies exist in the literature?
- Make note of any emerging trends or new methodologies that could be applied to your research.

- **Synthesize the Literature:**

- Write a coherent narrative that connects the various sources you reviewed. Synthesize the findings to provide a clear picture of the current state of knowledge in your area of research.
- Link the existing literature to your own research questions. Explain how your dissertation will build on or differ from previous work.

criteria for assessing the **review of literature** in a dissertation:

1. **Comprehensiveness and Relevance**

- Includes a wide range of relevant, up-to-date sources.
- Covers key theories, concepts, and empirical studies related to the research topic.

2. **Critical Analysis**

- Critically evaluates strengths, weaknesses, and gaps in the existing literature.
- Identifies contradictions or debates within the field and analyzes their implications.

3. **Synthesis and Connection to Research**

- Synthesizes information across sources to highlight trends, patterns, or themes.
- Clearly links the reviewed literature to the research question and theoretical framework.

4. Writing abstracts. -10

5. Writing thesis summary -10

6. Choose an article related to your field of study or profession.(Ensure the article is relevant to your research area and contains specialized terminology.), list new words with translation, and write a 200-word summary - 10

Залік: зробити презентацію з теми за фахом (зміст, терміни, фрази для презентацій)

Lesson 1 Professional communication

1. **Career Vocabulary.**
2. **Education terms (glossary)**
3. **Soft skills vs. Hard skills.**
4. **Job profile (description, job security, requirements, modern trends....).**
(practical assignment)
5. **CV (practical assignment)**

1. Glossary of Terms: Career

2. **Applicant** – A person who applies for a job.
Example: The company received over 100 applicants for the position.
3. **Curriculum vitae (CV)** – A written summary of a person's education, qualifications, and previous jobs.
Employee – A person who works for a company or organization.
Example: The company values its employees highly.
4. **Employer** – A person or organization that hires people to work for them.
Example: The employer offered additional training for the staff.
5. **Freelance** – Working independently rather than being employed by a company.
Example: Many designers prefer to work freelance.
6. **Full-time** – Working the standard number of hours, usually 35-40 per week.
Example: She has a full-time position as a teacher.
7. **Internship** – A temporary job that provides training and experience in a particular field.
Example: He did a three-month internship at a law firm.
8. **Job interview** – A meeting where an employer asks questions to assess a candidate's suitability for a job.
Example: He prepared answers for common job interview questions.
9. **Part-time** – Working fewer hours than a full-time schedule.
Example: She took a part-time job while studying.
10. **Promotion** – A move to a higher position in a company.
Example: She worked hard and earned a promotion to manager.
11. **Qualification** – An official record or skill showing someone's ability.
Example: The job requires qualifications in engineering.
12. **Recruitment** – The process of finding and hiring new employees.
Example: The company's recruitment process includes three interviews.
13. **Reference** – A recommendation from a previous employer or teacher.
Example: The recruiter asked for two references from past employers.
14. **Resignation** – The act of leaving a job.
Example: She handed in her resignation last week.
15. **Salary** – A fixed amount of money paid regularly for work.
Example: He negotiated a higher salary before signing the contract.
16. **Self-employed** – Working for yourself rather than being employed by a company.
Example: She is self-employed and runs her own business.
17. **Temporary work** – Employment for a limited period.
Example: She took on temporary work during the summer holidays.
18. **Vacancy** – A job position that is available to be filled.
Example: There's a vacancy for an accountant at our firm.
19. **Work-life balance** – The ability to balance work responsibilities with personal life.
Example: Flexible hours can help improve work-life balance.
20. **Opportunity for promotion**
21. **Sick-pay, leave-pay**

22. To apply for

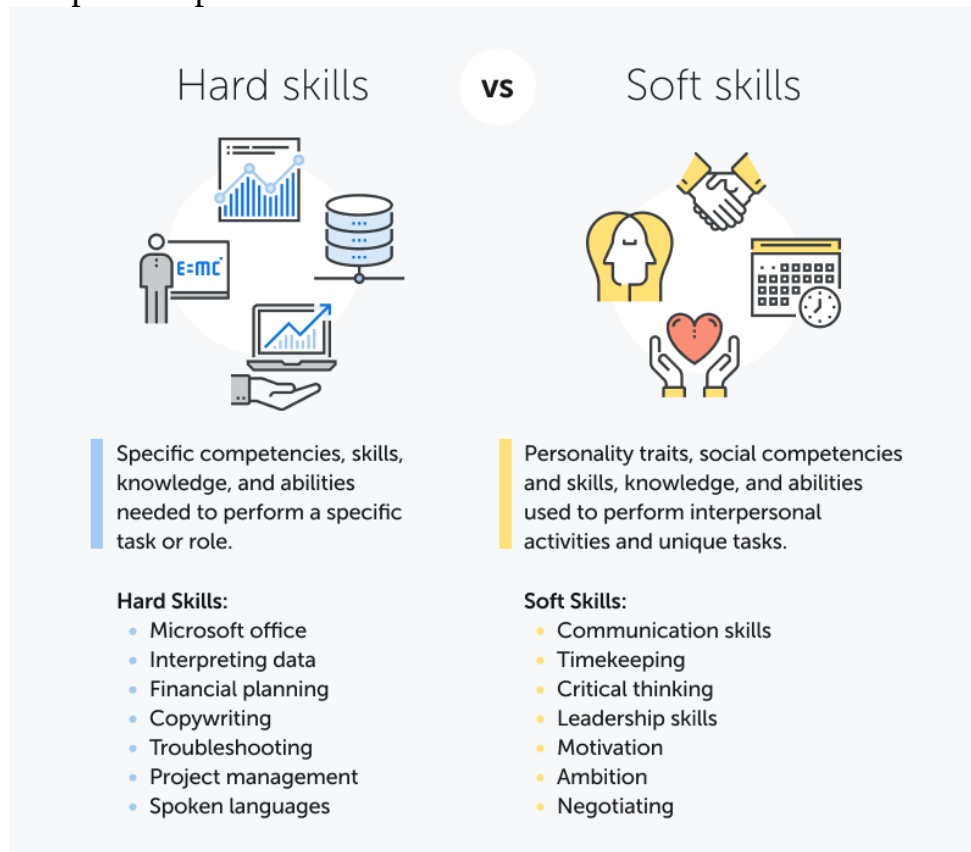
23. To dismiss / fire

24. lecturer, senior lecturer, associate professor, professor

3. Hard skills vs. Soft skills

When you are looking for new recruits or promoting from within there will be a set of skills your roles require. Some skills people will have as part of their nature, while others need to be taught.

The hard skills can be defined as part of the role specification. And soft skills are defined as the person specification.



What are Hard Skills?

Hard skills are specific competencies, skills, knowledge, and abilities needed to perform a specific task or role. They can be learned through education and professional development. Usually, they are technical (but not always) and easily measurable.

Hard skills can be demonstrated through educational certificates or practical demonstrations.

For example, software development requires knowledge of some programming language and can be used for a variety of tasks, but the main goal is to write a computer program. The proficiency level can be easily measured.

Another example, design (of course it can be different - interior design, web design, etc.) but in general it is a specific skill set needed to perform exact tasks.

Microsoft suite knowledge, another example of hard skills, you can learn how to use Microsoft Word and Excel, and most often it will be needed for specific tasks.

So, each role will have different skill set requirements but they will be needed to perform a specific task.

Soft skills are personality traits, social competencies and skills, knowledge, and abilities used to perform interpersonal activities and unique tasks. Sometimes they are also called *human* skills.

Usually, they are more closely linked to people's personality traits they are born with and social skills. But they also can be trained and developed through practice and professional development.

Unfortunately, it is not that easy to gauge if someone has the right soft skills as there is less information to draw upon. This is especially true when hiring new employees as their soft skills will need to be assessed by getting to know them.

There are specific techniques and tests that can be used to measure soft skills, but note the results will be quite vague and not accurate. Only real-life situations will display how good people are in this area.

Certain soft skills you would ideally like all of your employees to have are punctuality and collaboration. Other skills might only be necessary for specific roles like leadership, communication, strategic thinking, and problem-solving.

Soft skills don't come with certification but they are easily identified while working with someone. People with leadership skills will naturally take ownership and step up to lead. Those who are excellent timekeepers will always be on time or be forthcoming about potential lateness.

... as new teachers at your school. Read the CV below
the notes which you made regarding the successful candid

CURRICULUM VITAE

NAME: WYLDE, PENELOPE P. **TELEPHONE:** (0507) 622713
ADDRESS: 16, HOLME CRESCENT, **DATE OF BIRTH:** 25.5.68
HEDGE END,
CORNWALL, CN18 9BL

NATIONALITY: BRITISH
MARITAL STATUS: Single. No children
DRIVING LICENCE: Full, clean

EDUCATION: 1979 - 1986 Smithtown Secondary School
1986 - 1990 Liverpool University
1990 - 1991 Kingston University

QUALIFICATIONS:	July 1983 GCSE:	June 1985 A - Level:
	English Language B	English A
	English Literature B	Art B
	Mathematics B	Mathematics C
	Religious Education B	Gen. Studies C
	Art B	
	History C	
	Geography C	FURTHER EDUCATION:
	French C	BA (Hons) English
	Music C	MA Education

WORK EXPERIENCE:

1991 - 1993	English teacher, St Augustine's School, Truro
DUTIES INVOLVED:	Teaching, curriculum development
1993 - 1997	Department Head, St. Mark's College, St Ives
DUTIES INVOLVED:	Administrative duties, teaching

OTHER EXPERIENCE:

Summer '93	Organised summer camp for children
1995 - 1997	Youth Leader, Dunkley Community Centre

HOBBIES & INTERESTS:

Photography, reading and sport. At weekends and during school holidays, I particularly enjoy spending time with young children in various youth organisations for which I am a volunteer.

AVAILABLE FOR EMPLOYMENT: July 1997

REFERENCES:	Mr P Miles MA, Head of English Dept., St. Augustine's School, Truro Tel. 869396	Mrs C Davis MA, Head Teacher, St Mark's College, St Ives Tel. 386921
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Lesson 2

Fundamentals of technical translation

1. Problems of technical translation (homonyms, false friends of a translator, multicomponent terms)
2. Grammar difficulties
3. Machine translation and post-editing





Омонімія психологічних та педагогічних термінів

Слово	Загальновживане значення або міжгалузевий термін	Значення терміна в психології та педагогіці
Approach	наближення; підхід	«чуття потягу»
Alienation	відчужування	психоз розгублення
Facilitation	полегшення	чуттєвий досвід
Humility	покірливість	криза самоідентичності, соціальна депривація
Spacing	проміжок	дитенція
supppression	закривання (проміня) (техніч.)	ігнорування

Омонімія серед абревіатур:

P.G. (post graduate) у педагогічній терміносистемі позначає «аспірант», але загальновживане значення його – «квартирант», «желець» (*paying guest*); *M.D.* (Doctor of Medicine), наукова ступінь, як термін системи освіти, позначає «доктор медицини», але як військовий термін (*medical department*), це – «медично-санітарна служба на кораблі». Ще один термін-абревіатура, науковий ступінь, *BM*, в педагогіці позначає «бакалавр медицини» (Bachelor of Medicine), але як медичний термін, (*basal metabolism*), це позначає «основний обмін».

1. Граматичні розбіжності

Зміна форми загального відмінка в англійській мові на форму родового відмінка в українській:

Attitude formation – формування відношення,

Value analyses – аналіз цінностей,

Ability test – тест здібностей,

Jet lag – труднощі адаптації,

Death anxiety – страх смерті,

Problem definition – визначення проблеми.

1. Зміна словосполучення в англійській мові окремим словом в українській:

School children – школяри,

Dull brain – довгодум,

Educational background – освіта,

Human being – людина,

Social attitude – установка,

Vocational guidance – профорієнтація.

Зворотня зміна (окреме слово-словосполучення) спостерігається рідко: *syllabi – навчальні програми, deadlock – безвихідна ситуація.*

2. Зміна числа (однина-множина):

Social code – соціальні норми,

Code of behavior – правила поведінки,

Correspondence course – заочні курси.

3. Введення прийменника у мові перекладу:

Job satisfaction – задоволення від роботи,

Social esteem – повага у суспільстві,

Failure stress – стрес від невдачі,

Family tensions – незгоди в сім'ї,

team work – робота в команді.

4. Заміна частини мови одного з компонентів терміна (N+N на Adj. +N):

School uniform – шкільна форма,

University chair – університетська кафедра,

Family values – сімейні цінності,

1) Роль цифровізації в підвищенні ефективності публічного управління

The role of digitalization in increasing the efficiency of public administration

The Role of Digitalization in Enhancing Public Administration Efficiency

2) Педагогічні умови розвитку творчих здібностей учнів початкової школи

Pedagogical conditions for the development of creative abilities of primary school students

Pedagogical Conditions for Developing Creative Abilities in Primary School Students

3) Інтеграція інформаційно-комунікаційних технологій у навчальний процес в умовах дистанційного навчання

Integration of information and communication technologies into the educational process in the conditions of distance learning

Integration of Information and Communication Technologies into the Learning Process in Distance Education