

Міністерство освіти і науки України
Житомирський державний університет імені Івана Франка

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**ІНСТРУКТИВНО-МЕТОДИЧНІ МАТЕРІАЛИ ДО ПРАКТИЧНИХ ЗАНЯТЬ З
ОБОВ'ЯЗКОВОЇ ОСВІТНЬОЇ КОМПОНЕНТИ
«ІНОЗЕМНА МОВА ЗА ПРОФЕСІЙНИМ СПРЯМУВАННЯМ»
для підготовки здобувачів
першого (бакалаврського) рівня вищої освіти**

Галузь знань
Спеціальність
Предметна спеціальність
Освітня програма
Факультет

D Бізнес, адміністрування та право
D3 Менеджмент
—
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Інструктивно-методичні матеріали до практичних занять з обов'язкової освітньої компоненти «Іноземна мова за професійним спрямуванням» для підготовки здобувачів першого (бакалаврського) рівня вищої освіти освітньої програми Менеджмент. Житомир: Вид-во ЖДУ ім. І. Франка, 2026. 54с.

Інструктивно-методичні матеріали містять тексти і завдання, необхідні для проведення практичних занять з освітньої компоненти «Іноземна мова за професійним спрямуванням» для студентів освітньої програми Менеджменту, соціально-психологічного факультету. Вони підготовлені відповідно до тем у межах робочої програми на I семестр. Матеріали призначені для поглиблення фахових спеціальних і загальних комунікативних навичок студентів у процесі професійно спрямованого вивчення іноземної мови.

Розраховані на студентів денної та заочної форми навчання.

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ПЕРЕДМОВА

Інструктивно-методичні матеріали з освітньої компоненти «Іноземна мова за професійним спрямуванням» призначені для здобувачів вищої освіти спеціальності ДЗ «Менеджмент». Матеріали розроблено відповідно до вимог підготовки сучасних фахівців, діяльність яких пов'язана з управлінням організаціями, плануванням, прийняттям управлінських рішень, діловою комунікацією та розвитком професійних компетентностей у сфері менеджменту.

У сучасних умовах розвитку міжнародного бізнесу, цифровізації економіки та розширення міжнародних партнерських зв'язків знання іноземної мови є важливою складовою професійної підготовки майбутнього менеджера. Володіння англійською мовою дає можливість працювати з професійною літературою, ознайомлюватися із сучасними управлінськими підходами, використовувати міжнародний досвід у професійній діяльності та здійснювати ефективну комунікацію в діловому середовищі.

Запропоновані матеріали містять тексти, лексичні та граматичні вправи, завдання для розвитку навичок читання, перекладу та усного мовлення. Тематика завдань охоплює основні аспекти професійної діяльності менеджера, зокрема менеджмент організацій, лідерство, підприємництво, маркетинг, управління персоналом, ділове спілкування, сучасні технології в бізнесі, економіку та професійний розвиток.

Особлива увага приділяється формуванню та закріпленню професійної лексики, розвитку навичок роботи з фаховими текстами та вдосконаленню граматичних знань. Завдання спрямовані на розширення словникового запасу студентів, формування вмінь аналізувати інформацію, висловлювати власну думку та використовувати англійську мову в навчальній і майбутній професійній діяльності.

Матеріали можуть використовуватися під час практичних занять, самостійної роботи студентів та підготовки до поточного й підсумкового контролю знань. Їх застосування сприятиме поєднанню мовної та професійної підготовки, розвитку комунікативних умінь і підвищенню рівня іншомовної компетентності майбутніх фахівців у сфері менеджменту.

Practical Lesson 1: Family and Relationships

Level: B2

Specialty: Management

Time: 80–90 minutes

Focus: Family relationships, work-life balance, interpersonal communication, and leadership skills

Lesson Objectives

Students will:

- learn and practise management-oriented vocabulary related to relationships and communication;
 - discuss the influence of family relationships on career development;
 - analyse the importance of interpersonal skills in management;
 - practise **Present Simple** and **Present Continuous**;
 - develop reading, speaking, and writing skills.
-

1. Warm-up (5–7 minutes)

Discuss in pairs:

1. How can family relationships influence a person's career?
2. Why are communication skills important for managers?
3. Is work-life balance difficult to achieve today?

Share your ideas with the class.

2. Vocabulary (15–20 minutes)

Target Vocabulary (Management & Relationships)

work-life balance — баланс між роботою та особистим життям

interpersonal skills — навички міжособистісного спілкування

conflict management — управління конфліктами

emotional intelligence — емоційний інтелект

decision-making process — процес прийняття рішень

professional network — професійна мережа контактів

team collaboration — командна співпраця

leadership qualities — лідерські якості

supportive environment — сприятливе середовище підтримки

effective communication — ефективна комунікація

career development — кар'єрний розвиток

personal responsibility — особиста відповідальність

relationship building — побудова взаємин

employee well-being — благополуччя працівників

mutual respect — взаємна повага

Task 1: Match the terms with definitions

1. emotional intelligence
 2. work-life balance
 3. conflict management
 4. leadership qualities
 5. professional network
 6. employee well-being
- A. Skills of leading and motivating others
B. Managing disagreements effectively
C. Ability to understand emotions
D. Contacts useful for professional growth

E. Physical and mental health of employees

F. Balance between career and personal life

Task 2: Complete the sentences

1. Successful managers demonstrate strong _____.
 2. A healthy _____ reduces stress and burnout.
 3. Companies invest in _____ to improve productivity.
 4. Good _____ helps solve workplace problems.
 5. Building a _____ can support career growth.
 6. _____ is essential for cooperation in teams.
-

3. Reading (20 minutes)

Text: Family Relationships and Professional Success

Family relationships play a significant role in personal and professional development. A supportive family environment often helps individuals build confidence, develop emotional intelligence, and improve communication skills.

Managers frequently face challenges that require effective decision-making and conflict management. People who learn these skills in their personal relationships often apply them successfully in the workplace.

Work-life balance has become increasingly important in modern organisations. Employees who maintain healthy relationships with family members are often more productive and motivated at work.

Today, many companies are focusing on employee well-being and creating supportive environments. Managers are encouraging open communication, teamwork, and mutual respect among employees.

Strong interpersonal relationships not only improve personal happiness but also contribute to long-term career development and organisational success.

Task 1: Answer the questions

1. How do family relationships affect professional development?
 2. Why is emotional intelligence important for managers?
 3. What benefits does work-life balance provide?
 4. How are companies supporting employees today?
 5. How do interpersonal relationships influence career success?
-

Task 2: True or False

1. Family relationships have no impact on professional success.
 2. Emotional intelligence helps managers solve problems.
 3. Work-life balance can improve productivity.
 4. Companies are paying less attention to employee well-being.
 5. Good communication contributes to organisational success.
-

Task 3: Find words in the text that mean:

1. ability to understand emotions –
 2. cooperation between people –
 3. healthy relationship between work and private life –
 4. personal growth in a profession –
 5. positive workplace atmosphere –
-

4. Grammar Focus

Present Simple vs Present Continuous

Present Simple

Use:

- habits and routines;
- facts and general truths;
- regular activities.

Structure:

Subject + Verb (V1 / V+s)

Examples:

- Managers **communicate** with employees every day.
 - Companies **support** employee development.
 - Families **provide** emotional support.
-

Present Continuous

Use:

- actions happening now;
- temporary situations;
- current trends.

Structure:

Subject + am/is/are + Verb-ing

Examples:

- Managers **are discussing** a new project now.
 - Companies **are investing** in employee well-being.
 - Employees **are developing** new communication skills.
-

Task 1: Choose the correct form

1. A manager **communicates** / **is communicating** with clients every day.
 2. Our company **expands** / **is expanding** into new markets this year.
 3. Employees **attend** / **are attending** a training session now.
 4. Family members often **support** / **are supporting** each other.
 5. The HR department **introduces** / **is introducing** a new program currently.
-

Task 2: Complete the sentences

1. Managers usually _____ (solve) workplace conflicts.
 2. The company _____ (implement) a new communication strategy this month.
 3. Employees _____ (participate) in a meeting right now.
 4. A supportive family _____ (help) people achieve success.
 5. Many organisations _____ (focus) on employee well-being today.
-

Task 3: Correct the mistakes

1. Managers is discussing a new strategy.
 2. Employees attends meetings every week.
 3. The company are improving working conditions.
 4. She communicate effectively with her team.
 5. We is developing a leadership program.
-

5. Speaking Practice (10–12 minutes)

Discuss in pairs:

1. How can family relationships influence management skills?
2. What qualities make a successful manager?
3. Why is emotional intelligence important in business?
4. How can companies improve employee well-being?

Use at least 10 vocabulary words.

6. Case Study Activity (10 minutes)

Situation:

A company is experiencing conflicts between employees because of poor communication and high levels of stress.

In groups suggest:

- 3 causes of the problem;
- 3 solutions for managers;
- 2 ways to improve employee well-being;
- 1 long-term strategy for creating a supportive environment.

Present your recommendations.

7. Writing (15 minutes)

Write 180–220 words on the topic:

“The Importance of Family Relationships and Communication Skills in Management”

Include:

- the role of family support;
 - emotional intelligence;
 - work-life balance;
 - leadership and teamwork;
 - your opinion.
-

Homework

1. Write 12 sentences using:

work-life balance, interpersonal skills, conflict management, emotional intelligence, professional network, team collaboration, leadership qualities, supportive environment, career development, personal responsibility, employee well-being, mutual respect.

2. Prepare a short presentation (4–5 minutes):

“How Strong Relationships Help Managers Achieve Professional Success.”

Practical Lesson 2: Friends and Neighbours

Level: B2

Specialty: Management

Time: 80–90 minutes

Focus: Social relationships, networking, teamwork, and community communication

Lesson Objectives

Students will:

- learn and practise management-related vocabulary connected with relationships and communication;
 - discuss the importance of friendships and professional networking;
 - analyse the role of neighbours and communities in modern society;
 - practise **Past Simple** and **Past Continuous**;
 - develop reading, speaking, and writing skills.
-

1. Warm-up (5–7 minutes)

Discuss in pairs:

1. Why are friends important in our lives?
2. How can professional relationships help a manager?
3. What qualities make a good neighbour?

Share your ideas with the class.

2. Vocabulary (15–20 minutes)

Target Vocabulary (Management & Social Relations)

professional contact — професійний контакт

networking opportunity — можливість для налагодження професійних зв'язків

community engagement — участь у житті громади

business partnership — ділове партнерство

trust building — формування довіри

team interaction — взаємодія в команді

conflict resolution — вирішення конфліктів

social responsibility — соціальна відповідальність

relationship management — управління взаємовідносинами

collaborative environment — середовище співпраці

mutual support — взаємна підтримка

professional reputation — професійна репутація

effective networking — ефективне налагодження зв'язків

community project — громадський проєкт

communication strategy — комунікаційна стратегія

Task 1: Match the terms with definitions

1. business partnership
2. trust building
3. conflict resolution
4. professional reputation
5. networking opportunity
6. community engagement

A. Solving disagreements effectively

B. Cooperation between businesses or individuals

C. Participation in local activities

D. Creating confidence between people

- E. Chance to meet useful contacts
 - F. Public opinion about a professional
-

Task 2: Complete the sentences

1. Managers often attend events for _____.
 2. A strong _____ helps professionals achieve success.
 3. Companies encourage _____ to support local communities.
 4. Effective _____ reduces workplace disagreements.
 5. Successful leaders focus on _____ with employees.
 6. A positive _____ improves teamwork.
-

3. Reading (20 minutes)

Text: Friends, Neighbours, and Professional Success

Strong relationships with friends and neighbours play an important role in personal and professional life. People often develop communication skills, trust, and cooperation through everyday interactions.

In business, networking opportunities help managers create professional contacts and build business partnerships. Trust building is especially important because successful cooperation depends on mutual respect and reliability.

Many companies support community projects and encourage employees to participate in community engagement activities. Such initiatives improve professional reputation and strengthen relationships between organisations and local residents.

Last year, many managers attended networking events and met potential business partners. While they were discussing future projects, they were also developing valuable professional connections.

Good relationships with friends, neighbours, and colleagues contribute to both personal well-being and long-term career success.

Task 1: Answer the questions

1. Why are relationships important in professional life?
 2. How does networking help managers?
 3. Why is trust important in business?
 4. How do companies support communities?
 5. What were managers doing at networking events?
-

Task 2: True or False

1. Networking has no value in management.
 2. Trust building supports business cooperation.
 3. Community projects can improve a company's reputation.
 4. Managers attended networking events last year.
 5. Professional relationships only affect business success.
-

Task 3: Find words in the text that mean:

1. cooperation between organisations –
 2. creating confidence –
 3. useful professional connections –
 4. participation in local activities –
 5. public image of a professional –
-

4. Grammar Focus

Past Simple vs Past Continuous

Past Simple

Use:

- completed actions in the past;
- events that happened at a specific time.

Structure:

Subject + Verb (Past Form / V2)

Examples:

- The manager attended a business meeting yesterday.
 - We organised a community project last month.
 - They built strong professional relationships.
-

Past Continuous

Use:

- actions in progress at a specific moment in the past;
- background actions interrupted by another event.

Structure:

Subject + was/were + Verb-ing

Examples:

- The managers were discussing a new strategy.
 - We were participating in a networking event.
 - Employees were working on a community project.
-

Task 1: Choose the correct form

1. The manager **attended** / **was attending** a conference yesterday.
 2. We **met** / **were meeting** new business partners when the presentation started.
 3. Employees **worked** / **were working** on the project all afternoon.
 4. She **built** / **was building** professional contacts at the event.
 5. They **organised** / **were organising** a community campaign last month.
-

Task 2: Complete the sentences

1. While the team _____ (discuss) the proposal, the manager arrived.
 2. We _____ (participate) in a networking event yesterday.
 3. The company _____ (launch) a community project last year.
 4. While employees _____ (work), the director visited the office.
 5. They _____ (develop) new partnerships during the conference.
-

Task 3: Put the verbs into the correct tense

1. While we _____ (attend) the seminar, we _____ (meet) several managers.
 2. The employees _____ (prepare) reports when the meeting _____ (begin).
 3. She _____ (build) her professional network while she _____ (study) at university.
 4. The company _____ (organize) a charity event last month.
 5. While the manager _____ (talk) to clients, the team _____ (finish) the project.
-

5. Speaking Practice (10–12 minutes)

Discuss in pairs:

1. How can friendships help professional development?
2. Why is networking important for managers?
3. What qualities make a reliable business partner?
4. How can companies contribute to local communities?

Use at least 10 vocabulary words.

6. Case Study Activity (10 minutes)

Situation:

A company wants to improve relationships between employees and strengthen its reputation in the local community.

In groups suggest:

- 3 activities to improve team interaction;
- 2 community projects;
- 2 networking opportunities;
- 1 strategy for long-term relationship management.

Present your recommendations.

7. Writing (15 minutes)

Write 180–220 words on the topic:

“The Importance of Friends, Neighbours, and Professional Networks in Modern Management”

Include:

- networking opportunities;
 - trust building;
 - community engagement;
 - professional reputation;
 - your opinion.
-

Homework

1. Write 12 sentences using:

professional contact, networking opportunity, community engagement, business partnership, trust building, team interaction, conflict resolution, social responsibility, relationship management, collaborative environment, mutual support, professional reputation.

2. Prepare a short presentation (4–5 minutes):

“How Professional Relationships Influence Career Success in Management.”

Practical Lesson 3: Studying. School Days

Level: B2

Specialty: Management

Time: 80–90 minutes

Focus: Education, student life, academic development, and future career planning

Lesson Objectives

Students will:

- learn and practise management-oriented vocabulary related to education and professional development;
 - discuss the role of education in building a successful career;
 - analyse study habits and academic achievements;
 - practise **Future Simple** and **Future Continuous**;
 - develop reading, speaking, and writing skills.
-

1. Warm-up (5–7 minutes)

Discuss in pairs:

1. What school subjects were most useful for your future career?
2. How does education influence professional success?
3. What skills should modern students develop?

Share your ideas with the class.

2. Vocabulary (15–20 minutes)

Target Vocabulary (Education & Management)

academic performance — успішність у навчанні

learning strategy — стратегія навчання

career planning — планування кар'єри

time management — управління часом

professional competence — професійна компетентність

critical thinking — критичне мислення

problem-solving skills — навички вирішення проблем

educational background — освітній досвід

leadership development — розвиток лідерських якостей

practical experience — практичний досвід

goal setting — постановка цілей

academic achievement — навчальне досягнення

self-discipline — самодисципліна

decision-making skills — навички прийняття рішень

continuous learning — безперервне навчання

Task 1: Match the terms with definitions

1. career planning
 2. time management
 3. critical thinking
 4. practical experience
 5. self-discipline
 6. goal setting
- A. Ability to organise time effectively
B. Planning future professional development
C. Experience gained through practice
D. Ability to analyse information logically

- E. Establishing objectives to achieve
 - F. Ability to control one's behaviour and actions
-

Task 2: Complete the sentences

1. Good _____ helps students complete tasks on time.
 2. Managers need strong _____ to make effective decisions.
 3. Internships provide valuable _____.
 4. _____ is important for long-term success.
 5. Students improve their _____ through regular study.
 6. Effective _____ helps professionals build successful careers.
-

3. Reading (20 minutes)

Text: School Days and Future Success

School years play an important role in shaping future professionals. During this period, students develop academic knowledge, communication abilities, and practical skills that later influence their careers.

Modern education focuses not only on academic performance but also on critical thinking, leadership development, and problem-solving skills. Students learn how to manage their time, work in teams, and set realistic goals.

Many successful managers believe that self-discipline and continuous learning are essential for professional growth. Educational background often opens opportunities for career development and advancement.

In the future, students will face new challenges in a rapidly changing business environment. They will need strong professional competence and adaptability to remain competitive in the labour market.

Those who invest in learning today will be building successful careers and developing leadership skills throughout their professional lives.

Task 1: Answer the questions

1. What skills do students develop at school?
 2. Why is critical thinking important?
 3. What qualities do successful managers value?
 4. What challenges will future professionals face?
 5. Why is continuous learning important?
-

Task 2: True or False

1. School only provides academic knowledge.
 2. Time management is an important skill.
 3. Successful managers value self-discipline.
 4. Future professionals will not need adaptability.
 5. Continuous learning supports career growth.
-

Task 3: Find words in the text that mean:

1. ability to think logically –
 2. professional growth –
 3. ability to adapt to change –
 4. practical skills and knowledge –
 5. long-term learning process –
-

4. Grammar Focus

Future Simple vs Future Continuous

Future Simple

Use:

- future decisions;
- predictions;
- promises;
- future facts.

Structure:

will + verb

Examples:

- Students **will develop** new professional skills.
 - Managers **will need** critical thinking abilities.
 - Education **will remain** important.
-

Future Continuous

Use:

- actions that will be in progress at a specific moment in the future;
- future activities already planned.

Structure:

will be + verb-ing

Examples:

- This time next year, I **will be studying** management.
 - Students **will be working** on real business projects.
 - Future managers **will be developing** leadership skills.
-

Task 1: Choose the correct form

1. Students **will improve** / **will be improving** their skills throughout the semester.
 2. This time next year, I **will study** / **will be studying** at university.
 3. Managers **will need** / **will be needing** communication skills.
 4. We **will attend** / **will be attending** a professional conference next month.
 5. Educational technologies **will change** / **will be changing** rapidly in the future.
-

Task 2: Complete the sentences

1. Future managers _____ (need) strong leadership skills.
 2. At this time tomorrow, I _____ (prepare) for an exam.
 3. Students _____ (use) new technologies in education.
 4. Next semester, we _____ (work) on business case studies.
 5. Universities _____ (offer) more practical training opportunities.
-

Task 3: Choose Future Simple or Future Continuous

1. By 10 a.m. tomorrow, we _____ (attend) a lecture.
 2. I think education _____ (play) an important role in the future.
 3. This time next month, students _____ (complete) their projects.
 4. Managers _____ (require) digital skills in most industries.
 5. At 3 p.m. next Friday, we _____ (participate) in a workshop.
-

5. Speaking Practice (10–12 minutes)

Discuss in pairs:

1. Which school subjects are most useful for future managers?
2. How can students improve their time management skills?
3. What professional skills will managers need in the future?
4. How will education change in the next ten years?

Use at least 10 vocabulary words and examples of Future Simple and Future Continuous.

6. Case Study Activity (10 minutes)

Situation:

A university wants to prepare students more effectively for management careers.

In groups suggest:

- 3 new courses that should be introduced;
- 2 ways to improve practical experience;
- 2 methods of developing leadership skills;
- 1 long-term educational strategy.

Present your recommendations.

7. Writing (15 minutes)

Write 180–220 words on the topic:

“How Education Will Shape My Future Career”

Include:

- important school experiences;
 - professional skills;
 - future career plans;
 - the role of continuous learning.
-

Homework

1. Write 12 sentences using:

academic performance, learning strategy, career planning, time management, professional competence, critical thinking, practical experience, leadership development, goal setting, self-discipline, decision-making skills, continuous learning.

2. Prepare a short presentation (4–5 minutes):

“What Skills Will Future Managers Be Developing in the Next Decade?”

Practical Lesson 4: Which School? Language School

Level: B2

Specialty: Management

Time: 80–90 minutes

Focus: Language education, professional development, international communication, and career opportunities

Lesson Objectives

Students will:

- learn and practise management-related vocabulary connected with language learning and professional growth;
 - discuss the importance of foreign languages in business;
 - analyse the advantages of language schools;
 - practise **Present Perfect**;
 - develop reading, speaking, and writing skills.
-

1. Warm-up (5–7 minutes)

Discuss in pairs:

1. Why do managers need foreign language skills?
2. Have you ever attended a language school?
3. What advantages does language learning provide in business?

Share your ideas with the class.

2. Vocabulary (15–20 minutes)

Target Vocabulary (Language Learning & Management)

language proficiency — **мовна компетентність**

business communication — **ділова комунікація**

professional qualification — **професійна кваліфікація**

international cooperation — **міжнародне співробітництво**

career advancement — **кар'єрне зростання**

learning outcome — **результат навчання**

communication competence — **комунікативна компетентність**

corporate training — **корпоративне навчання**

negotiation skills — **навички ведення переговорів**

global marketplace — **глобальний ринок**

language immersion — **мовне занурення**

professional development — **професійний розвиток**

cross-cultural communication — **міжкультурна комунікація**

training programme — **навчальна програма**

lifelong learning — **навчання впродовж життя**

Task 1: Match the terms with definitions

1. language proficiency
 2. international cooperation
 3. negotiation skills
 4. corporate training
 5. career advancement
 6. lifelong learning
- A. Continuous learning throughout life
B. Ability to communicate effectively in another language
C. Progress in professional career
D. Training organised by a company

- E. Ability to discuss and reach agreements
 - F. Working together with people from different countries
-

Task 2: Complete the sentences

1. Strong _____ helps managers communicate internationally.
 2. Companies often invest in _____ for employees.
 3. Foreign languages support _____ and business growth.
 4. Good _____ are essential during business meetings.
 5. Modern managers focus on _____ to stay competitive.
 6. Successful language courses improve _____.
-

3. Reading (20 minutes)

Text: Why Language Schools Matter for Future Managers

In today's global business environment, foreign language skills have become an essential part of professional success. Managers regularly communicate with international partners, clients, and colleagues.

Language schools provide students with opportunities to improve language proficiency and communication competence. Many programmes focus on business communication, negotiation skills, and cross-cultural communication.

Students who attend language schools often gain confidence and improve their professional qualifications. They learn how to communicate effectively in different business situations and become more competitive in the global marketplace.

Many organisations have recognised the importance of language training and have introduced corporate training programmes. As a result, employees have improved their communication skills and have increased their chances for career advancement.

Language learning has become an important element of professional development and lifelong learning in the modern world.

Task 1: Answer the questions

1. Why are foreign languages important for managers?
 2. What skills do language schools help develop?
 3. How do language schools improve professional qualifications?
 4. Why do companies invest in language training?
 5. How does language learning influence career advancement?
-

Task 2: True or False

1. Managers rarely communicate with international partners.
 2. Language schools help improve communication competence.
 3. Language training can support career development.
 4. Companies are not interested in language education.
 5. Lifelong learning is important in modern business.
-

Task 3: Find words in the text that mean:

1. ability to communicate in another language –
 2. cooperation between cultures –
 3. career growth –
 4. professional education in a company –
 5. international business environment –
-

4. Grammar Focus

Present Perfect

Use:

We use **Present Perfect** to talk about:

- experiences;
 - actions completed at an unspecified time in the past;
 - actions that have a result in the present.
-

Structure:

Affirmative

Subject + have/has + Past Participle (V3)

- I have completed a language course.
- She has improved her communication skills.

Negative

Subject + have/has not + V3

- They have not attended a language school.
- He has not finished the programme.

Questions

Have/Has + Subject + V3?

- Have you studied at a language school?
 - Has she improved her English?
-

Examples

- Many managers **have learned** foreign languages.
 - Companies **have introduced** training programmes.
 - Students **have improved** their negotiation skills.
 - We **have attended** several language courses.
 - International communication **has become** more important.
-

Task 1: Choose the correct form

1. We **have completed** / **completed** the language programme.
 2. She **has improved** / **improved** her business English significantly.
 3. Many companies **have invested** / **invested** in corporate training.
 4. They **have attended** / **attended** several language courses.
 5. Communication skills **have become** / **became** more important in recent years.
-

Task 2: Complete the sentences using Present Perfect

1. Students _____ (improve) their language proficiency.
 2. The company _____ (introduce) a new training programme.
 3. We _____ (develop) better negotiation skills.
 4. She _____ (complete) an international language course.
 5. Managers _____ (recognize) the value of cross-cultural communication.
-

Task 3: Make Present Perfect Questions

1. you / attend / a language school?
 2. your company / organise / corporate training?
 3. you / improve / your communication competence?
 4. your teachers / use / modern learning methods?
 5. you / study / business English?
-

5. Speaking Practice (10–12 minutes)

Discuss in pairs:

1. Why should managers learn foreign languages?
2. What are the advantages of language schools?

3. How can language skills improve career opportunities?
4. What languages are most useful in international business today?

Use at least 10 vocabulary words and examples of Present Perfect.

6. Case Study Activity (10 minutes)

Situation:

A large company plans to expand into international markets, but many employees have limited foreign language skills.

In groups suggest:

- 3 language training solutions;
- 2 ways to motivate employees;
- 2 expected benefits for the company;
- 1 long-term professional development strategy.

Present your recommendations.

7. Writing (15 minutes)

Write 180–220 words on the topic:

“How Language Schools Contribute to Professional Success”

Include:

- language proficiency;
 - international communication;
 - career advancement;
 - professional development;
 - your opinion.
-

Homework

1. Write 12 sentences using:

language proficiency, business communication, professional qualification, international cooperation, career advancement, learning outcome, communication competence, corporate training, negotiation skills, global marketplace, language immersion, lifelong learning.

2. Prepare a short presentation (4–5 minutes):

“How Learning Foreign Languages Has Improved My Professional Opportunities.”

Practical Lesson 5: Life and Traditions at School and University

Level: B2

Specialty: Management

Time: 80–90 minutes

Focus: Educational traditions, student life, academic culture, and professional development

Lesson Objectives

Students will:

- learn and practise management-oriented vocabulary related to education and university life;
 - discuss traditions and values in schools and universities;
 - analyse how academic culture influences future careers;
 - practise **Present Perfect Continuous**;
 - develop reading, speaking, and writing skills.
-

1. Warm-up (5–7 minutes)

Discuss in pairs:

1. What traditions exist in your school or university?
2. Why are traditions important in educational institutions?
3. How does university life prepare students for future careers?

Share your ideas with the class.

2. Vocabulary (15–20 minutes)

Target Vocabulary (Education & Management)

academic culture — академічна культура

student engagement — залученість студентів

leadership initiative — лідерська ініціатива

professional ethics — професійна етика

educational environment — освітнє середовище

team-based learning — командне навчання

institutional values — цінності закладу освіти

academic responsibility — академічна відповідальність

student organisation — студентська організація

networking event — захід для налагодження професійних контактів

personal development — особистісний розвиток

collaborative project — спільний проєкт

career readiness — готовність до професійної діяльності

academic achievement — навчальні досягнення

learning community — навчальна спільнота

Task 1: Match the terms with definitions

1. academic culture
2. student engagement
3. professional ethics
4. networking event
5. collaborative project
6. career readiness

- A. Preparation for future employment
- B. Event where people build professional contacts
- C. Standards of professional behaviour
- D. Joint work completed by a group

- E. Participation in educational activities
 - F. Traditions and values within an educational institution
-

Task 2: Complete the sentences

1. Universities encourage _____ through clubs and activities.
 2. Strong _____ helps students succeed professionally.
 3. Students develop _____ by participating in projects.
 4. Many institutions organise _____ for future professionals.
 5. A positive _____ supports learning and cooperation.
 6. _____ helps students prepare for employment.
-

3. Reading (20 minutes)

Text: Life and Traditions at School and University

Schools and universities play an important role in shaping future professionals. Besides academic knowledge, students learn responsibility, teamwork, leadership, and communication.

Every educational institution has its own traditions. These traditions create a strong academic culture and help students feel part of a learning community. Events such as orientation weeks, student conferences, competitions, and graduation ceremonies strengthen institutional values. In recent years, universities have been promoting student engagement through leadership initiatives, collaborative projects, and networking events. These activities help students develop professional skills and prepare for future careers.

Many students have been participating in student organisations and volunteer projects to gain practical experience. Educational institutions have also been encouraging teamwork and academic responsibility.

As a result, students have been improving their communication abilities, leadership skills, and career readiness throughout their university years.

Task 1: Answer the questions

1. What skills do students develop at school and university?
 2. Why are traditions important?
 3. How do universities promote student engagement?
 4. What activities help students gain experience?
 5. How does university life prepare students for careers?
-

Task 2: True or False

1. Traditions have no influence on student life.
 2. Universities organise networking events.
 3. Students can develop leadership skills through projects.
 4. Academic responsibility is an important value.
 5. Student organisations help develop practical skills.
-

Task 3: Find words in the text that mean:

1. educational traditions and values –
 2. active participation –
 3. preparation for a profession –
 4. joint activity –
 5. practical experience –
-

4. Grammar Focus

Present Perfect Continuous

Use

We use **Present Perfect Continuous** to talk about:

- actions that started in the past and continue up to the present;
 - activities that have been happening over a period of time;
 - emphasis on duration and process.
-

Structure

Affirmative

Subject + **have/has been** + **Verb-ing**

- Students **have been participating** in university projects.
- The university **has been organising** networking events.

Negative

Subject + **have/has not been** + **Verb-ing**

- Students **have not been attending** extra workshops.
- The institution **has not been promoting** this programme.

Questions

Have/Has + **Subject** + **been** + **Verb-ing**?

- Have students **been taking part** in volunteer projects?
 - Has the university **been supporting** leadership initiatives?
-

Examples

- Students **have been developing** leadership skills for several years.
 - Universities **have been promoting** academic responsibility.
 - We **have been working** on collaborative projects this semester.
 - The faculty **has been organising** professional events.
 - Student organisations **have been supporting** community initiatives.
-

Task 1: Choose the correct form

1. Students **have participated** / **have been participating** in academic projects for two years.
 2. The university **has organised** / **has been organising** networking events since September.
 3. We **have worked** / **have been working** on this collaborative project for several months.
 4. Student organisations **have supported** / **have been supporting** community activities.
 5. The faculty **has improved** / **has been improving** educational programmes recently.
-

Task 2: Complete the sentences using Present Perfect Continuous

1. Students _____ (develop) leadership skills throughout their studies.
 2. The university _____ (promote) academic responsibility for many years.
 3. We _____ (participate) in educational projects this semester.
 4. Teachers _____ (encourage) teamwork among students.
 5. Student clubs _____ (organize) social and academic events.
-

Task 3: Ask questions using Present Perfect Continuous

1. students / participate / in volunteer activities?
 2. the university / organise / networking events?
 3. teachers / encourage / teamwork?
 4. students / develop / professional skills?
 5. the faculty / improve / academic programmes?
-

5. Speaking Practice (10–12 minutes)

Discuss in pairs:

1. What traditions are important at your university?
2. How do student organisations help learners?
3. Why is academic culture important for future managers?
4. How have universities been changing in recent years?

Use at least 10 vocabulary words and examples of Present Perfect Continuous.

6. Case Study Activity (10 minutes)

Situation:

A university wants to improve student engagement and strengthen academic traditions.

In groups suggest:

- 3 new student activities;
- 2 networking opportunities;
- 2 leadership initiatives;
- 1 long-term strategy for building a stronger academic culture.

Present your recommendations.

7. Writing (15 minutes)

Write 180–220 words on the topic:

“How University Traditions Contribute to Professional Development”

Include:

- academic culture;
 - student engagement;
 - leadership opportunities;
 - career readiness;
 - your opinion.
-

Homework

1. Write 12 sentences using:

academic culture, student engagement, leadership initiative, professional ethics, educational environment, team-based learning, institutional values, academic responsibility, student organisation, networking event, personal development, career readiness.

2. Prepare a short presentation (4–5 minutes):

“How Universities Have Been Preparing Students for Successful Careers.”

Practical Lesson 6: Social Life. Another Country

Level: B2

Specialty: Management

Time: 80–90 minutes

Focus: Social adaptation, intercultural communication, international business, and global mobility

Lesson Objectives

Students will:

- learn and practise management-related vocabulary connected with social life abroad;
 - discuss cultural differences and adaptation in another country;
 - analyse the importance of intercultural communication in management;
 - practise **Future Perfect**;
 - develop reading, speaking, and writing skills.
-

1. Warm-up (5–7 minutes)

Discuss in pairs:

1. Would you like to live and work in another country?
2. What challenges might people face when moving abroad?
3. Why is intercultural communication important for managers?

Share your ideas with the class.

2. Vocabulary (15–20 minutes)

Target Vocabulary (International Management & Social Life)

cultural awareness — **культурна обізнаність**

global mobility — **міжнародна мобільність**

international assignment — **міжнародне відрядження**

cultural adaptation — **культурна адаптація**

professional integration — **професійна інтеграція**

multicultural environment — **багатокультурне середовище**

cross-cultural competence — **міжкультурна компетентність**

social networking — **соціальне налагодження контактів**

international collaboration — **міжнародна співпраця**

cultural diversity — **культурне різноманіття**

global workforce — **глобальна робоча сила**

communication barrier — **комунікативний бар'єр**

expatriate employee — **працівник-експатріант**

professional adjustment — **професійна адаптація**

international experience — **міжнародний досвід**

Task 1: Match the terms with definitions

1. cultural adaptation
 2. multicultural environment
 3. communication barrier
 4. international assignment
 5. cultural diversity
 6. professional adjustment
- A. Difficulty in communication
B. Workplace with people from different cultures
C. Process of adapting to a new culture
D. Professional adaptation to a new environment

- E. Temporary work in another country
 - F. Presence of different cultures in one place
-

Task 2: Complete the sentences

1. Managers need strong _____ to work internationally.
 2. Moving abroad requires successful _____.
 3. Companies value employees with _____.
 4. A _____ may create misunderstandings.
 5. International teams work in a _____.
 6. Modern organisations benefit from _____.
-

3. Reading (20 minutes)

Text: Building a Social Life in Another Country

Working and living in another country can be both exciting and challenging. People often experience new cultures, traditions, and ways of communication.

For managers, international experience is becoming increasingly valuable. Professionals who work abroad develop cultural awareness, communication skills, and cross-cultural competence. These qualities help them succeed in multicultural environments.

However, adapting to a new country is not always easy. Communication barriers, unfamiliar customs, and different workplace expectations can create difficulties. Successful professional adjustment requires flexibility, patience, and openness.

Many international companies support expatriate employees through mentoring programmes and cultural training. By the end of their international assignments, employees often become more confident and effective in global business environments.

As organisations continue expanding internationally, managers with international experience will play an increasingly important role in global collaboration.

Task 1: Answer the questions

1. Why is living in another country challenging?
 2. What skills do managers develop abroad?
 3. What difficulties can expatriate employees face?
 4. How do companies support international employees?
 5. Why is international experience valuable?
-

Task 2: True or False

1. International experience is becoming less important.
 2. Cross-cultural competence helps managers succeed.
 3. Communication barriers can cause difficulties.
 4. Companies often support employees working abroad.
 5. Global organisations do not need international managers.
-

Task 3: Find words in the text that mean:

1. ability to understand other cultures –
 2. difficulties in communication –
 3. working in another country –
 4. adaptation to a new workplace –
 5. cooperation between countries –
-

4. Grammar Focus

Future Perfect

Use

We use **Future Perfect** to talk about actions that **will be completed before a specific time in the future**.

Structure

Affirmative

Subject + will have + Past Participle (V3)

- By next year, I will have completed my internship.
- The manager will have gained international experience.

Negative

Subject + will not have + V3

- She will not have finished the training programme.
- They will not have adapted to the new environment.

Questions

Will + Subject + have + V3?

- Will you have completed the project by June?
 - Will the employee have adapted to the new culture?
-

Examples

- By the end of the year, students **will have developed** communication skills.
 - The company **will have expanded** into new markets.
 - Managers **will have gained** valuable international experience.
 - Employees **will have completed** cultural training.
 - We **will have built** professional networks abroad.
-

Task 1: Choose the correct form

1. By next summer, I **will complete** / **will have completed** my language course.
 2. The company **will expand** / **will have expanded** internationally by 2030.
 3. By the end of the assignment, she **will gain** / **will have gained** valuable experience.
 4. They **will establish** / **will have established** new partnerships by next year.
 5. By graduation, students **will improve** / **will have improved** their professional skills.
-

Task 2: Complete the sentences using Future Perfect

1. By the end of the semester, students _____ (develop) cross-cultural competence.
 2. By next year, the company _____ (open) a new international office.
 3. Managers _____ (gain) valuable international experience.
 4. Employees _____ (complete) professional training.
 5. We _____ (build) strong international partnerships.
-

Task 3: Make Future Perfect Questions

1. you / complete / your internship / by July?
 2. the company / expand / internationally / by 2030?
 3. employees / finish / cultural training / by next month?
 4. managers / gain / international experience / by the end of the programme?
 5. students / develop / communication skills / by graduation?
-

5. Speaking Practice (10–12 minutes)

Discuss in pairs:

1. What challenges might a manager face in another country?
2. How can cultural awareness improve business communication?
3. Why do companies value international experience?
4. What skills will you have developed by the time you graduate?

Use at least 10 vocabulary words and examples of Future Perfect.

6. Case Study Activity (10 minutes)

Situation:

A Ukrainian company is planning to open a branch office abroad and send several managers to another country.

In groups suggest:

- 3 ways to prepare managers for international work;
- 2 strategies for overcoming communication barriers;
- 2 methods of supporting expatriate employees;
- 1 long-term international development plan.

Present your recommendations.

7. Writing (15 minutes)

Write 180–220 words on the topic:

“Living and Working in Another Country: Opportunities and Challenges”

Include:

- cultural adaptation;
 - international experience;
 - communication barriers;
 - professional development;
 - your opinion.
-

Homework

1. Write 12 sentences using:

cultural awareness, global mobility, international assignment, cultural adaptation, professional integration, multicultural environment, cross-cultural competence, social networking, international collaboration, cultural diversity, communication barrier, international experience.

2. Prepare a short presentation (4–5 minutes):

“What Skills Will I Have Developed Before Starting an International Career?”

Practical Lesson 7: Hometown

Level: B2

Specialty: Management

Time: 80–90 minutes

Focus: Local development, urban management, community identity, and regional growth

Lesson Objectives

Students will:

- learn and practise management-related vocabulary connected with cities and local communities;
 - discuss the advantages and challenges of living in their hometown;
 - analyse factors influencing urban development;
 - practise **Future Perfect Continuous**;
 - develop reading, speaking, and writing skills.
-

1. Warm-up (5–7 minutes)

Discuss in pairs:

1. What do you like most about your hometown?
2. What changes would improve your hometown?
3. Why is effective city management important?

Share your ideas with the class.

2. Vocabulary (15–20 minutes)

Target Vocabulary (Urban Development & Management)

urban development — міський розвиток

local community — місцева громада

public infrastructure — громадська інфраструктура

economic growth — економічне зростання

community engagement — залучення громади

strategic planning — стратегічне планування

public services — громадські послуги

quality of life — якість життя

regional development — регіональний розвиток

sustainable growth — сталий розвиток

investment project — інвестиційний проєкт

urban environment — міське середовище

municipal management — муніципальне управління

development initiative — ініціатива розвитку

social responsibility — соціальна відповідальність

Task 1: Match the terms with definitions

1. urban development
 2. public infrastructure
 3. strategic planning
 4. quality of life
 5. investment project
 6. municipal management
- A. Administration of local government affairs
B. Long-term planning process
C. Roads, utilities, and public facilities
D. Improvement and expansion of a city

E. Project designed to attract financial resources

F. General level of comfort and well-being

Task 2: Complete the sentences

1. Effective _____ helps cities grow successfully.
 2. New roads and parks are part of _____.
 3. Managers often use _____ to achieve long-term goals.
 4. A high _____ attracts new residents.
 5. The city launched an _____ to improve tourism.
 6. Citizens can participate in _____ activities.
-

3. Reading (20 minutes)

Text: The Future of My Hometown

A hometown is more than just a place where people live. It is a community that shapes personal identity, values, and future opportunities.

Many modern cities are investing in urban development projects to improve public infrastructure and quality of life. Local governments are introducing new development initiatives, supporting business growth, and encouraging community engagement.

In recent years, many towns have focused on sustainable growth and regional development. New investment projects have created jobs and improved public services.

Experts believe that successful municipal management will play a crucial role in future development. By the end of the next decade, many cities will have been implementing long-term development strategies for several years. These efforts will help create more attractive and competitive urban environments.

A well-managed hometown can become a place where people choose to live, work, and invest.

Task 1: Answer the questions

1. Why is a hometown important?
 2. What projects are cities investing in?
 3. How do investment projects help communities?
 4. Why is municipal management important?
 5. What will cities have been doing by the end of the next decade?
-

Task 2: True or False

1. A hometown has no influence on personal identity.
 2. Public infrastructure improves quality of life.
 3. Sustainable growth is important for cities.
 4. Investment projects can create jobs.
 5. Municipal management affects city development.
-

Task 3: Find words in the text that mean:

1. development of a city –
 2. local population –
 3. public facilities and services –
 4. long-term improvement –
 5. management of local government –
-

4. Grammar Focus

Future Perfect Continuous

Use

We use **Future Perfect Continuous** to describe an action that **will have been continuing for a period of time before a specific moment in the future**.

Structure

Affirmative

Subject + will have been + Verb-ing

- By 2035, the city will have been developing new infrastructure for ten years.
- The municipality will have been investing in public services for several years.

Negative

Subject + will not have been + Verb-ing

- The town will not have been implementing the programme long enough.
- Officials will not have been working on the project for many years.

Questions

Will + Subject + have been + Verb-ing?

- Will the city have been expanding for a decade by 2035?
 - Will local authorities have been improving infrastructure for many years?
-

Examples

- By 2030, the city **will have been investing** in green spaces for five years.
 - Local authorities **will have been improving** roads and transport systems.
 - Citizens **will have been participating** in community projects.
 - The municipality **will have been developing** public infrastructure for a long time.
 - Businesses **will have been contributing** to economic growth.
-

Task 1: Choose the correct form

1. By 2030, the city **will have developed** / **will have been developing** new infrastructure for ten years.
 2. Local authorities **will have improved** / **will have been improving** public services for several years.
 3. By next year, the municipality **will have completed** / **will have been completing** the project for five years.
 4. Citizens **will have participated** / **will have been participating** in community programmes for a long time.
 5. The town **will have attracted** / **will have been attracting** investors for several years.
-

Task 2: Complete the sentences using Future Perfect Continuous

1. By 2035, the city _____ (develop) new transport systems for ten years.
 2. Local authorities _____ (work) on urban projects for several years.
 3. The community _____ (participate) in development initiatives.
 4. Businesses _____ (invest) in the region for a long period.
 5. The municipality _____ (improve) public infrastructure continuously.
-

Task 3: Make Future Perfect Continuous Questions

1. the city / develop / new infrastructure / for ten years by 2035?
 2. local authorities / improve / public services / for several years?
 3. businesses / invest / in the region / for a long time?
 4. citizens / participate / in community projects?
 5. the municipality / implement / development strategies / for many years?
-

5. Speaking Practice (10–12 minutes)

Discuss in pairs:

1. What are the strengths of your hometown?

2. What improvements are needed in your community?
3. How can managers contribute to urban development?
4. What will your hometown have been doing to improve residents' lives by 2035?

Use at least 10 vocabulary words and examples of Future Perfect Continuous.

6. Case Study Activity (10 minutes)

Situation:

Your hometown plans to attract new businesses and improve the quality of life for residents.

In groups suggest:

- 3 infrastructure improvements;
- 2 investment projects;
- 2 ways to increase community engagement;
- 1 long-term development strategy.

Present your recommendations.

7. Writing (15 minutes)

Write 180–220 words on the topic:

“The Future of My Hometown”

Include:

- urban development;
 - public infrastructure;
 - economic growth;
 - quality of life;
 - your vision of the future.
-

Homework

1. Write 12 sentences using:

urban development, local community, public infrastructure, economic growth, community engagement, strategic planning, public services, quality of life, regional development, sustainable growth, investment project, municipal management.

2. Prepare a short presentation (4–5 minutes):

“How My Hometown Will Have Been Changing by 2035.”

Practical Lesson 8: Online Dating. Going Out

Level: B2

Specialty: Management

Time: 80–90 minutes

Focus: Digital communication, social interaction, relationship building, and modern networking behaviour

Lesson Objectives

Students will:

- learn and practise management-related vocabulary connected with online communication and social interaction;
 - discuss advantages and risks of online dating and social networking;
 - analyse how digital platforms influence relationships and communication;
 - practise **Past Perfect**;
 - develop reading, speaking, and writing skills.
-

1. Warm-up (5–7 minutes)

Discuss in pairs:

1. Have you ever used online platforms to meet new people?
2. What are the advantages and risks of online dating?
3. How does online communication differ from real-life meetings?

Share your ideas with the class.

2. Vocabulary (15–20 minutes)

Target Vocabulary (Digital Communication & Management Context)

online networking — **онлайн-нетворкінг**

digital profile — **цифровий профіль**

virtual communication — **віртуальна комунікація**

social interaction — **соціальна взаємодія**

trust building — **формування довіри**

first impression — **перше враження**

communication strategy — **комунікаційна стратегія**

profile verification — **перевірка профілю**

relationship management — **управління взаєминами**

digital platform — **цифрова платформа**

user engagement — **залучення користувачів**

personal branding — **особистий бренд**

meeting arrangement — **організація зустрічі**

offline interaction — **офлайн-взаємодія**

decision-making process — **процес прийняття рішень**

Task 1: Match the terms with definitions

1. online networking
 2. profile verification
 3. first impression
 4. trust building
 5. offline interaction
 6. digital platform
- A. Meeting in real life
B. Initial opinion about someone
C. Checking if information is real
D. Websites or apps for communication

E. Building confidence between people

F. Connecting with people online

Task 2: Complete the sentences

1. Many people use _____ to meet new friends.
 2. A strong _____ is important in online communication.
 3. _____ helps avoid fake profiles.
 4. _____ is important before meeting in real life.
 5. Successful managers use _____ strategies in business.
 6. _____ can influence professional relationships.
-

3. Reading (20 minutes)

Text: Online Dating and Modern Social Life

Online dating and digital communication have changed the way people build relationships. Today, many individuals use digital platforms to connect, communicate, and arrange meetings.

Before online dating became popular, people met mostly through friends, work, or social events. However, after technology had developed rapidly, virtual communication replaced many traditional forms of social interaction.

People often create digital profiles to present themselves in the best possible way. Trust building is an important part of the process because users want to ensure safety and honesty. By the time many users met in real life, they had already exchanged hundreds of messages and learned a lot about each other. Some had already built strong emotional connections before their first offline interaction.

Experts say that online communication has changed relationship management not only in personal life but also in professional networking.

Task 1: Answer the questions

1. How has online dating changed social life?
 2. How did people meet before digital platforms?
 3. Why is trust important in online communication?
 4. What had users done before meeting in real life?
 5. How does online communication affect professional networking?
-

Task 2: True or False

1. Online dating has had no impact on relationships.
 2. People used to meet mainly offline.
 3. Trust building is important in digital communication.
 4. Users never communicate before meeting in real life.
 5. Online platforms influence professional networking.
-

Task 3: Find words in the text that mean:

1. communication through the internet –
 2. meeting face-to-face –
 3. early opinion about someone –
 4. digital representation of a person –
 5. exchange of messages –
-

4. Grammar Focus

Past Perfect

Use

We use **Past Perfect** to talk about an action that **happened before another action in the past**.

Structure

Affirmative

Subject + had + Past Participle (V3)

- They had met online before they went out together.
- She had created her profile before she joined the platform.

Negative

Subject + had not + V3

- They had not met before the online conversation.
- He had not used dating apps before last year.

Questions

Had + Subject + V3?

- Had they talked before they met offline?
 - Had she used the platform before the event?
-

Examples

- By the time they met, they **had already exchanged** messages.
 - She **had created** her profile before joining the app.
 - They **had developed** trust before meeting in person.
 - He **had never used** online dating before that year.
 - The users **had built** communication online first.
-

Task 1: Choose the correct form

1. They **had met** / **met** online before they went out.
 2. She **had created** / **created** her profile before joining the app.
 3. We **had talked** / **talked** before meeting in real life.
 4. He **had used** / **used** the platform before last year.
 5. They **had exchanged** / **exchanged** messages before the date.
-

Task 2: Complete the sentences using Past Perfect

1. They _____ (meet) online before going out together.
 2. She _____ (create) her profile before joining the platform.
 3. By the time they met, they _____ (communicate) for weeks.
 4. He _____ (not use) dating apps before that year.
 5. They _____ (build) trust before meeting offline.
-

Task 3: Make sentences using Past Perfect

1. before / they / meet / online / they / exchange messages
 2. she / already / create / profile / when / she / join / app
 3. he / never / use / dating apps / before / last year
 4. they / build / trust / before / first date
 5. we / talk / for days / before / we / meet
-

5. Speaking Practice (10–12 minutes)

Discuss in pairs:

1. What are advantages and disadvantages of online dating?
2. How important is trust in digital communication?
3. Should people rely on online profiles when forming impressions?
4. How has technology changed social life?

Use at least 10 vocabulary words and Past Perfect structures.

6. Case Study Activity (10 minutes)

Situation:

A company is developing a new social networking app for professional and personal connections.

In groups suggest:

- 3 features for trust building;
- 2 safety measures for users;
- 2 ways to increase user engagement;
- 1 marketing strategy.

Present your recommendations.

7. Writing (15 minutes)

Write 180–220 words on the topic:

“How Online Dating Has Changed Modern Social Life”

Include:

- digital communication;
 - trust building;
 - offline interaction;
 - advantages and risks;
 - your opinion.
-

Homework

1. Write 12 sentences using:

online networking, digital profile, virtual communication, social interaction, trust building, first impression, communication strategy, profile verification, relationship management, digital platform, user engagement, offline interaction.

2. Prepare a short presentation (4–5 minutes):

“How People Had Built Relationships Before and After Online Dating Became Popular.”

Practical Lesson 9: What Is Management? Management Functions

Level: B2

Specialty: Management

Time: 80–90 minutes

Focus: Basics of management, key functions, organisational processes, and professional skills

Lesson Objectives

Students will:

- learn and practise core management vocabulary;
 - understand main management functions and their role in organisations;
 - analyse how management processes develop over time;
 - practise **Past Perfect Continuous**;
 - develop reading, speaking, and writing skills.
-

1. Warm-up (5–7 minutes)

Discuss in pairs:

1. What do you think “management” means?
2. Where do we see management in everyday life?
3. What skills should a good manager have?

Share your ideas with the class.

2. Vocabulary (15–20 minutes)

Target Vocabulary (Management Fundamentals)

management process — **управлінський процес**

planning function — **функція планування**

organising resources — **організація ресурсів**

decision making — **прийняття рішень**

leadership role — **керівна роль**

team coordination — **координація команди**

performance evaluation — **оцінка результативності**

strategic planning — **стратегічне планування**

goal setting — **постановка цілей**

resource allocation — **розподіл ресурсів**

organisational structure — **організаційна структура**

problem solving — **вирішення проблем**

communication flow — **комунікаційний процес**

management efficiency — **ефективність управління**

control function — **контрольна функція**

Task 1: Match the terms with definitions

1. planning function
 2. organising resources
 3. decision making
 4. performance evaluation
 5. control function
 6. leadership role
- A. Checking results and progress
B. Setting goals and plans
C. Managing people and guiding a team
D. Choosing between alternatives
E. Distributing resources effectively
F. Measuring employee performance

Task 2: Complete the sentences

1. The _____ function helps define company goals.
 2. Managers are responsible for _____ resources.
 3. Good _____ improves team performance.
 4. _____ is essential for effective leadership.
 5. Companies use _____ to track success.
 6. A clear _____ improves communication in an organisation.
-

3. Reading (20 minutes)**Text: What Is Management? Management Functions**

Management is the process of planning, organising, leading, and controlling resources in an organisation to achieve specific goals. It plays a key role in every business, from small companies to large international corporations.

The planning function involves setting goals and developing strategies. Organising focuses on allocating resources and creating an effective structure. Leading includes motivating employees and guiding teams, while controlling ensures that performance is evaluated and goals are achieved.

Before modern management systems were fully developed, organisations had been operating without clear structures for many years. Managers had been struggling to coordinate resources effectively, and decision-making processes were often slow.

Over time, management theories have evolved. Experts have been studying organisational behaviour and improving management efficiency for decades. Today, companies use advanced tools to improve communication flow, performance evaluation, and strategic planning.

By the end of this decade, organisations will have been developing more flexible and efficient management systems for many years.

Task 1: Answer the questions

1. What are the main functions of management?
 2. What does the planning function involve?
 3. Why is controlling important?
 4. What problems did organisations have in the past?
 5. How has management changed over time?
-

Task 2: True or False

1. Management only involves planning.
 2. Organising includes resource allocation.
 3. Controlling is part of management functions.
 4. Old organisations had clear structures.
 5. Management has evolved over time.
-

Task 3: Find words in the text that mean:

1. use of available resources –
 2. setting organisational goals –
 3. guiding employees –
 4. measuring results –
 5. system of organising work –
-

4. Grammar Focus**Past Perfect Continuous**

Use

We use **Past Perfect Continuous** to describe:

- actions that were ongoing before another past action;
 - duration of an activity in the past;
 - processes that continued for some time before a result.
-

Structure

Affirmative

Subject + **had been** + **Verb-ing**

- Managers **had been developing** new strategies for years before the change.
- The team **had been working** on the project for months.

Negative

Subject + **had not been** + **Verb-ing**

- They **had not been using** modern tools before training.
- The company **had not been improving** communication systems.

Questions

Had + Subject + **been** + **Verb-ing**?

- Had managers **been planning** the project before the crisis?
 - Had the team **been working** together for long?
-

Examples

- Managers **had been analysing** data before making decisions.
 - The company **had been improving** its structure for years.
 - Employees **had been struggling** with communication.
 - Teams **had been coordinating** tasks before automation.
 - Leaders **had been developing** strategies for a long time.
-

Task 1: Choose the correct form

1. Managers **had been developing** / **developed** strategies for years.
 2. The team **had been working** / **worked** on the project before the deadline.
 3. Companies **had improved** / **had been improving** communication systems.
 4. Leaders **had been analysing** / **analysed** data before decisions.
 5. Employees **had been struggling** / **struggled** with coordination.
-

Task 2: Complete the sentences using Past Perfect Continuous

1. Managers _____ (develop) strategies before the restructuring.
 2. The company _____ (improve) its communication system for years.
 3. Teams _____ (work) together before the new system was introduced.
 4. Leaders _____ (analyse) performance data for months.
 5. Employees _____ (struggle) with coordination before training.
-

Task 3: Make sentences using Past Perfect Continuous

1. managers / develop / new strategies / for years
 2. team / work / on project / before deadline
 3. company / improve / systems / before automation
 4. leaders / analyse / data / before decision
 5. employees / struggle / communication / before training
-

5. Speaking Practice (10–12 minutes)

Discuss in pairs:

1. What is the role of a manager in an organisation?
2. Which management function is the most important?

3. How has management changed over time?
4. Why is communication important in management?

Use at least 10 vocabulary words and Past Perfect Continuous structures.

6. Case Study Activity (10 minutes)

Situation:

A company has been experiencing low efficiency and poor communication between departments.

In groups suggest:

- 3 causes of the problem;
- 3 management improvements;
- 2 strategies for better coordination;
- 1 long-term management development plan.

Present your recommendations.

7. Writing (15 minutes)

Write 180–220 words on the topic:

“The Role of Management Functions in Modern Organizations”

Include:

- planning, organising, leading, controlling;
 - past challenges;
 - improvements over time;
 - your opinion.
-

Homework

1. Write 12 sentences using:

management process, planning function, organising resources, decision making, leadership role, team coordination, performance evaluation, strategic planning, goal setting, resource allocation, organisational structure, management efficiency.

2. Prepare a short presentation (4–5 minutes):

“How Management Has Been Evolving Over the Last Decades.”

Practical Lesson 10: Leadership Styles

Level: B2

Specialty: Management

Time: 80–90 minutes

Focus: Leadership approaches, managerial behaviour, decision-making, and organisational effectiveness

Lesson Objectives

Students will:

- learn and practise vocabulary related to leadership and management styles;
 - compare different leadership approaches in organisations;
 - analyse how leadership affects team performance;
 - practise **Conditionals (Zero, First, Second, Third)**;
 - develop reading, speaking, and writing skills.
-

1. Warm-up (5–7 minutes)

Discuss in pairs:

1. What makes a good leader?
2. Can leadership style influence employee motivation?
3. Which leadership style do you prefer: strict or flexible?

Share your ideas with the class.

2. Vocabulary (15–20 minutes)

Target Vocabulary (Leadership & Management)

leadership style — **стиль керівництва**

decision-making process — **процес прийняття рішень**

team motivation — **мотивація команди**

authoritative approach — **авторитарний підхід**

democratic leadership — **демократичне керівництво**

laissez-faire style — **ліберальний стиль**

employee engagement — **залученість працівників**

performance management — **управління результативністю**

conflict resolution — **вирішення конфліктів**

organisational culture — **організаційна культура**

communication flow — **комунікаційний процес**

strategic vision — **стратегічне бачення**

team productivity — **продуктивність команди**

leadership effectiveness — **ефективність лідерства**

responsibility sharing — **розподіл відповідальності**

Task 1: Match the terms with definitions

1. democratic leadership
 2. authoritative approach
 3. laissez-faire style
 4. employee engagement
 5. conflict resolution
 6. organisational culture
- A. A leadership style with strict control
B. Freedom given to employees
C. Involving employees in decisions
D. Solving disagreements

- E. Shared values in a company
 - F. Involvement and motivation of staff
-

Task 2: Complete the sentences

1. A good _____ improves team motivation.
 2. _____ helps employees feel involved in decisions.
 3. Managers use _____ to solve workplace problems.
 4. _____ increases productivity and responsibility.
 5. A strong _____ supports company success.
 6. Different _____ influence team performance differently.
-

3. Reading (20 minutes)

Text: Leadership Styles in Modern Organisations

Leadership style plays a crucial role in organisational success. Different managers use different approaches depending on their personality, experience, and company culture. An authoritative leader makes decisions independently and expects employees to follow instructions. A democratic leader involves team members in decision-making processes, encouraging participation and creativity. The laissez-faire style gives employees more freedom and responsibility in their work.

If a manager uses a democratic style, employees often feel more motivated and engaged. If communication is weak, however, even the best leadership style will not improve performance.

In many organisations, leaders had been using traditional authoritative approaches before modern management theories were introduced. If they had adopted flexible leadership earlier, team productivity might have increased faster.

Experts believe that if companies continue to develop adaptive leadership styles, organisational performance will improve significantly in the future.

Task 1: Answer the questions

1. What are the main leadership styles?
 2. How does democratic leadership affect employees?
 3. What happens if communication is weak?
 4. What leadership style was used in the past?
 5. What do experts predict for the future?
-

Task 2: True or False

1. Leadership style does not affect performance.
 2. Democratic leadership involves employees in decisions.
 3. Authoritative leaders give full freedom to employees.
 4. Communication is important in leadership.
 5. Leadership styles are changing over time.
-

Task 3: Find words in the text that mean:

1. method of leading people –
 2. participation in decisions –
 3. freedom in work –
 4. group of employees –
 5. organisational success –
-

4. Grammar Focus

Conditionals (Zero, First, Second, Third)

Zero Conditional (facts)

If + Present Simple → Present Simple

- If managers communicate clearly, teams work better.
-

First Conditional (real future situations)

If + Present Simple → will + verb

- If a leader supports employees, productivity will increase.
-

Second Conditional (imaginary situations)

If + Past Simple → would + verb

- If I were a manager, I would use a democratic style.
-

Third Conditional (past regrets)

If + Past Perfect → would have + V3

- If the manager had involved employees, the project would have succeeded.
-

Task 1: Choose the correct form

1. If managers communicate clearly, teams _____ (work / will work) better.
 2. If I were a leader, I _____ (use / would use) a democratic style.
 3. If the manager had listened to employees, the project _____ (succeeds / would have succeeded).
 4. If leaders motivate staff, productivity _____ (increases / will increase).
 5. If communication is weak, teams _____ (fail / will fail).
-

Task 2: Complete the sentences

1. If a leader _____ (support) employees, they will be more motivated.
 2. If I _____ (be) a manager, I would improve communication.
 3. If the company had used a better strategy, it _____ (succeed).
 4. If employees are engaged, performance _____ (improve).
 5. If leaders _____ (listen) to feedback, teams work better.
-

Task 3: Create conditional sentences

1. manager / support / employees / productivity increase
 2. I / be / leader / I / improve communication
 3. company / use / better strategy / success increase
 4. employees / motivated / performance improve
 5. leader / ignore feedback / team fail
-

5. Speaking Practice (10–12 minutes)

Discuss in pairs:

1. Which leadership style is most effective in management?
2. What happens if a leader ignores employees' opinions?
3. How can leadership style influence motivation?
4. What would you do if you were a manager?

Use at least 10 vocabulary words and conditional sentences.

6. Case Study Activity (10 minutes)

Situation:

A company is facing low productivity and poor employee motivation due to ineffective leadership.

In groups suggest:

- 3 problems caused by leadership style;

- 3 solutions using different leadership approaches;
- 2 ways to improve employee engagement;
- 1 long-term leadership strategy.

Present your recommendations.

7. Writing (15 minutes)

Write 180–220 words on the topic:

“How Leadership Style Influences Organisational Success”

Include:

- types of leadership styles;
 - advantages and disadvantages;
 - conditional examples;
 - your opinion.
-

Homework

1. Write 12 sentences using:

leadership style, decision-making process, team motivation, authoritative approach, democratic leadership, laissez-faire style, employee engagement, performance management, conflict resolution, organisational culture, communication flow, leadership effectiveness.

2. Prepare a short presentation (4–5 minutes):

“What Would Happen If Managers Changed Their Leadership Style?”

Practical Lesson 11: Motivation

Level: B2

Specialty: Management

Time: 80–90 minutes

Focus: Motivation theories, employee engagement, workplace behaviour, and performance improvement

Lesson Objectives

Students will:

- learn and practise vocabulary related to motivation in management;
 - analyse what influences employee motivation and performance;
 - discuss real workplace situations;
 - practise **Active and Passive Voice**;
 - develop reading, speaking, and writing skills.
-

1. Warm-up (5–7 minutes)

Discuss in pairs:

1. What motivates you most: money, success, or personal interest?
2. How can managers motivate employees?
3. Can motivation influence productivity?

Share your ideas with the class.

2. Vocabulary (15–20 minutes)

Target Vocabulary (Motivation & Management)

employee motivation — мотивація працівників

intrinsic motivation — внутрішня мотивація

extrinsic motivation — зовнішня мотивація

performance improvement — покращення результативності

reward system — система винагород

job satisfaction — задоволення від роботи

work environment — робоче середовище

career growth — кар'єрне зростання

goal achievement — досягнення цілей

team spirit — командний дух

recognition system — система визнання

productivity level — рівень продуктивності

employee engagement — залученість працівників

financial incentives — фінансові стимули

professional development — професійний розвиток

Task 1: Match the terms with definitions

1. intrinsic motivation
 2. extrinsic motivation
 3. reward system
 4. job satisfaction
 5. employee engagement
 6. professional development
- A. Satisfaction from internal goals and interests
B. External rewards like money or bonuses
C. Participation and involvement in work
D. System of rewards for employees

- E. Feeling happy with a job
 - F. Improving professional skills
-

Task 2: Complete the sentences

1. _____ increases when employees feel valued.
 2. Companies use a _____ to improve performance.
 3. _____ comes from personal interest in work.
 4. Good managers focus on _____ of employees.
 5. _____ is important for long-term success.
 6. _____ improves productivity and morale.
-

3. Reading (20 minutes)

Text: Motivation in the Workplace

Motivation is a key factor in employee performance and organisational success. Companies use different strategies to increase motivation and improve productivity.

In many organisations, employees are motivated through reward systems, recognition programs, and career growth opportunities. A positive work environment also plays an important role.

Before modern HR strategies were developed, motivation was often ignored, and employees were only given basic instructions. Work processes were controlled strictly, and little attention was paid to job satisfaction.

Today, motivation is actively studied by managers and psychologists. New strategies are being introduced to improve employee engagement. Performance is measured regularly, and achievements are recognised.

It is believed that if motivation is properly managed, productivity will increase significantly. Many successful companies have already improved their results because effective motivation systems have been implemented.

Task 1: Answer the questions

1. What is motivation?
 2. How do companies motivate employees?
 3. What was motivation like in the past?
 4. How is motivation treated today?
 5. What happens when motivation is managed well?
-

Task 2: True or False

1. Motivation is not important in organisations.
 2. Reward systems increase performance.
 3. Employees were ignored in the past.
 4. Motivation is actively studied today.
 5. Productivity can improve through motivation.
-

Task 3: Find words in the text that mean:

1. encouragement to work –
 2. system of rewards –
 3. happiness at work –
 4. improvement of results –
 5. attention to employee needs –
-

4. Grammar Focus

Active and Passive Voice

Active Voice

The subject performs the action.

- Managers motivate employees.
 - Companies improve productivity.
 - Leaders reward staff.
-

Passive Voice

The action is more important than the subject.

am/is/are + V3

- Employees are motivated by managers.
 - Productivity is improved by companies.
 - Staff are rewarded for good performance.
-

was/were + V3

- Employees were motivated in different ways.
 - Motivation was ignored in the past.
-

has/have been + V3

- Motivation systems have been introduced.
 - New strategies have been implemented.
-

Examples

- Managers **motivate** employees → Employees **are motivated** by managers.
 - Companies **reward** workers → Workers **are rewarded**.
 - Leaders **have improved** motivation → Motivation **has been improved**.
-

Task 1: Change Active into Passive

1. Managers motivate employees.
 2. Companies improve performance.
 3. Leaders develop motivation systems.
 4. HR departments organise training.
 5. Organisations reward employees.
-

Task 2: Change Passive into Active

1. Employees are motivated by managers.
 2. Productivity is improved by incentives.
 3. Motivation was studied by experts.
 4. Workers are rewarded by companies.
 5. Systems have been implemented by organisations.
-

Task 3: Choose Active or Passive

1. Motivation _____ (is improved / improves) productivity.
 2. Managers _____ (reward / are rewarded) employees.
 3. New systems _____ (are introduced / introduce) every year.
 4. Companies _____ (develop / are developed) strategies.
 5. Employees _____ (are motivated / motivate) by leaders.
-

5. Speaking Practice (10–12 minutes)

Discuss in pairs:

1. What motivates employees most effectively?
 2. Should companies focus more on financial or non-financial motivation?
 3. How is motivation used in modern management?
-

4. Can motivation be improved in all workplaces?

Use at least 10 vocabulary words and active/passive structures.

6. Case Study Activity (10 minutes)

Situation:

A company has low employee motivation and decreasing productivity.

In groups suggest:

- 3 causes of low motivation;
- 3 solutions using motivation strategies;
- 2 ways to improve reward systems;
- 1 long-term motivation plan.

Present your recommendations.

7. Writing (15 minutes)

Write 180–220 words on the topic:

“The Role of Motivation in Modern Management”

Include:

- types of motivation;
 - active and passive voice examples;
 - workplace examples;
 - your opinion.
-

Homework

1. Write 12 sentences using:

employee motivation, intrinsic motivation, extrinsic motivation, performance improvement, reward system, job satisfaction, work environment, career growth, goal achievement, team spirit, recognition system, employee engagement.

2. Prepare a short presentation (4–5 minutes):

“How Employees Are Motivated in Modern Organizations.”

Practical Lesson 12: Team-building

Level: B2

Specialty: Management

Time: 80–90 minutes

Focus: Teamwork, organisational behaviour, leadership, cooperation, and workplace communication

Lesson Objectives

Students will:

- learn and practise vocabulary related to teamwork and team-building;
 - discuss how teams are formed and how they function effectively;
 - analyse factors that influence team performance;
 - practise **Sequence of Tenses (Tense Agreement / Узгодження часів)**;
 - develop reading, speaking, and writing skills.
-

1. Warm-up (5–7 minutes)

Discuss in pairs:

1. What makes a strong team?
2. Have you ever worked in a successful team?
3. What problems can occur in teamwork?

Share your ideas with the class.

2. Vocabulary (15–20 minutes)

Target Vocabulary (Team-building & Management)

team cohesion — згуртованість команди

group dynamics — групова динаміка

shared responsibility — спільна відповідальність

team spirit — командний дух

conflict resolution — вирішення конфліктів

effective communication — ефективна комунікація

task delegation — розподіл завдань

leadership support — підтримка керівництва

collaborative work — спільна робота

performance improvement — покращення результативності

team roles — ролі в команді

trust building — формування довіри

decision making — прийняття рішень

work efficiency — ефективність роботи

goal alignment — узгодження цілей

Task 1: Match the terms with definitions

1. team cohesion
 2. task delegation
 3. conflict resolution
 4. trust building
 5. goal alignment
 6. group dynamics
- A. Distribution of tasks among team members
B. Agreement of team objectives
C. Interaction between team members
D. Building trust within a team

- E. Strong unity in a group
 - F. Solving disagreements
-

Task 2: Complete the sentences

1. Good _____ improves work efficiency.
 2. _____ helps teams avoid misunderstandings.
 3. Managers are responsible for _____.
 4. Strong _____ leads to better results.
 5. _____ is essential in successful teams.
 6. _____ increases productivity and motivation.
-

3. Reading (20 minutes)

Text: How Team-building Improves Organisational Success

Team-building is an essential part of modern management. It helps organisations improve communication, cooperation, and overall performance.

Before structured team-building methods were introduced, many teams worked individually and had poor coordination. Managers noticed that employees were not sharing information effectively and that conflicts were often not resolved.

As organisations developed, managers realised that if teams were properly supported, productivity would increase. They began to organise training sessions, workshops, and group activities.

Researchers have shown that when trust is built within a team, employees perform better and feel more motivated. Effective communication and shared responsibility are key elements of successful teams.

It is believed that if companies continue investing in team-building, organisational performance will improve significantly in the future. Many businesses have already reported better results because team collaboration has been strengthened.

Task 1: Answer the questions

1. What is team-building?
 2. What problems existed before team-building methods?
 3. How do managers improve teamwork?
 4. What happens when trust is built in a team?
 5. Why is team-building important?
-

Task 2: True or False

1. Team-building is not important in modern organisations.
 2. Poor communication can create problems in teams.
 3. Trust improves team performance.
 4. Managers ignore teamwork today.
 5. Collaboration increases productivity.
-

Task 3: Find words in the text that mean:

1. cooperation between people –
 2. solving conflicts –
 3. working together –
 4. lack of communication –
 5. improvement of results –
-

4. Grammar Focus

Sequence of Tenses (Узгодження часів)

Rule

When the **main verb is in the past tense**, the verb in the subordinate clause usually shifts one step back in time.

Examples:

- Present → Past
He says that teamwork is important → He said that teamwork **was** important.
 - Past → Past Perfect
She said that the team worked hard → She said that the team **had worked** hard.
 - Future → Conditional
He said that the company will improve results → He said that the company **would improve** results.
-

In reported speech:

- “We work as a team.” → He said that they **worked** as a team.
 - “We have improved communication.” → She said that they **had improved** communication.
 - “We will organise training.” → They said that they **would organise** training.
-

Task 1: Choose the correct form

1. He said that teamwork _____ (is / was) important.
 2. She said that the team _____ (has improved / had improved) performance.
 3. They said that they _____ (will organise / would organize) training.
 4. The manager said that employees _____ (work / worked) together.
 5. He said that communication _____ (was / is) essential.
-

Task 2: Rewrite in reported speech

1. “We cooperate effectively.”
 2. “The team has achieved good results.”
 3. “We will improve communication.”
 4. “Employees work in groups.”
 5. “The company organised training sessions.”
-

Task 3: Complete the sentences

1. The manager said that the team _____ (improve) productivity.
 2. She explained that employees _____ (work) on a project.
 3. They reported that communication _____ (be) effective.
 4. He said that the company _____ (introduce) new methods.
 5. The director stated that results _____ (increase).
-

5. Speaking Practice (10–12 minutes)

Discuss in pairs:

1. What makes team-building effective?
2. Why is communication important in teams?
3. How can managers improve teamwork?
4. Have you ever experienced successful teamwork?

Use at least 10 vocabulary words and reported speech structures.

6. Case Study Activity (10 minutes)

Situation:

A company has poor teamwork and communication problems between departments.

In groups suggest:

- 3 causes of weak teamwork;
- 3 team-building activities;
- 2 communication strategies;
- 1 long-term improvement plan.

Present your recommendations.

7. Writing (15 minutes)

Write 180–220 words on the topic:

“The Importance of Team-building in Modern Organizations”

Include:

- team cohesion;
 - communication;
 - reported speech examples;
 - your opinion.
-

Homework

1. Write 12 sentences using:

team cohesion, group dynamics, shared responsibility, team spirit, conflict resolution, effective communication, task delegation, leadership support, collaborative work, performance improvement, trust building, goal alignment.

2. Prepare a short presentation (4–5 minutes):

“What Managers Said About Successful Team-building in Organizations.”

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Навчальне видання

КУЛАК Владислав Ігорович

**Інструктивно-методичні матеріали до практичних занять
з обов'язкової освітньої компоненти
«Іноземна мова за професійним спрямуванням»
для підготовки здобувачів
першого (бакалаврського) рівня вищої освіти**

Інструктивно-методичні матеріали з обов'язкової освітньої компоненти «Іноземна мова за професійним спрямуванням» для підготовки здобувачів першого (бакалаврського) рівня вищої освіти
(Освітня програма Менеджмент)