


**ТОВ «ТЕХНІЧНИЙ УНІВЕРСИТЕТ  
«МЕТІНВЕСТ ПОЛІТЕХНІКА»**

**ФАХОВА АНГЛІЙСЬКА МОВА  
ДЛЯ ДІЛОВОГО ТА НАУКОВОГО  
СПІЛКУВАННЯ У СФЕРІ  
УПРАВЛІННЯ СОЦІАЛЬНИМИ ПРОЄКТАМИ**

**Англо-український глосарій  
із завданнями для опрацювання лексики**

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**Укладач**

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Ф29 Фахова англійська мова для ділового та наукового спілкування у сфері управління соціальними проектами : Англо-український глосарій із завданнями для опрацювання лексики / уклад. О. С. Хорошайло. Запоріжжя : ТОВ «ТЕХНІЧНИЙ УНІВЕРСИТЕТ «МЕТІНВЕСТ ПОЛІТЕХНІКА», 2026.30 с.

У навчально-методичному виданні запропоновано англо-український глосарій ключових понять, що використовуються у професійному та академічному дискурсі у сфері управління соціальними проектами. Кожен блок супроводжується комплексом вправ, які спрямовані на закріплення термінів у практиці.

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## 3MICT

BCTYΠ .....	4
BLOCK1. Project Management .....	7
Exercises for Block 1 .....	9
BLOCK 2: Social Policy and Impact.....	12
Exercises for Block 2 .....	14
BLOCK 3: Business and Professional Communication.....	17
Exercises for Block 3.....	19
BLOCK 4: Academic & Research Communication.....	23
Exercises for Block 4.....	25
REFERENCES.....	29



## ВСТУП


У сучасних умовах глобалізації та інтенсивного розвитку соціальних процесів особливого значення набуває володіння іноземними мовами, зокрема англійською, як універсальним засобом міжнародної комунікації. Для студентів магістратури, які готуються працювати у сфері управління соціальними проектами, англійська мова стає не лише інструментом професійного спілкування, але й ключем до інтеграції у світовий науковий та діловий простір.

Фахова англійська мова для ділового та наукового спілкування у сфері управління соціальними проектами є міждисциплінарним предметом, що поєднує знання з менеджменту, соціології, економіки, комунікацій та академічного письма. Вона формує у студентів здатність не лише розуміти спеціалізовану термінологію, але й застосовувати її у практичних ситуаціях: під час переговорів, презентацій, написання звітів, статей чи дисертацій.

Запропонований англо-український глосарій є спробою систематизувати ключові поняття, що використовуються у професійному та академічному дискурсі. Він створений як методичний інструмент, який допоможе студентам:

- ✓ орієнтуватися у складній термінології;
- ✓ розширювати активний словниковий запас;
- ✓ формувати навички точного та коректного використання англійських термінів у різних контекстах;
- ✓ розвивати критичне мислення та комунікативну компетентність.

Особливістю цього глосарію є його структурованість: терміни згруповані у чотири тематичні блоки — Project Management, Social Policy and Impact, Business and Professional Communication, Academic and Research Communication. Такий поділ дозволяє студентам поступово



занурюватися у різні аспекти професійної діяльності, а також бачити взаємозв'язки між управлінськими, соціальними, комунікативними та академічними сферами.

Крім того, кожен блок супроводжується комплексом вправ, які спрямовані на закріплення термінів у практиці. Завдання розроблені з урахуванням рівня володіння мовою (B1–B2) та включають різні види діяльності: від механічного зіставлення термінів із визначеннями до творчих кейсів, дискусій та презентацій. Такий підхід забезпечує не лише засвоєння лексики, але й розвиток навичок реального використання англійської мови у професійних ситуаціях.

### Розділ 1. Project Management (Управління проектами)


Цей розділ містить ключові терміни, що стосуються планування, реалізації та оцінювання проектів. Глосарій охоплює поняття, пов'язані з управлінням ресурсами, ризиками, результатами та стейкхолдерами. Вправи допомагають студентам застосовувати терміни у практичних ситуаціях: складанні кейсів, діалогів, презентацій та обговорень.

### Розділ 2. Social Policy & Impact (Соціальна політика та вплив)

У цьому розділі зібрані терміни, що описують соціальні процеси, політики та їхній вплив на громади. Глосарій охоплює поняття адвокації, інклюзії, соціальної справедливості, сталого розвитку та оцінки впливу. Вправи спрямовані на розвиток уміння аналізувати соціальні явища, дискутувати про проблеми суспільства та формулювати власні пропозиції щодо їх вирішення.

### Розділ 3. Business & Professional Communication (Ділове та професійне спілкування)

Розділ присвячений термінам, що використовуються у професійному та бізнес-дискурсі. Він охоплює поняття, пов'язані з переговорами, комунікацією зі стейкхолдерами, етикетом, прозорістю та командною роботою. Вправи допомагають студентам моделювати реальні ситуації



ділового спілкування: зустрічі, переговори, презентації та написання звітів.

Розділ 4. Academic & Research Communication (Академічне та наукове спілкування)

Цей розділ містить терміни, необхідні для академічного письма та проведення досліджень. Глосарій охоплює поняття, пов'язані з дисертаціями, статтями, методологією, етикою досліджень, валідністю та рецензуванням. Вправи спрямовані на розвиток навичок написання наукових текстів, формулювання дослідницьких питань, підготовки презентацій та участі у конференціях.

## Block 1: Project Management

English term	Український відповідник	Definition (EN)	Example
Accountability	Підзвітність	Responsibility for actions and results	Accountability ensures transparency.
Benchmarking	Бенчмаркінг	Comparing performance with standards	Benchmarking helps identify gaps.
Best practices	Найкращі практики	Proven successful methods	We applied best practices in project management.
Budget	Бюджет	The planned financial resources for a project	The project budget must be approved by the committee.
Capacity building	Розвиток потенціалу	Strengthening skills and resources of participants	Capacity building workshops were organized.
Deliverable	Результат роботи, продукт	A tangible or intangible outcome produced by a project	The training manual is the main deliverable.
Evaluation	Оцінювання	Assessing the outcomes and impact of a project	Evaluation helps measure effectiveness.
Feasibility study	Техніко-економічне обґрунтування	An analysis of the viability of a project	A feasibility study was conducted before launching.
Gantt chart	Діаграма Ганта	A visual timeline of tasks	The Gantt chart shows overlapping activities.
Governance	Управління, керівництво	Structures and processes for decision-making	Good governance improves project outcomes.
Implementation	Реалізація	Putting the project plan into action	Implementation started in January.
Impact	Вплив	Long-term changes caused by a project	The project had a positive social impact.
KPI (Key Performance Indicator)	Ключовий показник ефективності	A measurable value to track success	KPI included participant satisfaction.
Milestone	Віха, ключовий етап	A significant point in project progress	The first milestone is the project proposal approval.
Monitoring	Моніторинг	Continuous tracking of project progress	Monitoring ensures timely adjustments.
Outcome	Результат	The effect or change produced by a project	Improved literacy rates were the main outcome.
Output	Продукт, результат діяльності	Direct products of project activities	Training sessions are outputs of the program.

Project charter	Статут проєкту	A document that formally authorizes a project	The project charter outlines objectives and stakeholders.
Resources	Ресурси	Human, financial, and material assets used in a project	Adequate resources are needed for implementation.
Risk management	Управління ризиками	The process of identifying and controlling risks	Risk management is crucial for project success.
Scope	Обсяг проєкту	The boundaries and deliverables of a project	Scope defines what is included and excluded.
Stakeholder	Стейкхолдер, зацікавлена сторона	A person or group with an interest in the success of a project	Stakeholders must be consulted before decisions are made.
Stakeholder engagement	Залучення стейкхолдерів	Involving stakeholders in project activities	Stakeholder engagement builds trust.
Sustainability	Сталий розвиток, життєздатність	The ability of a project to continue over time	Sustainability is key for social projects.
Timeline	Графік, часові рамки	A schedule of project activities	The timeline includes all major milestones.


## Exercises for Block 1: Project Management

Task 1. Matching definitions. Match each term with its correct definition.

1. A person or group with an interest in the success of a project.	a) stakeholder
2. A significant point in project progress.	b) milestone
3. A tangible or intangible outcome produced by a project.	c) deliverable
4. An analysis of the viability of a project.	d) feasibility study
5. The process of identifying and controlling risks.	e) risk management
6. The planned financial resources for a project.	f) budget
7. A schedule of project activities.	g) timeline
8. The boundaries and deliverables of a project.	h) scope
9. Human, financial, and material assets used in a project.	i) resources
10. A document that formally authorizes a project.	j) project charter
11. Continuous tracking of project progress.	k) monitoring
12. Assessing the outcomes and impact of a project.	l) evaluation
13. Putting the project plan into action.	m) implementation
14. The ability of a project to continue over time.	n) sustainability
15. Responsibility for actions and results.	o) accountability

Task 2. Fill-in-the-gap. Complete the sentences with the correct term.

1. The project \_\_\_ defines its boundaries.
2. The first \_\_\_ is the approval of the proposal.
3. The main \_\_\_ of the project is a training manual.
4. A \_\_\_ was conducted before launching the initiative.
5. Effective \_\_\_ helps reduce uncertainty.
6. The \_\_\_ must be approved by the committee.
7. The \_\_\_ includes all major milestones.
8. Adequate \_\_\_ are needed for implementation.
9. The \_\_\_ outlines objectives and stakeholders.


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10. \_\_\_ ensures timely adjustments.
  11. \_\_\_ helps measure effectiveness.
  12. \_\_\_ started in January.
  13. \_\_\_ is key for social projects.
  14. \_\_\_ ensures transparency.
  15. Good \_\_\_ improves project outcomes.

Task 3: Translate the sentences into Ukrainian.

1. Risk management is essential for project success.
2. Monitoring ensures timely adjustments.
3. Capacity building workshops were organized.
4. The project charter outlines objectives and stakeholders.
5. Sustainability is key for social projects.
6. Accountability ensures transparency.
7. The Gantt chart shows overlapping activities.
8. Benchmarking helps identify gaps.
9. KPI included participant satisfaction.
10. Deliverables must be submitted on time.
11. The feasibility study confirmed project viability.
12. Stakeholder engagement builds trust.
13. The timeline includes all major milestones.
14. Evaluation helps measure effectiveness.
15. Implementation started in January.

Task 4: Write 10–15 sentences about your master’s project using the following terms: stakeholder, deliverable, timeline, budget, sustainability.

Task 5. Write a short case study (10–15 sentences) about launching a social project. Use at least 5 terms from the glossary.



(Example: “The project charter was signed in March. The first milestone was the approval of the budget. Stakeholder engagement was organized through community meetings...”)

Task 6: Create a dialogue (10–15 exchanges) between a project manager and a stakeholder. Use the terms scope, milestone, KPI.

Task 7: Categorize the following terms into groups: documents, processes, results.

Terms: project charter, feasibility study, monitoring, evaluation, risk management, deliverable, output, outcome, impact.

(You should write 10–15 sentences explaining why you placed each term in a category.)

## Block 2: Social Policy and Impact

English term	Український відповідник	Definition (EN)	Example
Advocacy	Адвокація	Public support for or recommendation of a cause or policy	Advocacy campaigns raised awareness of social inequality.
Beneficiaries	Бенефіціари	Individuals or groups who benefit from a project or policy	The beneficiaries of the program were low-income families.
Capacity building	Розвиток потенціалу	Strengthening skills and resources of communities	Capacity building workshops empowered local leaders.
Civil society	Громадянське суспільство	Organizations and institutions independent of the government	Civil society plays a key role in social change.
Community development	Розвиток громади	Improving the social, economic, and cultural conditions of a community	Community development projects focused on education.
Corporate social responsibility (CSR)	Корпоративна соціальна відповідальність	Business practices that contribute to societal goals	CSR initiatives included environmental sustainability.
Equity	Рівність, справедливість	Fair treatment and access to opportunities	Equity in education ensures all children can succeed.
Evaluation	Оцінювання	Assessing the outcomes and impact of a project or policy	Evaluation showed improved health outcomes.
Inclusion	Інклюзія	Ensuring equal participation of marginalized groups	Inclusion policies supported people with disabilities.
Indicator	Показник	A measurable variable used to assess progress	Indicators tracked poverty reduction.
Impact assessment	Оцінка впливу	Measuring the long-term effects of a project or policy	Impact assessment revealed positive social change.
Marginalized groups	Маргіналізовані групи	Communities excluded from mainstream society	Policies targeted marginalized groups to reduce inequality.
Monitoring	Моніторинг	Continuous tracking of project or policy implementation	Monitoring ensured accountability in social programs.
Outcome	Результат	The effect or change produced by a project or policy	Improved literacy rates were the main outcome.

Participation	Участь	Involvement of stakeholders in decision-making	Community participation strengthened project ownership.
Policy framework	Політична рамка	A structured set of guidelines for policy development	The policy framework supported sustainable practices.
Poverty alleviation	Подолання бідності	Strategies to reduce poverty	Microfinance programs contributed to poverty alleviation.
Social cohesion	Соціальна згуртованість	The strength of relationships and solidarity within society	Social cohesion improved through cultural events.
Social enterprise	Соціальне підприємство	A business that prioritizes social goals over profit	The social enterprise provided jobs for youth.
Social equity	Соціальна справедливість	Fair distribution of resources and opportunities	Social equity policies reduced health disparities.
Social impact	Соціальний вплив	Measurable changes created by social initiatives	The project had a positive social impact on the community.
Stakeholder engagement	Залучення стейкхолдерів	Involving stakeholders in social initiatives	Stakeholder engagement built trust and transparency.
Sustainability	Сталий розвиток	The ability of initiatives to continue over time	Sustainability was ensured through local ownership.
Theory of Change	Теорія змін	A framework explaining how activities lead to desired outcomes	The Theory of Change guided project design.
Vulnerable populations	Вразливі групи населення	People at risk due to social or economic conditions	Programs supported vulnerable populations during crises.



## Exercises for Block 2

### 1. Matching definitions


Task: Match each term with its correct definition.

Term	Definition
1. Advocacy	A. The process of assessing the long-term effects of a project or policy.
2. Beneficiaries	B. The active involvement of people in decision-making or project activities.
3. Capacity building	C. Individuals or groups who receive the benefits of a project or program.
4. Civil society	D. The process of judging the effectiveness and relevance of a project.
5. Community development	E. Activities aimed at influencing public policy and decision-makers.
6. Corporate social responsibility (CSR)	F. A process where communities take collective action to improve their living conditions.
7. Equity	G. A process of improving skills, abilities, and resources of individuals or organizations.
8. Evaluation	H. A business approach that contributes to sustainable development and social good.
9. Inclusion	I. A principle of fairness that ensures resources are distributed based on needs.
10. Indicator	J. Organized groups and institutions outside the government and business sectors.
11. Impact assessment	K. Ensuring equal access and opportunities for all individuals.
12. Marginalized groups	L. A measurable sign used to track progress or performance.
13. Monitoring	M. Groups of people excluded from mainstream social, economic, or political life.
14. Outcome	N. The systematic collection of data to track project progress over time.
15. Participation	O. The final results or changes resulting from an intervention.

### 2. Fill-in-the-gap

Task: Complete the sentences with the correct term.


1. \_\_\_ campaigns raised awareness of climate change and influenced government decisions.
2. The project aims to support \_\_\_ by providing them with access to education and healthcare.
3. Training workshops are part of \_\_\_ efforts to strengthen local organizations.

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4. NGOs are an essential part of \_\_\_\_, operating independently from the government.
  5. The initiative focuses on \_\_\_\_ to improve living conditions in rural areas.
  6. Many companies adopt \_\_\_\_ to contribute to social and environmental well-being.
  7. The principle of \_\_\_\_ ensures that resources are distributed fairly according to need.
  8. A formal \_\_\_\_ was conducted to determine the effectiveness of the program.
  9. The policy promotes \_\_\_\_ by ensuring equal opportunities for all social groups.
  10. Each \_\_\_\_ helps measure the progress and success of the project.
  11. An \_\_\_\_ was carried out to evaluate the long-term effects of the initiative.
  12. Special programs were designed to support \_\_\_\_ in society.
  13. регулярный \_\_\_\_ is necessary to track the implementation of the project.
  14. The main \_\_\_\_ of the program was a significant reduction in unemployment.
  15. Active \_\_\_\_ of local residents increased the success of the project.

### 3. Translation practice

Task: Translate 15 sentences into Ukrainian.

1. Advocacy campaigns helped change public attitudes toward social inequality.
2. The beneficiaries of the program received financial and educational support.
3. Capacity building is essential for strengthening local institutions.
4. Civil society plays a key role in promoting democratic values.

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5. Community development initiatives improved infrastructure in rural areas.
  6. Corporate social responsibility encourages companies to act ethically.
  7. Equity should be a central principle in social policy design.
  8. The evaluation showed that the project achieved its main objectives.
  9. Inclusion is necessary to ensure equal opportunities for all citizens.
  10. Each indicator was carefully selected to measure project success.
  11. The impact assessment revealed significant long-term benefits.
  12. Marginalized groups often face barriers to education and employment.
  13. Monitoring allows organizations to track progress and adjust strategies.
  14. The outcome of the initiative exceeded initial expectations.
  15. Active participation of stakeholders improved decision-making processes.

#### 4. Sentence building

Task: Write 10–15 sentences about social issues in your country using terms: equity, inclusion, poverty alleviation, social cohesion, sustainability.

#### 5. Case study mini-task

Task: Write a short case study (10–15 sentences) about a social project (e.g., education, health, environment). Use at least 5 terms from the glossary.

#### 6. Critical thinking

Task: Identify 3 challenges in achieving social equity and explain in 10–15 sentences how they can be addressed.

### Block 3: Business & Professional Communication

English term	Український відповідник	Definition (EN)	Example
Agenda	Порядок денний	A list of items to be discussed in a meeting	The agenda included project updates and budget review.
Collaboration	Співпраця	Working together to achieve a common goal	Collaboration between departments improved efficiency.
Communication channel	Канал комунікації	The medium through which information is transmitted	Email is the most common communication channel.
Conflict resolution	Вирішення конфліктів	Methods of addressing disagreements constructively	Conflict resolution training reduced workplace tension.
Consensus	Консенсус	General agreement among a group	The team reached consensus on the project timeline.
Correspondence	Кореспонденція	Written communication, especially formal letters or emails	Official correspondence was sent to all stakeholders.
Etiquette	Етикет	Accepted rules of polite behavior in communication	Business etiquette requires punctuality and respect.
Feedback	Зворотний зв'язок	Information given about performance or behavior	Constructive feedback helps employees improve.
Formal communication	Формальна комунікація	Official, structured exchange of information	Formal communication includes reports and memos.
Informal communication	Неформальна комунікація	Casual exchange of information	Informal communication often happens during breaks.
Meeting minutes	Протокол зустрічі	A written record of what was discussed in a meeting	Meeting minutes were distributed to all participants.
Negotiation	Переговори	Discussion aimed at reaching an agreement	Negotiation led to a mutually beneficial contract.
Networking	Налагодження контактів	Building professional relationships	Networking events help expand career opportunities.
Non-verbal communication	Невербальна комунікація	Communication through gestures, posture, and facial expressions	Non-verbal communication can reinforce spoken words.

Persuasion	Переконання	The act of convincing someone to do or believe something	Persuasion techniques were used in the presentation.
Presentation	Презентація	A structured talk to convey information	The manager gave a presentation on project progress.
Professionalism	Професіоналізм	Conduct and qualities expected in a professional setting	Professionalism includes reliability and respect.
Proposal	Пропозиція	A formal plan or suggestion	The proposal outlined new strategies for growth.
Rapport	Довіра, взаєморозуміння	A positive relationship built on trust	The manager built rapport with the team.
Report	Звіт	A structured document presenting information	The annual report summarized company performance.
Stakeholder communication	Комунікація зі стейкхолдерами	Information exchange with interested parties	Stakeholder communication ensured transparency.
Teamwork	Робота в команді	Cooperative effort by a group	Teamwork was essential for project success.
Tone	Тон	The attitude conveyed in communication	The tone of the email was polite and professional.
Transparency	Прозорість	Openness and clarity in communication	Transparency builds trust in organizations.
Verbal communication	Усна комунікація	Communication through spoken words	Verbal communication is key in meetings

## Exercises for Block 3

### 1. Matching definitions


Task: Match each term with its correct definition.

Term	Definition
1. Agenda	A. The ability to influence others' beliefs, attitudes, or decisions.
2. Collaboration	B. A written document that suggests a plan, idea, or solution for consideration.
3. Communication channel	C. A general agreement reached by all members of a group.
4. Conflict resolution	D. Unofficial communication that happens casually between people in everyday situations.
5. Consensus	E. A structured list of topics to be discussed in a meeting.
6. Feedback	F. The process of working together with others to achieve a common goal.
7. Formal communication	G. The methods or tools used to transmit information (e.g., email, phone, meetings).
8. Informal communication	H. Communication directed toward individuals or groups who have an interest in a project or decision.
9. Negotiation	I. The exchange of information using body language, gestures, facial expressions, and eye contact.
10. Networking	J. A structured oral or visual delivery of information to an audience.
11. Non-verbal communication	K. The process of solving disagreements or disputes in a constructive way.
12. Persuasion	L. Building and maintaining professional relationships for future opportunities.
13. Presentation	M. Information or responses given about performance or ideas to help improvement.
14. Proposal	N. Official communication that follows established rules, hierarchy, and procedures.
15. Stakeholder communication	O. A process in which two or more parties discuss to reach an agreement or compromise.

### 2. Fill-in-the-gap

Task: Complete 15 sentences with the correct term.


1. The manager sent the \_\_\_\_\_ before the meeting so everyone could prepare.
2. Successful \_\_\_\_\_ requires trust and clear division of responsibilities within a team.
3. Email is a common \_\_\_\_\_ used in most companies for daily communication.

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4. The HR department is responsible for \_\_\_\_\_ when disagreements arise between employees.
  5. After a long discussion, the team finally reached \_\_\_\_\_ about the new project plan.
  6. Constructive \_\_\_\_\_ helps employees improve their performance and skills.
  7. \_\_\_\_\_ follows official rules and usually moves through the company hierarchy.
  8. \_\_\_\_\_ often happens during breaks or casual conversations between colleagues.
  9. Salary discussions are a key part of \_\_\_\_\_ between employers and employees.
  10. Good \_\_\_\_\_ skills are important for building professional contacts at conferences.
  11. \_\_\_\_\_ includes gestures, facial expressions, and body language.
  12. Strong \_\_\_\_\_ skills help a speaker convince the audience to accept an idea.
  13. During the conference, she delivered a clear and structured \_\_\_\_\_ on market trends.
  14. The company submitted a detailed \_\_\_\_\_ to secure funding for the project.
  15. Effective \_\_\_\_\_ ensures that all interested parties are informed about project progress.

### 3. Translation practice

Task: Translate 15 sentences into Ukrainian.

1. The meeting agenda was shared with all participants in advance.
2. Effective collaboration improves the overall performance of the team.

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3. Email is the most common communication channel in modern companies.
  4. Conflict resolution is an essential skill for managers.
  5. The team reached consensus after a long discussion.
  6. Constructive feedback helps employees improve their work.
  7. Formal communication follows the official rules of the organization.
  8. Informal communication often helps build friendly workplace relationships.
  9. Negotiation is necessary when two parties have different interests.
  10. Networking helps professionals find new career opportunities.
  11. Non-verbal communication includes gestures, facial expressions, and posture.
  12. Persuasion is important in marketing and sales.
  13. The manager gave a clear presentation of the new strategy.
  14. The company submitted a project proposal to the investors.
  15. Stakeholder communication ensures that all interested parties are informed.

#### 4. Sentence building

Task: Write 10–15 sentences about your professional communication experiences using terms: feedback, teamwork, professionalism, transparency, negotiation.

#### 5. Categorization

Task: Categorize terms into groups: documents, processes, qualities, communication types. Write 10–15 sentences explaining your choices.

#### 6. Discussion question

Task: In pairs, discuss how transparency and professionalism influence teamwork. Write down 10–15 sentences summarizing your ideas.



### 7. Mini-presentation

Task: Prepare a short presentation (10–15 sentences) about effective business communication, using at least 7 terms from the glossary.

### 8. Critical thinking

Task: Identify 3 challenges in professional communication and explain in 10–15 sentences how they can be solved.

## Block 4: Academic & Research Communication

English term	Український відповідник	Definition (EN)	Example
Abstract	Анотація	A brief summary of a research paper	The abstract highlights the main findings.
Citation	Цитування	A reference to a source used in research	Proper citation avoids plagiarism.
Conference paper	Конференційна доповідь	A paper presented at an academic conference	She presented her conference paper in London.
Data analysis	Аналіз даних	Examining data to draw conclusions	Data analysis revealed significant trends.
Dissertation	Дисертація	A long academic paper for a degree	He defended his dissertation successfully.
Empirical research	Емпіричне дослідження	Research based on observation or experiment	Empirical research supported the hypothesis.
Hypothesis	Гіпотеза	A proposed explanation for a phenomenon	The hypothesis was tested through experiments.
Journal article	Стаття в журналі	A scholarly paper published in an academic journal	Her journal article was cited widely.
Literature review	Огляд літератури	A survey of existing research on a topic	The literature review identified research gaps.
Methodology	Методологія	The system of methods used in research	The methodology section explained the approach.
Peer review	Рецензування	Evaluation of academic work by experts	The article underwent peer review before publication.
Plagiarism	Плагіат	Using someone else's work without credit	Plagiarism is a serious academic offense.
Primary source	Первинне джерело	Original material used in research	Diaries are primary sources in history research.
Proposal	Пропозиція	A plan for a research project	The proposal outlined objectives and methods.
Qualitative research	Якісне дослідження	Research focusing on non-numerical data	Qualitative research explored participants' experiences.
Quantitative research	Кількісне дослідження	Research focusing on numerical data	Quantitative research measured student performance.
Questionnaire	Анкета	A set of questions for data collection	The questionnaire gathered opinions from students.
Reference list	Список літератури	A list of sources cited in a paper	The reference list followed APA style.

Research design	Дизайн дослідження	The overall strategy for conducting research	The research design combined surveys and interviews.
Research ethics	Етика досліджень	Principles guiding responsible research	Research ethics require informed consent.
Research gap	Прогалина в дослідженні	An area not yet studied	The study addressed a major research gap.
Research question	Дослідницьке питання	The central question guiding a study	The research question focused on social impact.
Thesis statement	Теза	A concise summary of the main argument	The thesis statement appeared in the introduction.
Validity	Валідність	The accuracy of research findings	Validity ensures reliable conclusions.
Variable	Змінна	A factor that can change in research	Age was a key variable in the study.

## Exercises for Block 4

### 1. Matching definitions

Task: Match each term with its correct definition.


Term	Definition (mixed order)
1. Abstract	a) The process of evaluating academic work by other experts before publication
2. Citation	b) A brief summary of a research study, usually placed at the beginning of an article or thesis
3. Conference paper	c) A written academic work published in a scientific or scholarly journal
4. Data analysis	d) A research study based on observation or experiment rather than theory
5. Dissertation	e) A list of questions used to gather data from participants
6. Empirical research	f) The practice of using someone else's work or ideas without proper acknowledgment
7. Hypothesis	g) A clear statement that presents the main argument or claim of an academic work
8. Journal article	h) A gap in existing research that a study aims to address
9. Literature review	i) A systematic plan for conducting research, including data collection and analysis methods
10. Methodology	j) A structured set of questions designed to collect information from respondents
11. Peer review	k) The credibility or accuracy of a research instrument or measurement
12. Plagiarism	l) A long formal academic work written as part of a doctoral or master's degree
13. Primary source	m) A visual or textual representation of relationships between study variables
14. Proposal	n) A research approach focused on numerical data and statistical analysis
15. Qualitative research	o) A document that outlines a planned study, including aims, methods, and expected outcomes
16. Quantitative research	p) A published academic paper presented at a scholarly conference
17. Questionnaire	q) The process of evaluating and interpreting collected data
18. Reference list	r) The originality of information directly obtained from first-hand evidence or data
19. Research design	s) A statement that can be tested through research and data collection
20. Research ethics	t) A list of all sources used in a piece of academic writing
21. Research gap	u) The central question that a study seeks to answer
22. Research question	v) A structured set of questions designed to collect information from respondents
23. Thesis statement	w) A concise overview of a research study's purpose and key findings
24. Validity	x) The rules and principles guiding responsible conduct in research involving participants
25. Variable	y) The subject or element in a study that can change or vary



## 2. Fill-in-the-gap

Task: Complete 15 sentences with the correct term.

1. A strong \_\_\_\_\_ clearly states what the researcher aims to prove or argue in the study.
2. The \_\_\_\_\_ section provides a brief overview of the whole research, including purpose, methods, and results.
3. The process of collecting and interpreting numerical or textual information is called \_\_\_\_\_.
4. A \_\_\_\_\_ is a testable prediction formulated before conducting a study.
5. The \_\_\_\_\_ outlines the steps and procedures used to conduct the research.
6. A \_\_\_\_\_ is a formal academic paper presented at a scholarly event or symposium.
7. \_\_\_\_\_ refers to a research method based on observation, experience, or experiment rather than theory.
8. A \_\_\_\_\_ is a detailed academic work submitted as part of a doctoral or master's degree.
9. A \_\_\_\_\_ identifies a gap or unanswered issue in existing academic studies.
10. The \_\_\_\_\_ is a critical overview of existing studies on a specific topic.
11. A \_\_\_\_\_ is a research tool used to collect standardized responses from participants.
12. \_\_\_\_\_ is the unethical act of using someone else's work or ideas without proper acknowledgment.
13. A \_\_\_\_\_ is a list of all sources cited in an academic work.
14. A \_\_\_\_\_ is a specific factor or element in a study that can change or be measured.

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15. A \_\_\_\_\_ is a formal academic document that proposes a planned study for approval or funding.

### 3. Translation practice

Task: Translate 15 sentences into Ukrainian.

1. The abstract provides a concise summary of the entire research study.
2. A hypothesis must be testable and based on existing knowledge.
3. The literature review summarizes previous studies on the topic.
4. The methodology explains how the research will be conducted.
5. A conference paper is usually presented at an academic event.
6. Empirical research relies on observation and real-world data.
7. The dissertation presents original research conducted by a graduate student.
8. Data analysis helps researchers interpret collected information.
9. Peer review ensures the quality and credibility of academic publications.
10. Plagiarism is considered a serious academic violation.
11. A questionnaire is used to collect data from a group of respondents.
12. The reference list includes all sources used in the work.
13. The research question guides the direction of the study.
14. A variable is any factor that can change during the experiment.
15. Research ethics must be followed when working with human participants.

### 4. Sentence building

Task: Write 10–15 sentences about your master's thesis using terms: hypothesis, methodology, data analysis, research question, validity.

### 5. Case study mini-task

Task: Write a short case study (10–15 sentences) about conducting a research project. Use at least 5 terms from the glossary.



## 6. Categorization

Task: Categorize terms into groups: documents, processes, principles, data types. Write 10–15 sentences explaining your choices.

## 7. Discussion question

Task: In pairs, discuss why research ethics are important. Write down 10–15 sentences summarizing your ideas.

## 8. Mini-presentation

Task: Prepare a short presentation (10–15 sentences) about your research design, using at least 7 terms from the glossary.

## 9. Critical thinking

Task: Identify 3 challenges in academic writing and explain in 10–15 sentences how they can be solved.



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*Навчально-методичне видання*

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УПРАВЛІННЯ СОЦІАЛЬНИМИ ПРОЄКТАМИ**

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