

пріоритетних засобів удосконалення й вивчення державної мови є дотримання норм літературної мови, які регулюють сукупність загальноприйнятих правил з орфографії, орфоєпії, лексики, граматики, стилістики, пунктуації тощо.

Науковці звернули увагу на удосконалення правил українського правопису, зміни до якого були ухвалені Кабінетом Міністрів України. 22 травня 2019 року уряд підтримав новачі і попередній правопис від 1992 року втратив чинність. Нові правила, над якими спеціальна комісія працювала майже п'ять років, схожі на Харківський правопис 1928 року, який «згодом «совети» скасували: у 1930-х роках почалася хвиля тотального зросійщення, і в 33-му оголосили цей правопис «націоналістичним», таким, що «ставив бар'єр між українською та російською мовою і гальмував вивчення грамоти широкими трудящими масами» [2]. Автори нового варіанту «Українського правопису» стверджують, що він «розроблений на фундаменті української правописної традиції з урахуванням новітніх мовних явищ та зможе захистити українську мову від русифікації» [2].

Отже, в сучасному суспільстві на державному рівні передбачено ряд концептуальних заходів щодо вивчення та удосконалення знань української мови.

Література

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COMMUNICATIVE SKILLS AS AN ESSENTIAL COMPONENT OF POLICE OFFICERS LANGUAGE TRAINING

Under current life conditions law enforcement officer should meet strict requirements both in definite professional knowledge, skills formation (military, tactic, physical and specific training) and in personal skills the most important of

which is communication capacity, social interaction to solve various problems, reach understanding and compromise.

Language, the major feature of which is communicative one, becomes an important tool in this case [2, p. 20]. For this very reason, it is important to place greater focus on language training of police officers while studying, as non-observation and violence of language norms may lead to miscommunication, negative partner's reaction and may result negatively in performance of professional duties [1, p. 3]. Review of foreign experience in language training of future police officers shows that significant attention is given to this issue.

For example, state programs for advanced police officers training based on interactive training methods and types of teaching allowing to extend traditional theoretical language training with practical skills are realized in Great Britain, in the USA, France and Germany. Training of verbal and nonverbal communication forms has become popular in the USA police. To achieve verbal and nonverbal communication skills by police officers that can help prevent force actions while conflicts solution has become the basis of the training. Great focus on active listening, questions formulation and argument techniques methodology is given together with stress coping and conflict solution.

Wide range of role playing techniques such as presentations, discussions, exchange of experience, tasks on problems solving are used while definite theme of training course, which can be quite useful for developing necessary communicative skills.

It is worth noticing that in the process of entrance examinations the use of training elements is specified that allows to study applicants' communication style, their communicative skills, social competence, psychological readiness to police service i.e. presence of definite personal and psychological features. In their operations, foreign theorists in field of police knowledge follow principle of combining studying with practice and use interactive forms and approaches of teaching [3].

Current history of Ukrainian police has opened new page in its formation – international cooperation in various directions, particularly in the field of highly-qualified personnel training. For this reason foreign language studying is becoming quite topical while future police officers training.

There are many researches directed at looking for ways to intensify second language acquisition process and as experience shows spoken practice is quite important to improve vocabulary and grammar skills, which are studied, and to develop communication skills. That is why interactive training approach shall become basic technique to reach foreign language competence.

Game approach should be mentioned among interactive teaching approaches, which can be used at foreign language classes for police officers training. It can be «Brain-ring», «Debates» or role playing. Studying of such topics as «Constitution of Ukraine», «Constitution of Great Britain», «Constitution of the USA», «Ukraine's judiciary», «Great Britain's judiciary», «Judiciary of the USA», «Rights and duties of citizens», «Crime and punishment», «Types of

crimes», «Crime prevention», «Legal professions» etc. will help study legal fundamentals in Ukraine and abroad.

To study these topics work in small groups with the use of comparative method can be proposed, for example comparison of rights and duties system in Ukraine, Great Britain and the USA, comparison of crimes and punishment systems under the law of different countries.

It is reasonable to combine learning activity with fulfilment of creative tasks (presentations, group projects using multimedia tools, publications), for instance regarding their future work, international institutions activities (Interpol, NATO, United Nations, EU) which should be resulted in professional second language acquisition by law enforcement officers.

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CONTEMPORARY EVOLUTION AND SPECIAL FEATURES IN BUSINESS CORRESPONDENCE

A lot scientists have dealt with the problem of inaccuracies when translating business letters and thus facing the problems of misunderstandings that occurred due to the above-mentioned inaccuracies in translation. Outcomes of such problems can cause the delays in performing different tasks or even extra fees or expenses which may happen due to long period of finding an amicable agreement on what and how something is to be done.

There are plenty of materials dedicated to such issues but mostly they describe interpreter tricks or methods for avoiding double meaning in phrases or implicit meaning. Here we would like to raise or reveal this issue but under a different angle.

The keywords for these yhesises are: business correspondence, context, traditions, politeness, and influence of time.

In the course of time, common traditions of writing business letters began to fade. The reason why it is happening is multi fold.

Firstly, the influence of globalisation is too deep and versatile. The cultures started interviewing and new types of communication started occurring. The