

**General Information:**

**Name of Course:** ENGLISH FOR WRITTEN TECHNICAL COMMUNICATION

**Course Code:** PMEILNE504  
**Semester:** 2  
**Number of Credits:** 2  
**Allotment of Hours per Week:** 2 Lessons /Week  
**Evaluation:** Final grade (two tests, home assignments, class participation)  
**Prerequisites:** Completion of Placement Test

**Instructor:** **Julia Török**  
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**Introduction, Learning Outcomes:**

The course is designed for engineering and architecture students with intermediate or higher knowledge of English. The aim of the course is to develop written (receptive and productive) language proficiency in the context of engineering and technology. Students will be expected to engage fully in the class through written and spoken contributions.

The purpose of the course is to enable students to develop strategies to read and write technical English texts in the course of their academic studies and later in their professional career. The course develops reading and writing language skills through task-based work.

Students must have either a recognised intermediate level (B2) language certificate or have successfully passed a placement test to take this course.

**General Course Description and Main Content:**

Topics discussed in the course include energy resources, materials science, IT, telecommunications, environmental protection, architecture and construction. Developing reading skills: skimming, reading for detail, scanning. Developing writing skills: skills and strategies for writing emails, essays and academic written assignments.

**Methodology:**

In class and outside of class reading and writing assignments, vocabulary and grammar activities. Both individual and team assignments will be given throughout the term.

**Schedule:**

Week 1 Introduction, Placement Test

Week 2 Reading: Solar energy  
Writing: Academic letters and emails

Week 3 Reading: The future of transport  
Writing: Argument and Discussion

Week 4 Reading: Construction Projects  
Writing: Cause and Effect

Week 5 Reading: Modern Materials in Engineering and Construction  
Writing: Comparisons

Week 6 Reading: Cities, Urban Development (Valencia, Copenhagen)  
Writing: Definite Articles

Week 7 Reading: Public utilities  
Writing: Definitions, Examples

Week 8 Reading: Information Technology  
Writing: Passives

Week 9 Reading: Telecommunications  
Writing: Problems and Solutions

Week 10 Midterm test

Week 11 Spring Study Break

Week 12 Reading: Climate change  
Writing: Punctuation  
Singular or Plural

Week 13 Reading: Architecture  
Writing: Academic style

Week 14 Revision of topics  
Writing: Visual Information

Week 15 Final test

**Attendance:**

Attending is required all classes, and will impact the grade (max. 10%). Unexcused absences will adversely affect the grade, and in case of absence from more than 30% of the total number of lesson will be grounds for failing the class. To be in class at the beginning time and stay until the scheduled end of the lesson is required, lateness of more than 20 minutes will be counted as an absence. In the case of an illness or family emergency, the student must present a valid excuse, such as a doctor's note.

**Evaluation + Grading**

Grading will follow the course structure with the following weight: midterm test: 30%, final test: 30%, home assignments 20%. The remaining 20% will be assessed according to class attendance, participation, progress, effort and attitude.

**Grading Scale:**

Numeric Grade:	5	4	3	2	1
Evaluation in points:	89%-100%	77%-88%	66%-76%	55%-65%	0-54%

**Readings and Reference Materials:**

**Stephen Bailey: Academic Writing (Part 2: Elements of Writing) third or fourth edition**

Other course materials and handouts are made available on Neptun MeetStreet.