

COURSE DESCRIPTION AND COURSE REQUIREMENTS
ACADEMIC YEAR 2021/2022 SEMESTER 2

<i>Course name</i>	Professional English Practice
<i>Course Code</i>	SZE009MN, SZE009AN
<i>Hours/Week</i>	2 seminars
<i>Credits</i>	2
<i>Degree Programme</i>	All
<i>Study Mode</i>	Full time
<i>Evaluation</i>	Final course grade
<i>Teaching Period</i>	Autumn/Spring
<i>Prerequisites</i>	Placement test
<i>Department</i>	Centre for Foreign Languages for Technical Purposes
<i>Teaching Staff</i>	Györök Tímea, office: B033, e-mail: gyorok.timea@mik.pte.hu

AIMS AND OBJECTIVES

The course is designed for students with intermediate or higher knowledge of English. The course is intended for students who have interest in participating in/attending international study programs and plan to learn the skills required for professional interaction. The purpose of the course is to enable students to use English efficiently and fluently in the course of their academic studies and later in their professional career. It develops spoken language skills through interaction and task-based work.

CONTENT

Overview:

The course focuses on skill development and aims to enhance the students' effective use of English in a variety of contexts. Students will be practising how to formulate and exchange opinions, make presentations and use signposting language, develop an argument, etc.

Syllabus:

1. Orientation
2. Taking part in discussions, exchanging opinions
3. Persuasion – developing an argument
4. Problem-solving
5. Describing trends, systems – diagrams, description of visual information
6. Change – describing processes

7. Dealing with scientific texts/lectures: note-taking, summary
8. Presentations, signposting language
9. Presentations
10. Time management
11. Spring break
12. Hard and soft skills
13. Writing a CV, cover letter
14. Job interview
15. Final test

REQUIREMENTS AND ASSESSMENT

Attendance:

Attendance is required for all classes and will impact the grade. Unexcused absences will adversely affect the grade, and absences from more than 30% of the total number of lessons will be grounds for failing the class. Punctual attendance for the whole lesson is required and arriving more than 20 minutes late 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.

Minimum Course Requirements, Assessment and Grading Policy:

For passing the course students are required to submit their PPTs and deliver their presentations during the 15 week semester and to pass the midterm/final test.

Students can retake missed or failed tests only once. They can also re-sit the test if they want to improve their mark. In the latter case the result of the re-sit will be taken into consideration when the final course grade is calculated.

Grading Scale:

85 – 100%	5 (Excellent)
76 – 84%	4 (Good)
61 – 75%	3 (Average)
50 – 60%	2 (Poor)
0 – 49%	1 (Fail)

COURSEBOOKS AND RECOMMENDED READING

- [1.] Oxford EAP, Upper-intermediate / B2
- [2.] Handouts in Teams