

## COURSE SYLLABUS AND COURSE REQUIREMENTS

ACADEMIC YEAR 2022/2023 SEMESTER 2

<i>Course title</i>	<b>PROFESSIONAL ENGLISH PRACTICE</b>
<i>Course Code</i>	SZE009AN
<i>Hours/Week: le/pr/lab</i>	2 seminars
<i>Credits</i>	2
<i>Degree Programme</i>	All
<i>Study Mode</i>	Full-time
<i>Assessment</i>	Mid-term grade
<i>Teaching Period</i>	Autumn / spring
<i>Prerequisites</i>	Placement test
<i>Department(s)</i>	Centre for Foreign Languages for Technical Purposes
<i>Course Director</i>	Júlia Török
<i>Teaching Staff</i>	Tímea Györök

## COURSE DESCRIPTION

The course is designed for students with an intermediate to higher-intermediate level of English proficiency. This course will be particularly useful for those who wish to participate in international workshops and/or exchange programmes and plan to improve the skills required for academic interaction.

## SYLLABUS

### 1. GOALS AND OBJECTIVES

The goal 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.

### 2. COURSE CONTENT

The course focuses on skill development and aims to enhance the students' effective use of English in a variety of contexts.

#### TOPICS

#### PRACTICE

1. *Participating in discussions*
2. *Negotiations*
3. *Giving and receiving feedback*
4. *Problem-solving*
5. *Graphs, diagrams*
6. *Presentation techniques*
7. *Skills required in the 21st century*
8. *Critical thinking*
9. *Career choice, perspectives*
10. *Job application, job interview*

## DETAILED SYLLABUS AND COURSE SCHEDULE

### PRACTICE

week	Topic	Compulsory reading; page number (from ... to ...)	Required tasks (assignments, tests, etc.)	Completion date, due date
1.	Orientation, Placement test	<a href="https://forms.gle/fSD9nJAiocCwXwUR8">https://forms.gle/fSD9nJAiocCwXwUR8</a>		
2.	Participating in discussions	Worksheet 1		
3.	Negotiations	Worksheet 2		
4.	Giving and receiving feedback	Worksheet 3		
5.	Problem-solving	Worksheet 4	Assignment – A Green university	Week 6
6.	Graphs, diagrams	Worksheet 5		
7.	Presentation techniques	Worksheet 6		
8.	Presentations		Presentations	
9.	Spring Holiday			
10.	Pollack Expo			
11.	Skills required in the 21 <sup>st</sup> century	Worksheet 7		
12.	Critical thinking	Worksheet 8		
13.	Career choice, perspectives	Worksheet 9		
14.	Job application, job interview	Worksheet 10		
15.	Final Test		Final Test	

### 3. ASSESSMENT AND EVALUATION

#### ATTENDANCE

In accordance with the Code of Studies and Examinations of the University of Pécs, Article 45 (2) and Annex 9. (Article 3) a student may be refused a grade or qualification in the given full-time course if the number of class absences exceeds 30% of the contact hours stipulated in the course syllabus.

**Method for monitoring attendance** (e.g.: attendance sheet / online test/ register, etc.)

Attendance sheet – attendance marked by students

#### ASSESSMENT

In order to receive a mid-term grade, students must complete the presentation, the final test and the assignment with a minimum of 40% performance on due time.

**Course resulting in mid-term grade (PTE TVSz 40§(3))**

**Mid-term assessments, performance evaluation and their ratio in the final grade**

Type	Assessment	Ratio in the final grade
Presentation	Max. 40 points	40 %
Final Test	Max. 40 points	40 %
Assignment	Max. 20 points	20 %

**Opportunity and procedure for re-takes** (PTE TVSz 47§(4))

The presentation, the final test and the assignment can be made up for/improved at least once during the study period, and at least once in the first two weeks of the examination period.

### **Grade calculation as a percentage**

*based on the aggregate performance according to the following table*

<b>Course grade</b>	<b>Performance in %</b>
excellent (5)	85 % ...
good (4)	70 % ... 85 %
average (3)	55 % ... 70 %
satisfactory (2)	40 % ... 55 %
fail (1)	below 40 %

The lower limit given at each grade belongs to that grade.

## **4. SPECIFIED LITERATURE**

### **COMPULSORY READING AND AVAILABILITY**

[1.] Worksheets and other supplementary materials uploaded to Teams / Files folders