COURSE SYLLABUS AND COURSE REQUIREMENTS
ACADEMIC YEAR 2023/2024 SEMESTER 1

Course title	**PROFESSIONAL ENGLISH PRACTICE**
Course Code	SZE109AN
Hours/Week: le/pr/lab	2 seminars
Credits	2
Degree Programme	All
Study Mode	Full-time
Assessment	Mid-term grade
Teaching Period	Autumn / spring
Prerequisites	Placement test
Department(s)	Centre for Foreign Languages for Technical Purposes
Course Director	Júlia Török
Teaching Staff	Tímea Györök

COURSE DESCRIPTION

The course is designed to equip university students with the essential language skills for effective communication in professional settings. It is recommended to students who have at least a lower intermediate level (B1+) of English proficiency.

SYLLABUS

1. GOALS AND OBJECTIVES

This course aims to enhance students' language competence, focusing on both written and spoken communication, with an emphasis on workplace-specific contexts. Through interactive activities, role-plays, and real-world simulations, students will develop their abilities to express themselves confidently and professionally in English.

2. COURSE CONTENT

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

TOPICS

PRACTICE	1. Working life
	2. Projects
	3. Services and systems
	4. Working online
	5. Data
	6. Facilities
	7. Decisions
	8. Innovation
	9. Breakdowns
	10. Processes

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	https://forms.gle/fSD9nJAiocCwXwUR8		
2.	Working life; responsibilities, networking	Business Result Int. Unit 1		
3.	Projects; planning, delegating and updating tasks	Business Result Int. Unit 3	Project planning	Week 5
4.	Services and systems; approximate numbers, features and benefits	Business Result Int. Unit 4		
5.	Working online; safety, rules, teleconferencing	Business Result Int. Unit 7		
6.	Data; a new business idea, future predictions, presentations – visual information	Business Result Int. Unit 8	Presentation	Week 7
7.	**Presentations**			
8.	Facilities; making suggestions and recommendations	Business Result Int. Unit 10	Group work – designing an 'anarchy zone'	Week 9
9.	Decisions; decision-making; negotiation, conditionals	Business Result Int. Unit 11		
10.	Innovation; presenting new ideas	Business Result Int. Unit 12	Mini-presentation: presenting a new idea	Week 11
11.	Breakdowns; discussing and solving problems	Business Result Int. Unit 13		
12.	Processes; passive voice	Business Result Int. Unit 14		
13.	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 assignments (min. two) 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 %
Assignments (min. two)	Max. 20 points	20 %

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

Grade calculation as a percentage
  based on the aggregate performance according to the following table

Course grade	Performance in %
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.] John Hughes – Jon Naunton: Business Result Intermediate, Oxford
[2.] Worksheets and other supplementary materials uploaded to Teams / Files folders