

## COURSE SYLLABUS AND COURSE REQUIREMENTS

### ACADEMIC YEAR 2023/2024 SEMESTER I

<i>Course title</i>	<i>Introduction to English for Technical Studies - Writing</i>
<i>Course Code</i>	SZE020AN
<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>Requirements</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>	Andrea Varga

## COURSE DESCRIPTION

The course uses general technical texts to develop the reading and writing skills of students at pre-intermediate level. The lessons focus on printed communication, e.g. group discussion of topics after reading the texts, followed by written composition. The lessons include practice of language tasks typical of higher education.

## SYLLABUS

### 1. GOALS AND OBJECTIVES

The aim of the course is to develop writing skills (reading comprehension, literacy) in the linguistic context required for university studies. The aim is to identify and create writing works in different styles.

### 2. COURSE CONTENT

This course is designed for students at pre-intermediate level to develop the language skills needed to participate in foreign language teaching. Typical tasks include reading different types of texts, recognising stylistic features, solving writing problems and composing texts. During the course, students are expected to write several short texts in class. The course will end with a test.

## TOPICS

### PRACTICE

3. Jobs; Common email expressions
4. Specifications
5. Instructions – understanding & giving
6. Explaining processes
7. Making comparisons
8. Equipment documentation
9. Writing reports – safety & accidents / Progress
10. Technical writing
11. Schedules; Speculating
12. Predictions about AI

## DETAILED SYLLABUS AND COURSE SCHEDULE

ACADEMIC HOLIDAYS INCLUDED

## PRACTICE, LABORATORY PRACTICE

week	Topic	Compulsory reading; page number (from ... to ...)	Required tasks (assignments, tests, etc.)	Completion date, due date
1.	Placement test; Orientation			
2.	Jobs; Common email expressions	[1] pp. 4	to be submitted	Week 2
3.	Specifications	[1] pp. 8		
4.	Instructions – understanding & giving	[1] pp. 12		
5.	Explaining processes	[1] pp. 18	to be submitted	Week 5
6.	Making comparisons	[1] pp. 26		
7.	Test 1			
8.	Equipment documentation	[1] pp. 32		
9.	Writing reports - progress	[1] pp. 60		
10.	Technical writing	[1] pp. 64		
11.	Schedules; Speculating	[1] pp. 78		
12.	Predictions about AI	[2] shared material	to be submitted	Week 12
13.	Test 2			

### 13. 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 description.

#### Method for monitoring attendance

attendance sheet

#### ASSESSMENT

To complete the course students are required to submit their presentations in due time and deliver them during the 15-week semester (presentation cannot be delivered during the exam period), and pass the final test.

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

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

To complete the course students must deliver their presentation in due time (no presentations will be accepted in the exam period), and to do the final test with a result of min. 40%.

Type	Assessment	Ratio in the final grade
Class assignments	max 100 points	30 %
Tests	max 100 points	70 %

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

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 together with the original grade when the final course grade is calculated. By re-taking a test the grade can also be negatively affected.

#### 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.

## **14. SPECIFIED LITERATURE**

*In order of relevance. (In Neptun ES: Instruction/Subject/Subject details/Syllabus/Literature)*

### **compulsory reading and availability**

[1.] Hollett, Sydes: Tech Talk Intermediate, Oxford

[2.] shared Teams folder

### **RECOMMENDED LITERATURE**

[3.] Headway Academic Skills – Reading, Writing and Study Skills, Level 3 by Richard Harrison, OUP 2011