

## COURSE SYLLABUS AND COURSE REQUIREMENTS

### ACADEMIC YEAR 2023/2024 SEMESTER I

<i>Course title</i>	Professional English Practice Advanced
<i>Course Code</i>	SZE086AN
<i>Hours/Week: le/pr/lab</i>	2 hr/week
<i>Credits</i>	2
<i>Degree Programme</i>	All
<i>Study Mode</i>	Full time
<i>Requirements</i>	Midterm Mark
<i>Teaching Period</i>	2023/2024 I
<i>Prerequisites</i>	None
<i>Department(s)</i>	Centre for Foreign Languages for Technical Purposes
<i>Course Director</i>	Julia Török
<i>Teaching Staff</i>	Marcus Juby

## COURSE DESCRIPTION

This course is for those students who have at least an intermediate level of English that lets them comfortably communicate with others. A significant amount of time is dedicated to students working as part of a team on challenging topics with a focus on communication and problem solving skills – soft skills which are readily sought after in our globalised world. Topics covered include critical thinking, intercultural communication, group dynamics and working as part of a team, presentation, recruitment and academic articles.

## SYLLABUS

### 1. GOALS AND OBJECTIVES

#### Objectives:

Students will improve their soft-skills which are often overlooked but vitally needed in a professional environment – critical thinking, presentation skills, working as part of a group and recruitment.

#### Generic learning outcomes:

The course will focus on:

- reading and understanding a range of authentic texts
- listening to lectures, presentations and interviews
- how to prepare and give presentations
- tips for solving the challenges of working as part of a team.

Students should have a level of English which allows them to easily communicate with others in the classroom. They should also have an open mind about working with students from a variety of backgrounds and cultures.

## 2. COURSE CONTENT

### TOPICS

LECTURE	
	<ol style="list-style-type: none"> <li>1. Culture and intercultural communication</li> <li>2. Cultural dilemmas</li> <li>3. Using powerpoint effectively</li> <li>4. Personality tests and group dynamics</li> <li>5. Critical thinking</li> <li>6. Project management software</li> <li>7. Project work</li> <li>8. Careers and recruitment</li> <li>9. Academic writing</li> </ol>

## DETAILED SYLLABUS AND COURSE SCHEDULE

ACADEMIC HOLIDAYS INCLUDED

### LECTURE

week	Topic	Compulsory reading	Required tasks	Completion date, due date
1.	Registration			
2.	Cultural and intercultural communication I	Uploaded to teams		
3.	Cultural and intercultural communication II	Uploaded to teams	Mini presentation	September 19 <sup>th</sup>
4.	Personality tests and group dynamics	Uploaded to teams		
5.	Presentations and public speaking	Uploaded to teams		
6.	Critical thinking I	Uploaded to teams	Mini presentation	October 10 <sup>th</sup>
7.	Critical thinking II	Uploaded to teams		
8.	Project management software	Uploaded to teams		
9.	Project work	Uploaded to teams		
10.	Project work		Project presentation and report	
11.	Careers and recruitment	Uploaded to teams		
12.	Careers and recruitment	Uploaded to teams		
13.	Academic writing	Uploaded to teams	Professional Development Roadmap	November 21 <sup>st</sup>

Important: All material will be uploaded to Teams

## 3. ASSESSMENT AND EVALUATION

(Neptun: Instruction/Subjects/Subject Details/Syllabus/Examination and Evaluation System)

### 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 or does not participate effectively in groupwork.

To get the most out of this class you need to attend to practice your English and communication skills with others, so attendance is especially important.

#### Method for monitoring attendance

Register

### ASSESSMENT

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Course resulting in mid-term grade (PTE )

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

Type	Assessment	Ratio in the final grade
<i>Attendance and active participation</i>	<i>10 points</i>	<i>10%</i>
<i>Mini presentation I (150 seconds)</i>	<i>5 points</i>	<i>5%</i>
<i>Mini presentation II (150 seconds)</i>	<i>5 points</i>	<i>5%</i>
<i>Professional Development Roadmap</i>	<i>40 points</i>	<i>40%</i>
<i>Group project work</i>	<i>40 points</i>	<i>40%</i>

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

There will be the chance to resit the test in week 14. Contact the teacher if you would like to request an extension for late submission of assignments.

**Grade calculation as a percentage**

Course grade	Performance in %
excellent (5)	85 % ...
good (4)	70 % ... 85 %
satisfactory (3)	55 % ... 70 %
pass (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.] Unless otherwise notified all course materials and links will be uploaded to MS-Teams and Moodle