# COURSE SYLLABUS AND COURSE REQUIREMENTS
## ACADEMIC YEAR 2023/2024 SEMESTER 2

| | |
|---|---|
| *Course title* | **ENGLISH FOR WORKPLACE COMMUNICATION** |
| *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* | Ms Júlia Török |
| *Teaching Staff* | Ms Tímea Györök |

## COURSE DESCRIPTION

The course is designed to equip university students with the essential language skills for effective communication in professional workplace settings. It is recommended to students with 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. *Careers in Engineering, CV* |
| | 2. *Job advertisements, job interview* |
| | 3. *Project planning* |
| | 4. *Services and systems* |
| | 5. *Working online* |
| | 6. *Data* |
| | 7. *Decisions, suggestions* |
| | 8. *Innovation* |

# 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. | Careers in engineering – describing work; online profile; CV | Business Result Int. Unit 1 | Writing a profile / CV | Week 4 |
| 3. | Job advertisements; job interview | | | |
| 4. | Projects; planning, giving updates on projects | Business Result Int. Unit 3 | Planning a project | Week 6 |
| 5. | Services and systems; features and benefits, comparisons, writing e-mails | Business Result Int. Unit 4 | Presentation | Week 7 |
| 6. | Working online; rules, teleconferencing | Business Result Int. Unit 7 | | |
| 7. | **Mid-term Presentation** | | | |
| 8. | Spring holiday | | | |
| 9. | Data; future predictions, presenting visual information | Business Result Int. Unit 8 | Presenting visual information | Week 12 |
| 10. | Decision-making; meetings, making suggestions and recommendations | Business Result Int. Unit 11 | | |
| 11. | Pollack Expo | | | |
| 12. | Innovation; presenting new ideas | Business Result Int. Unit 12 | Mini-presentation: presenting a new idea | Week 14 |
| 13. | Revision | | | |
| 14. | **Mini-presentations** | | | |

## 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 two presentations 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 |
|------|-----------|--------------------------|
| Mid-term Presentation | Max. 20 points | 40 % |
| Mini-presentation | Max. 20 points | 40 % |
| Assignments (min. two) | Max. 20 points | 20 % |

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

The presentations 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