

## COURSE SYLLABUS AND COURSE REQUIREMENTS

### ACADEMIC YEAR 2024/2025 SEMESTER 1

| <i>Course title</i>          | <i>English for Written Technical Communication</i>     |
|------------------------------|--|
| <i>Course Code</i>           | SZE102AN   |
| <i>Hours/Week: le/pr/lab</i> | 2  |
| <i>Credits</i>               | 2  |
| <i>Degree Programme</i>      | all  |
| <i>Study Mode</i>            | full time  |
| <i>Requirements</i>          | course grade   |
| <i>Teaching Period</i>       | autumn /spring   |
| <i>Prerequisites</i>         | Placement test   |
| <i>Department</i>            | Department of Foreign Languages for Technical Purposes |
| <i>Course Director</i>       | Julia Török  |
| <i>Teaching Staff</i>        | Julia Török  |

## COURSE DESCRIPTION

The course is designed for students attending engineering higher education. It requires an intermediate knowledge of English. This course bridges the gap between academic and technical English and introduces students to the principles of effective written communication and critical reading. The selection of materials focuses on the needs of engineering professionals. The course features thought-provoking topics with several articles and texts on the latest developments in technology and engineering. These texts are used as resources for technical vocabulary and models for the passages to be written by students. Students practise note taking, paraphrasing, writing technical descriptions, summaries, reviews, posters and learn the skills of developing an argument and analysing visual information. The course develops students' understanding of how they can avoid plagiarism. Students will have individual tasks but they will also work in pairs or teams.

## SYLLABUS

### 1. GOALS AND OBJECTIVES

The aim of the course is to help students understand the conventions of technical writing in English and develop their ability to write in a professional manner.

## 2. COURSE CONTENT

### TOPICS

#### PRACTICE

Tools for writing assignments and how to use them  
Video: 5G  
Writing: giving a definition, developing an argument  
Reading: 3D printing  
Writing: crediting sources, avoiding plagiarism  
Reading: robots  
Writing: note taking, comparing and contrasting  
Reading: waste management technologies  
Writing: proposals  
Reading: Dyson electronics  
Writing: summary  
Reading: subterranean hotel  
Writing: collecting information from sources, referencing  
Reading: BIM  
Writing: technical description  
Reading: 50 things that made the modern economy  
Writing: finding key pieces of information and giving a brief summary  
Reading: engineering feats  
Writing: supporting views with arguments  
Reading and writing: understanding and writing about visual information

## DETAILED SYLLABUS AND COURSE SCHEDULE

### PRACTICE

| week | Topic   | Compulsory reading; page   | Required tasks   | Deadline     |
|------|---|--|--|--------------|
| 1.   | Placement test  |  | <a href="https://forms.gle/ENg1XPW1svGNEkwn9">https://forms.gle/ENg1XPW1svGNEkwn9</a>  | 14 February  |
| 1.   | Placement test  |  | <a href="https://forms.gle/231rWFZoBvyFvzbJ9">https://forms.gle/231rWFZoBvyFvzbJ9</a>  | 11 September |
| 3.   | Introduction to the course<br>Tools for writing assignments and how to use them | Handout 1  | Teams: Week 2 Writing Assignment   | 18 September |
|      | Video: 5G<br>Writing: giving a definition, developing an argument               | How 5G will change the farming industry (video)<br><a href="https://www.youtube.com/watch?time_continue=2&amp;v=oZDM-Ojls-s">https://www.youtube.com/watch?time_continue=2&amp;v=oZDM-Ojls-s</a>   | In-class assignment: answering questions, gap-fill<br>In-class assignment: the most interesting current developments in engineering, technology or architecture<br><br>Teams assignment: definitions | 25 September |
| 4.   | Video: 3D printing<br>Writing: crediting sources, avoiding plagiarism           | 3D printing (video)<br><br>Plagiarism quiz<br><br>Paraphrasing (handout)   | In class: Comprehension questions<br>Teams assignment: writing a summary avoiding plagiarism (paraphrasing)  | 2 October    |
| 5.   | Reading: robots<br>Writing: note taking, comparing and contrasting              | Fully autonomous warehouse robots (article)<br><br>Robot Dog Spot: What Futuristic Things Can it ACTUALLY Do? (Boston Dynamics)<br><a href="https://www.youtube.com/watch?v=mqDncPrTl2w">https://www.youtube.com/watch?v=mqDncPrTl2w</a>   | In-class assignment: gap-fill and comprehension questions<br><br>Teams assignment: comparing and contrasting   | 9 October    |
| 6.   | Reading: waste management technologies<br>Writing: proposals                    | Waste management in Pécs in 2018<br>Waste management data: municipal waste in EU countries<br>Hazardous waste (video)<br>Envac's automated waste management system (video)<br><a href="https://vimeo.com/121141402">https://vimeo.com/121141402</a><br><br>How to write a proposal | Teams assignment: engineering proposal   | 16 October   |
| 7.   | Reading: Dyson electronics<br>Writing: summary                                  | Sir James Dyson: from barrows to billions (article)  | In-class reading comprehension questions   | 6 November   |

|     |   |   |   |             |
|-----|---|---|---|-------------|
|     |   | The spectacular growth of Dyson (charts)<br>Providing information about an innovative product /invention: the main points of a summary (handout)  | Teams assignment: The James Dyson Award – winning projects (summary)  |             |
| 8.  | National holiday – no class   |   |   | 23 October  |
| 9.  | Autumn holiday – no class   |   |   | 30 October  |
| 10. | Reading: subterranean hotel<br>Writing: collecting information from sources, referencing  | This is how China was able to build the world's first subterranean hotel<br><a href="https://www.architecturaldigest.com/story/china-build-worlds-first-subterranean-hotel">https://www.architecturaldigest.com/story/china-build-worlds-first-subterranean-hotel</a><br>Referencing, citational styles | In-class assignment: comprehension questions and vocabulary quiz<br><br>Teams assignment: An interesting building in your country (finding reliable professional sources)   | 13 November |
| 11. | Reading: BIM<br>Writing: technical description  | What is BIM?<br><a href="https://www.pbctoday.co.uk/news/digital-construction/bim-news/what-is-bim/40457/">https://www.pbctoday.co.uk/news/digital-construction/bim-news/what-is-bim/40457/</a><br><br>Giving a technical description (handout)   | In-class assignment: comprehension questions<br><br>Teams assignment: technical description   | 20 November |
| 12. | Reading: 50 things that made the modern economy<br>Writing: finding key pieces of information in a long text and giving a brief summary | 50 Things That Made the Modern Economy (BBC podcast episodes/ articles related to engineering, technology and architecture) – list with links provided in Teams folder  | In-class task: Writing the outline of the article summary<br><br>Teams assignment: 50 Things (article summary)  | 27 November |
| 13. | Reading: engineering feats<br>Writing: supporting views with arguments  | National Academy of Engineering: The Greatest Engineering Achievements of the 20 <sup>th</sup> century<br><a href="http://www.greatachievements.org/">http://www.greatachievements.org/</a><br><br>The language of arguments (handout)  | In-class task (in groups): drawing up the list of the greatest engineering achievements of the first decades of the 21 <sup>st</sup> century<br><br>Teams assignment: the greatest engineering achievements of the first decades of the 21 <sup>st</sup> century (with reasons) | 4 December  |
| 14. | Reading and writing: understanding and writing about visual information   | Graphs and charts quiz<br>Useful vocabulary to write about charts and graphs (handout)  | Teams assignment: charts, graphs and diagrams   | 4 December  |

## 4. 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 a 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

#### **Course resulting in mid-term grade**

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

| Type                               | Assessment          | Ratio in the final grade |
|------------------------------------|---------------------|--------------------------|
| assignments                        | 10 x 15 = 150 marks | 72%                      |
| class attendance and participation | 12 x 5 = 60 marks   | 28%                      |

#### **Re-take exam and late assignment submission procedure and assessment**

A maximum of two missed assignments can be submitted in the last two weeks of the semester through the Assignment set up on Teams for late submissions.

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

| Course grade     | Performance in % |
|------------------|------------------|
| excellent (5)    | 85 % ...         |
| good (4)         | 71 % ... 84 %    |
| satisfactory (3) | 55 % ... 70 %    |
| pass (2)         | 40 % ... 54 %    |
| fail (1)         | below 40 %       |

## 5. SPECIFIED LITERATURE

### COMPULSORY READING

Articles and videos specified in the detailed syllabus (all materials to be found in the Teams folder by week)