

COURSE SYLLABUS AND COURSE REQUIREMENTS

ACADEMIC YEAR 2025/2026 SEMESTER 2

Course title	ENGLISH FOR WORKPLACE COMMUNICATION
<i>Course Code</i>	SZE109AN
<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>Assessment</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>	Ms Júlia Török
<i>Teaching Staff</i>	Ms Tímea Györök

COURSE DESCRIPTION

This course is designed to equip engineering students with effective English communication skills necessary for the modern workplace. The course will focus on practical communication strategies, enhancing speaking, listening, reading, and writing skills in professional settings. It will prepare students to participate confidently in meetings, presentations, and written correspondence in English. It is recommended to students with at least an upper-intermediate (B2) level 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. *Effective workplace communication*
2. *Careers in Engineering, job descriptions, job advertisements*
3. *CV, cover letter*
4. *Job interview*
5. *Project planning; making suggestions*
6. *Presentation techniques*
7. *Collaboration*
8. *Conflict management*
9. *Making decisions*

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.	Effective workplace communication, problem-solving	material uploaded to Teams / Files		
3.	Careers in engineering – describing work; Job advertisements	material uploaded to Teams / Files		
4.	CV, cover letter	Business Result Int. Unit 1	CV (written)	Week 6
5.	Job interview	material uploaded to Teams / Files		
6.	Projects; planning, making suggestions	Business Result Int. Unit 3	Project plan – presentation (spoken)	Week 8
7.	Presentation techniques	material uploaded to Teams / Files		
8.	Mid-Term Presentation – Project plan			
9.	Spring Break			
10.	Collaboration	material uploaded to Teams / Files	Project work (written and spoken)	Week 12 and 14
11.	Pollack Expo			
12.	Conflict management	material uploaded to Teams / Files		
13.	Making decisions	material uploaded to Teams / Files		
14.	Final Presentation – Project Work			

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 presentations and the assignments with a minimum of 40% performance on due time.

The following regulations apply to the use of AI:

1. *Guidelines for the Use of Artificial Intelligence at UP FEIT*
2. *Guidelines for the Use of Artificial Intelligence in Language Classes at UP FEIT*

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 %
Final Presentation	Max. 20 points	40 %
Assignments	Max. 20 points	20 %

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

The presentations and the assignments can each be made up or 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.] Michael Duckworth, John Hughes, Rebecca Turner: Business Result Upper-Intermediate, OUP
- [2.] I. Dubicka, M. Rosenberg, B. Dignen, M. Hogan, L. Wright: Business Partner B2+, Pearson
- [3.] A Teams / Files mappákba feltöltött feladatlapok, egyéb kiegészítő anyagok.