

Óbuda University		Alba Regia Technical Faculty		
Name and code of the subject: Business Communication GRKUKAKTNC ECTS:2				
Faculties in which the subject is taught: Technical management BSc, Electrical engineering BSc, Computer engineering BSc				
Responsible teacher:		Machata Marianna	Teacher:	Machata Marianna
Weekly:2	Lecture:	Classroom practice:2	Lab practice:	Consultation:2
Type of evaluation: (practice, grade.):	Practice grade			
Curriculum				
<p>Aim: To expedite students' effective communication in the multicultural business and industrial context by operating relevant language competencies and strategic learning in support of business objectives and organizational goals. To encourage them to strive for professional development and have a better understanding of cultural and linguistic diversity both at the individual and societal-collective level. To facilitate their becoming a cooperative member of an educational institution and community abroad. To help their accommodating to living and working in a motivating environment that challenges their intellectual resources and facilitates their personal contribution to collective success and effectiveness of the organization that finds them suitable to be employed. in the highly competitive global market.</p> <p>To prepare students for job seeking, job interviews by conducting interactive trainings to develop their foreign language knowledge, strategic competences, intercultural awareness, as well as their written, oral and presentation skills.</p> <p>To contribute to their successful accomplishment of university and language exams, for example LCCI, TOEIC, and national language examinations accredited in Hungary. Advise students on the style, language and content of their theses.</p>				
Schedule				
Week	Topic			Number of contact hours
1	Making contact Tense revision I. .			2
2	Modern business communication Tense Revision II.			2
3.	CV, motivation letter, job interviews Articles and quantifiers - Passive Voice			2
4	Process writing Joining sentences-participles, relative causes.			2
5	Education and skills for a career Modal verbs			2
6.	Exchanging information Questions –question tags			2
7	Progress Test I.			2
8.	Meetings, norms of conduct Comparing and contrasting., repair actions			2
9.	Entertaining visitors If...sentences - reported speech			2
10.	Making a presentation Phrasal verbs I.			2
11.	Understanding, interpreting visual information. Phrasal verbs, verbs + prepositions			2
12.	Discussion techniques Linking words – speech functions			2
13.	Grammar and vocabulary review.			2
14.	Progress Test II.			2
Requirements				
Missed classes coverage:	In accordance with the related paragraphs of academic regulations			
Signature requirements	1.Successful accomplishment (min. 50%) of two mid-term progress tests 2.Oral presentation of the student's choice based on a topic indicated in the syllabus.			
References:				
Compulsory:	Baade, Holloway, Scrivener, Turner: Business Result Advanced, OUP, 2011 Angela Fagan: Brilliant job hunting, 3rd edition, 2011 Pearson Education Limited			
	Debrecen University Foreign Language Centre: DExam mintafeladatok, (DExam sample tasks), 2008			
Further reading:	How to pass. LCCI mintafeladatok, LCCI sample tasks, 2008 Colin Payton: LCCI English for Business, 2009, Macmillan Testbuilders, on-line materials			