

<b>Obuda University</b>		Alba Regia Technical Faculty		
<b>Subject designation and code: Business CommunicationAMIUKAKTND</b>		<b>Credits:2</b>		
<i>Full-time program</i>		<i>academic year: 2016/17</i>		<i>2. félév(.szemeszter):</i>
Faculties where the subject is taught: technical manager, electrical engineer, informatic engineer				
Subject supervisor:	Machata Marianna		Tutor:	Machata Marianna
Prerequisites:: (code)	no			
Weekly hours:2	Lecture:	Classroom:.:2	Laboratory:	Consultation:2
Measuring points (f):	mid-term mark based on the mid-term tests and term-project			
<b>Course program - Teaching content – Learning objectives</b>				
<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. Live and work 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>				
<i>Syllabus:</i>				
<b>Topics</b>				<b>Number of contact hours</b>
1 Person to person - First impressions		Tense revision I.		2
2 Interviews, CV and motivation letter –Presentation techniques		Tense Revision II.		2
3. Motivation		Articles and quantifiers - Passive Voice		2
4 On schedule – New ideas		Joining sentences- relative causes.		2
5 Education and skills for a career		Modal verbs II.		2
6.Exchanging information - Meetings		Questions –question tags		2
7 Progress Test I.				2
8. Ethical business		Comparing and contrasting.		2
9. Customer service - Entertaining visitors		If...sentences - reported speech		2
10. Making decisions		Phrasal verbs I.		2
11.Outsourcing - Understanding 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
Measuring and grading	
Maximum number of missed sessions: 3 times	
Supplement midterm exams:	According to the training and exam regulations
Requirements of teacher's signature:	Attendance according to the pre-defined pattern. Average results of tests at least 50%. and successful delivery of one oral presentation and submission of a 200-word report on the basis of the assigned project work in accordance with the deadline.
Grading (mid-term mark): 0-50%-Fail, 51-60%-Pass, 61-70%-Satisfactory, 71-80%-Good, 81-90%-Excellent Average results of the mid-term and the final test give 50% The result of the ter-project presentation and report gives 50%	
<b>Literature:</b>	
Mandatory:	Michael Duckworth & Rebeca Turner: Business Result Upper-intermediate, 2008
	Debreceni Egyetem IK: DExam sample tests, , University of Debrecen, 2015
Recommend edl:	How to pass. LCCI sample tests, 2008

2017-01-05 - Valid from 5th of january until further modification

Machata Marianna

nyelvtanár