

Óbudai Egyetem University of Óbuda		Alba Regia Műszaki Kar Alba Regia Technical Faculty		
Tantárgy neve és kódja: Business Communication. AMKBCOKBNE Course, course code: Business Communication AMKBCOKBNE				
Szakok: villamosmérnök, gépészmérnök, informatikus mérnök, geoinformatikus, műszaki menedzser Specializations: electrical, mechanical, informatic, geoinformatic engineering, technical management				
Tantárgyfelelős oktató: Subject supervisor:	Machata Marianna		Tutor:	Machata Marianna
Előtanulmányi feltételek: Prerequisites:	nincs/no			
Heti óraszámok:2 Weekly hours:2	Előadás: Lecture	Tantermi gyak.: 2 Classroom:2	Laborgyakorlat: Laboratory	Konzultáció:2 Consultation
Számonkérés módja: Measuring points/Evaluation	mid-term test, end-of-term test, term-project/presentation			
Course program - Teaching content – Learning objectives				
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. 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. 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.				
<i>Tematika/Syllabus:</i>				
Topics				Óraszám/Number of contact hours
1 First impressions, Tense revision I.				2
2 Motivation. - presentation techniques, Tense Revision II., Articles and quantifiers				2
3. On schedule. Joining sentences- The passive voice				2
4. New ideas. Modal verbs				2
5. Customer Service. Relative clauses				2
6. Ethical business. Participles, Conditionals				2
7 Mid-term Test				2
8. Culture, Intercultural awareness - Conditionals. Adjectives, Comparatives, Superlatives				2
9. Employees, CV and motivation letter, Job interviews, Reported speech.				2
10. New business. Writing letters, e-mails, memos, reports, notices. Essay types. The causative				2
11. Career breaks, Career development, Synonyms, antonyms, paraphrasing. Phrasal verbs				2
14. End-of-term Test				2

Félévközi követelmények/Measuring and grading
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According to the training and exam regulations.

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%-Excellent

Average results of the mid-term and the final test give 50%

The result of the term-project presentation and report gives 50%

Irodalom/Literature:	
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Kötelező/Mandatory:	Business Result Upper-Intermediate, OUP, 2011 Fagan, A. (2011). Brilliant job hunting. Pearson Education Limited
Ajánlott/Recommended:	How to pass. LCCI mintafeladatok, 2008

2018-06-06.

Machata Marianna

nyelvtanár