



# **SUBJECT DATASHEET**

**Professional writing – English - C1**

**BMEGT60W71A**

# I. SUBJECT DESCRIPTION

## 1. SUBJECT DATA

### Subject name

Professional writing – English - C1

### ID (subject code)

BMEGT60W71A

### Type of subject

contact hours

### Course types and lessons

<i>Type</i>	<i>Lessons</i>
Lecture	0
Practice	2
Laboratory	0

### Type of assessment

mid-term mark

### Number of credits

2

### Subject Coordinator

<i>Name</i>	<i>Position</i>	<i>Contact details</i>
Kaplonyi Barbara Mercedes	language teacher	kaplonyi.barbara@gtk.bme.hu

### Educational organisational unit for the subject

Centre of Modern Languages

### Subject website

[www.inyk.bme.hu](http://www.inyk.bme.hu)

### Language of the subject

angol – EN

### Curricular role of the subject, recommended number of terms

Programme: **Language subjects**

Subject Role: **Elective**

Recommended semester: **0**

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### Direct prerequisites

**Strong** None

**Weak** - C1 szintnek nagyjából megfelelő nyelvtudás / language competence close to C1 level

**Parallel** None

**Exclusion** None

### Validity of the Subject Description

Approved by the Faculty Board of Faculty of Economic and Social Sciences, Decree No: 580768/11/2022. Valid from: 26.10.2022.

## 2. OBJECTIVES AND LEARNING OUTCOMES

### Objectives

The course is aimed to improve the students' writing skills. It equips them with the key characteristics of academic prose (theses, written materials to be submitted, scientific articles), while also helping them to become familiar with the typical genres and language use of economy and business (e.g. memos, reports).

### Academic results

#### Knowledge

1. Students are familiar with the basics of written rhetoric in English.
2. They are aware of the specific linguistic features of theses, scientific articles, reports, official emails and summaries.
3. They understand the structure and organisation of the above types of texts.
4. They are able to distinguish between the features of formal (academic) written and colloquial language in terms of vocabulary and grammar.

#### Skills

1. They can produce academic prose.
2. They are able to summarise longer technical articles.
3. They can avoid the pitfalls of plagiarism.
4. They can add in-text citations and bibliographies in the required formats.
5. They can use the various reference managers and online collections (e.g. Zotero, MyBib, Academic Phrasebank).
6. They are able to analyse charts, graphs and tables.

#### Attitude

1. They strive to create high-quality, linguistically precise texts.
2. They accept the written rhetorical conventions of the English-speaking world.
3. They are open to use the latest online tools.

#### Independence and responsibility

1. They take responsibility for improving their own written communication.

### Teaching methodology

The course focuses on improving writing skills, but also includes discussions in pairs or groups, as well as collaborative tasks in writing.

### Materials supporting learning

- A témák feldolgozásához előkészített videós és írott anyagok. - Video and written materials to be used for the various topics.

## II. SUBJECT REQUIREMENTS

### TESTING AND ASSESSMENT OF LEARNING PERFORMANCE

#### General Rules

Evaluation comprises of regular attendance, (30% of lessons can be skipped), active participation in lessons, and completing and submitting assignments and tests at a satisfactory level.

#### Performance assessment methods

In line with the general characteristics of teaching foreign languages, assessment will be applied with a process approach, which also includes optional elements, such as essays, summaries, the abstracts and introductions of scientific articles, as well as business texts; these will form the basis of the assessment.

#### Percentage of performance assessments, conducted during the study period, within the rating

- assignments and tests : 100

#### Percentage of exam elements within the rating

#### Conditions for obtaining a signature, validity of the signature

#### Issuing grades

Excellent	100
Very good	90-95
Good	80-89
Satisfactory	70-79
Pass	50-69
Fail	0-49

#### Retake and late completion

#### Coursework required for the completion of the subject

részvétel a kontakt tanórákon	28
félévközi készülés a gyakorlatokra	14
felkészülés a teljesítményértékelésekre	4
házi feladat elkészítése	14
összesen	60

#### Approval and validity of subject requirements

Consulted with the Faculty Student Representative Committee, approved by the Vice Dean for Education, valid from: 10.10.2022.

# III. COURSE CURRICULUM

## THEMATIC UNITS AND FURTHER DETAILS

### Topics covered during the term

• Characteristics of writing academic prose. • Writing paragraphs, essays and summaries. • Writing academic theses. • The structure of academic prose. • Citations, bibliographies. • Plagiarism. • Characteristics of business texts. • Business emails. • Memos • Business reports.

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### Additional lecturers

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### Approval and validity of subject requirements