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

Type	*Lessons*
Lecture	0
Practice	2
Laboratory	0

Type of assessment
midterm mark

Number of credits
2

Subject Coordinator

Name	*Position*	*Contact details*
Dr. Wenszky Nóra	egyetemi tanársegéd	wenszky.nora@gtk.bme.hu

Educational organisational unit for the subject
Centre of Modern Languages

Subject website
www.inyk.bme.hu

Language of the subject
angol - EN

Curricular role of the subject, recommended number of terms

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: 580884/8/2023 registration number. Valid from: 29.11.2023.

2. OBJECTIVES AND LEARNING OUTCOMES

Objectives

The course is aimed to improve the students' writing skills. It equips them with the key characteristics of academicc 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 incudes 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 ap-proach, 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**: 100

Percentage of exam elements within the rating

Conditions for obtaining a signature, validity of the signature

-

Issuing grades

Excellent	95
Very good	89-94
Good	76-88
Satisfactory	63-75
Pass	50-62
Fail	0-49

Retake and late completion

According to the regulations of the Codes of Studies

Coursework required for the completion of the subject

participation in contact lessons	28
preparation for practice sessions	14
preparation for qualification procedures	4
preparation of home assignements	14
Total	60

Approval and validity of subject requirements

Consulted with the Faculty Student Representative Committee, approved by the Vice Dean for Education, valid from: 06.11.2023.

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.

1 -

Additional lecturers

-

Approval and validity of subject requirements