



# **SUBJECT DATASHEET**

**English for Business and Communication I.**

**BMEGT63ABC1**

# I. SUBJECT DESCRIPTION

## 1. SUBJECT DATA

### Subject name

English for Business and Communication I.

### ID (subject code)

BMEGT63ABC1

### 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

0

### Subject Coordinator

<i>Name</i>	<i>Position</i>	<i>Contact details</i>
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### Educational organisational unit for the subject

Centre of Modern Languages

### Subject website

<https://edu.gtk.bme.hu>

### Language of the subject

angol - ENG

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

Programme: **Business administration and management Bachelor's Programme from 2021/22/Term 1**

Subject Role: **Compulsory elective**

Recommended semester: **0**

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Programme: **Engineering Management Bachelor's Programme from 2015/16/Term 1**

Subject Role: **Compulsory elective**

Recommended semester: **0**

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Programme: **Engineering Management Bachelor's Programme from 2017/18/Term 1**

Subject Role: **Compulsory elective**

Recommended semester: **0**

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Programme: **International Management Bachelor's Programme from 2018/19/Term 1**

Subject Role: **Compulsory elective**

Recommended semester: **0**

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Programme: **International Management Bachelor's Programme from 2020/21/Term 1**

Subject Role: **Compulsory elective**

Recommended semester: **0**

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Programme: **Finance and Accounting Bachelor's Programme from 2019/20/Term 1**

Subject Role: **Compulsory elective**

Recommended semester: **0**

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Programme: **Business Administration and Management Bachelor's Programme from 2018/19/Term 1**

Subject Role: **Compulsory elective**

Recommended semester: **0**

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### Direct prerequisites

**Strong** None

**Weak** None

**Parallel** None

**Exclusion** None

### Validity of the Subject Description

Pre-2017, next review September 2021





## 2. OBJECTIVES AND LEARNING OUTCOMES

### Objectives

The aim of the course is to make students use the contents learned during their professional studies in foreign language communication situations. During the course, real work situations are simulated and students are encouraged to communicate and make professional decisions in these situations in English.

### Academic results

#### Knowledge

1. Students acquire the language registers that are indispensable for building corporate relationships, conducting meetings and discussions.
2. They recognize the importance of non-verbal communication (e.g., dressing, handshake, physical contact) in business.

#### Skills

1. After completing the course, the students' linguistic and communicative competence will be appropriate for their language level.
2. Students can gather material and process texts and information to solve work situations.
3. They are to communicate fluently and accurately in simulated work situations.
4. Students can talk adequately about their own professional background, interests, current projects and future plans.

#### Attitude

1. Student realize that they need to develop their professional language and social competencies, there-fore, they strive to participate as actively as possible in pair and group work.
2. Students are open to listening to and accepting the different perspectives of group members.

#### Independence and responsibility

1. Students are motivated to develop their language skills outside the classroom, too.
2. They feel responsible and have strategies for further developing their language skills.

### Teaching methodology

Taking into account the students' needs, we set the goals to be achieved and choose the topics accordingly. During the learning process, students develop life-like situations. When developing language skills, the main focus is on fluent and spontaneous interaction.

### Materials supporting learning

- Texts, videos and tasks based on the goals and topics.

## II. SUBJECT REQUIREMENTS

### TESTING AND ASSESSMENT OF LEARNING PERFORMANCE

#### General Rules

#### Performance assessment methods

Az idegennyelv-oktatás sajátosságaihoz igazodva folyamatos értékelés történik, különböző írásbeli és szóbeli feladatokat végeznek a hallgatók, pl. üzleti terv, email vagy esszé írása, szituációk, szóbeli összefoglalók.

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

● : 100%

#### Percentage of exam elements within the rating

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

#### Issuing grades

Excellent	96-100
Very good	90-95
Good	80-89
Satisfactory	70-79
Pass	60-69
Fail	0-59

#### Retake and late completion

TVSZ szerint

#### 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
kijelölt írásos tananyag önálló elsajátí-tása -	
zárthelyire felkészülés	-
összesen	60

#### Approval and validity of subject requirements

# III. COURSE CURRICULUM

## THEMATIC UNITS AND FURTHER DETAILS

### Topics covered during the term

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- 1 Az üzleti társasági/társadalmi élethez kapcsolódó kommunikáció
- 2 A telefonálás tartalmi és stilisztikai követelményei
- 3 Prezentációs technikák
- 4 A munkahelyi megbeszélések során alkalmazott kommunikációs stratégiák
- 5 Tárgyalástechnika
- 6 Esettanulmányok feldolgozása

### Additional lecturers

### Approval and validity of subject requirements