



SUBJECT DATASHEET

English for Business and Communication I.

BMEGT60Z80A

I. SUBJECT DESCRIPTION

1. SUBJECT DATA

Subject name

English for Business and Communication I.

ID (subject code)

BMEGT60Z80A

Type of subject

contact hours

Course types and lessons

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

Type of assessment

midterm 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

www.inyk.bme.hu

Language of the subject

angol – EN

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**

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

Subject Role: **Compulsory elective**

Recommended semester: **0**

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

Subject Role: **Compulsory elective**

Recommended semester: **0**

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

Subject Role: **Compulsory elective**

Recommended semester: **0**

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

Subject Role: **Compulsory elective**

Recommended semester: **0**

Programme: **International Management Bachelor's Programme from 2022/23/Term 1**

Subject Role: **Compulsory elective**

Recommended semester: **1**

Direct prerequisites

Strong None

Weak None

Parallel None

Exclusion None

Validity of the Subject Description

Approved by the Faculty Board of Faculty of Economic and Social Sciences, Decree No: 581046/15/2021. Valid from: 24.11.2021.

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, therefore, 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

- A célok és a témák alapján választott szövegek, videók és arra épülő feladatok. - Texts, videos and tasks based on the goals and topics.

II. SUBJECT REQUIREMENTS

TESTING AND ASSESSMENT OF LEARNING PERFORMANCE

General Rules

Teljesítési követelmény: órákon való aktív részvétel (megengedett hiányzás 30%), valamint a félév során kiadott fel-adatok és/vagy dolgozatok teljesítése.

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

- írásbeli és szóbeli feladatok: 100

Percentage of exam elements within the rating

Conditions for obtaining a signature, validity of the signature

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Issuing grades

Excellent	95-100
Very good	89-94
Good	76-88
Satisfactory	63-75
Pass	50-62
Fail	0-49

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

Approval and validity of subject requirements

Consulted with the Faculty Student Representative Committee, approved by the Vice Dean for Education, valid from: 08.11.2021.

III. COURSE CURRICULUM

THEMATIC UNITS AND FURTHER DETAILS

Topics covered during the term

Az üzleti társasági/társadalmi élethez kapcsolódó kommunikáció A telefonálás tartalmi és stilisztikai követelményei Prezentációs technikák A munkahelyi megbeszélések során alkalmazott kommunikációs stratégiák Tárgyalástechnika Esettanulmányok feldolgozása

1 -

Additional lecturers

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Approval and validity of subject requirements