

## Course Programme

Subject name	<b>Communication Skills...</b>
Subject code	BMEGT6...
Lesson type, Lessons per week	Seminar, 2 lessons (90 minutes) once per week
Type of Mark	mid-semester mark
Number of Credits	2 credits
Recommended Entrance Requirements	Common European Framework of Reference for Languages level B2 (intermediate) or similar language knowledge <b>It is recommended that students take a level test (available in different languages on the <a href="http://www.inyk.bme.hu">www.inyk.bme.hu</a> website) to determine their language level and choose a suitable course.</b>
Programme aims	By the end of the course the student will have a linguistic skills and knowledge of language functions at C1 level which will allow him/her to communicate effectively in spoken and written form in situations which arise during his/her studies and professional life.
Competences	<i>Oral comprehension/ Speaking skills:</i> Students will be able to use various techniques to communicate with speakers of the target language with suitable efficacy and to work together in teams purposefully. <i>Written comprehension/Written composition:</i> Students will be able to organise and accurately convey the information content of written texts, and to write texts related to work and study abroad.
Topics covered	<ul style="list-style-type: none"> <li><input type="checkbox"/> Communication situations, Successful communication</li> <li><input type="checkbox"/> Information gathering, processing and organisation</li> <li><input type="checkbox"/> Taking notes and making outlines</li> <li><input type="checkbox"/> The structure, vocabulary and preparation of spoken presentations</li> <li><input type="checkbox"/> Conveying and relevantly using information</li> <li><input type="checkbox"/> Writing summaries and reports</li> <li><input type="checkbox"/> Making and evaluating oral presentations</li> <li><input type="checkbox"/> Job seeking, applications for scholarships and grants, CV and cover letter writing, writing formal letters</li> <li><input type="checkbox"/> Job interviews</li> <li><input type="checkbox"/> Expressing and justifying opinions, persuading</li> <li><input type="checkbox"/> Simulated debates</li> </ul>
Requirements for participation in the lessons	“If a student is absent from more than 30% of the total number of lessons of seminars [...] then he/she cannot obtain the credits of the subject.” Code of Studies and Exams, Article 14 (3)
Subject requirements	1/3 - the student's performance during the semester (including assembling a semester file). 1/3 – <i>presentation</i> : to be given during term time; on a subject of the student's choice from the material covered during the lessons; may be done in groups. 1/3 – <i>90-minute end of term written test</i> (based on the material taught, which includes a cover letter writing task and other tasks) and an <i>optional mid-term test</i> .