

Course Programme

Subject name	Communication Skills...
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 C1 (advanced) or similar language knowledge It is recommended that students take a level test (available in different languages on the www.inyk.bme.hu website) to determine their language level and choose a suitable course.
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"> • Communication situations, Successful communication • Information gathering, processing and organisation • Taking notes and making outlines • The structure, vocabulary and preparation of spoken presentations • Conveying and relevantly using information • Writing summaries and reports • Making and evaluating oral presentations • Job seeking, applications for scholarships and grants, CV and cover letter writing, writing formal letters • Job interviews • Expressing and justifying opinions, persuading • Simulated debates
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> .