

## Course Programme

Subject name	Manager communication...
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 awarded	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.invk.bme.hu">www.invk.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 the linguistic skills and knowledge of language functions at C' level which will allow him/her to communicate in commercial contexts and carry out the language related tasks necessary in technical management.
Competences	<i>Oral comprehension/ Speaking skills:</i> Students will be able to communicate effectively in typical conversational situations in the students' field, taking into consideration intercultural factors. <i>Written comprehension/Written composition:</i> Students will be able to understand texts and to produce grammatically accurate and professionally appropriate texts and to convey information related to the student's professional field.
Topics covered	<ul style="list-style-type: none"> <li>• Types of businesses (organisational structures)</li> <li>• Business description</li> <li>• Labour market (EU)</li> <li>• Job advertisements (job descriptions)</li> <li>• Job interviews, exchange of information (job seeking)</li> <li>• Business cultures in different countries, intercultural factors</li> <li>• Communication in the workplace: Making contact, telephone, email</li> <li>• Communication in the workplace: negotiations, meetings</li> <li>• Speaking about diagrams, graphs and tables</li> <li>• Product presentations, trade fairs</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) and an <i>optional mid-term test</i> .