

## Tárgytematika / Course Description

### Engineering Communication Skills

AJNB\_KMTA024

**Tárgyfelelős neve /**

**Teacher's name:** Dr. Buruzs Adrienn

**Félév / Semester:** 2022/23/1

**Beszámolási forma /**

**Assesment:** Folyamatos számonkérés

**Tárgy heti óraszám /**

**Teaching hours(week):** 1/2/0

**Tárgy féléves óraszám /**

**Teaching hours(sem.):** 0/0/0

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### OKTATÁS CÉLJA / AIM OF THE COURSE

#### COURSE DESCRIPTION

Through theory and practice, students learn about today's communication channels; they become familiar with the formal and substantive requirements for study-writing and become able to give and argue a lecture. Part of the course is preparing for a job interview, learning the rules of a resume and cover letter. Students hear about group roles and conflict situations, how to resolve them.

#### GOAL

The knowledge to be acquired in the subject is not directly related to the goals of the major, they go beyond it. The main goal of the course is for students to master the use of communication tools required in technical and scientific life at an appropriate level (introduction, study writing, making a presentation, lecture, etc.); become suitable for a job application (writing a resume and cover letter, occasionally attending a job interview). The competencies to be developed are important and primary for both the student's academic progress and later professional standing, but at the same time they are universal (not jobdependent).

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### TANTÁRGY TARTALMA / DESCRIPTION

#### COURSE CONTENT

Basics of communication. Study writing (Style, choice of topic, literature references, figures, tables, unity of text, proportions). Presentation of the study (making a presentation, giving a lecture). Student research work. Creative thinking. Conflict management, teamwork. Job search, preparation for a job interview. Writing a CV, cover letter.

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### SZÁMONKÉRÉSI ÉS ÉRTÉKELÉSI RENDSZERE / ASSESSMENT'S METHOD

#### EVALUATION CRITERIA

The reporting form of the course is continuous examination. In order to complete the course, several tasks must be submitted during the semester, by a given deadline.

The tasks are evaluated according to the criteria presented in advance.

#### MARKING SCHEME

0-49% fail (1)

50-59% satisfactory (2)

60-69% mediocre (3)

70-79% good (4)

80-100% excellent (5)

Dr. Adrienn Buruzs

Associate Professor

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#### **KÖTELEZŐ IRODALOM / OBLIGATORY MATERIAL**