Tárgytematika / Course Description

Engineering publication and presentation

EKNM_KETA045

Tárgyfelelős neve / Teacher's name: dr. Borsos Attila
Félév / Semester: 2021/22/1
Beszámolási forma / Assesment: Vizsga
Tárgy heti óraszáma / Teaching hours(week): 2/0/0
Tárgy féléves óraszáma / Teaching hours(sem.): 0/0/0

OKTATÁS CÉLJA / AIM OF THE COURSE

Main goal of the class is to improve the students' communication skills. Students get acquainted with the criteria related to the content and the fashion of scientific essays, requirements of PowerPoint slides and oral lectures. They also gain knowledge on job search, job application and interview.

TANTÁRGY TARTALMA / DESCRIPTION

Basics, role of communication. Writing a scientific essay, literature review, figures/tables/text. Preparation of PowerPoint presentation. Oral presentation. CV, Cover letter. Group roles. Job search, application, interview.

SZÁMONKÉRÉSI ÉS ÉRTÉKELÉSI RENDSZERE / ASSESMENT'S METHOD

Based on three assignments: scientific essay, PPT slides and oral lecture, job application.

1) Paper (40%)
2) PPT file plus oral presentation (30%)
3) Job application (CV, motivation letter) and job interview (30%)

KÖTELEZŐ IRODALOM / OBLIGATORY MATERIAL

Lectures given in class.

Recommended literature:

Pease, A. (2004): Body language, 18th edition

Pease, A., Pease, B. (2008): Easy Peasey - People Skills For Life, p.78

Reynolds, G. (2009): Presentation Zen, How to Design & Deliver Presentations Like a Pro, p.240