

## Tárgytematika / Course Description

### Professional Foreign Language Course I/2.

KGNB\_NOKA004

Tárgyfelelős neve /

Teacher's name: Kiviharju-Turi Adél

Félév / Semester: 2020/21/1

Beszámolási forma /

Assesment: Folyamatos számonkérés

Tárgy heti óraszám /

Teaching hours(week): 0/2/0

Tárgy féléves óraszám /

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

### OKTATÁS CÉLJA / AIM OF THE COURSE

- **The aim of the course:** to provide intensive vocabulary input and practice, to develop presentation skills and accuracy in speech and writing
- **Pre-study requirement:** none
- **Language knowledge requirement for the course:** B2+/ C1 level according to the CEFR

### TANTÁRGY TARTALMA / DESCRIPTION

WEEK	TOPICS
1.	Marketing strategy and product development Language use: Academic Vocabulary
2.	Distribution and promotion Academic Vocabulary
3.	Language of discussions
4.	Human resources Language use: Reporting what others say
5.	CV and job interview Language use: Talking about facts, evidence and data
6.	Linking words
7.	Oral presentation
8.	Company Finance: Financial Statements
9.	Interpreting company performance Language use: Analysis of results

10.	Financial markets and investments Language use: Developing an argument
11.	Style: Politeness and softening; clarity and emphasis
12.	Information and Communication Technology Paraphrasing and summarising
13.	Paraphrasing and summarising
14.	Oral presentation

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## SZÁMONKÉRÉSI ÉS ÉRTÉKELÉSI RENDSZERE / ASSESMENT'S METHOD

- **Evaluation:** continuous assessment, five-scale grading
  - 40% active participation in the lessons and home assignments
  - 60% oral presentations (week 7 and week 14)

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## KÖTELEZŐ IRODALOM / OBLIGATORY MATERIAL

- **Compulsory course material:**
  - Course material set by the lecturer

### **Recommended literature:**

- Emmerson, P. (2013): Business Vocabulary Builder Intermediate to upper-intermediate. MacMillan.
- Emmerson, P. (2011): Business English Handbook Advanced. Macmillan
- McCarthy, M., O'Dell, F. (2008): Academic Vocabulary in Use. Cambridge: CUP.