Tárgytematika / Course Description

Communication skills

NGM_ET114_1

Tárgyfelelős neve / Teacher's name: dr. Borsos Attila

Félév / Semester: 2016/17/1

Beszámolási forma / Assesment: Folyamatos számonkérés

Tárgy heti óraszáma / Teaching hours(week): 1/1/0

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. Writing a scientific essay. Figures/tables/text. Preparation of PowerPoint presentation. Oral presentation. Business card, CV. Motivation letter. Group roles. Job search, application, interview.

SZÁMONKÉRÉSI ÉS ÉRTÉKELÉSI RENDSZERE / ASSESMENT'S METHOD

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

KÖTELEZŐ IRODALOM / OBLIGATORY MATERIAL

Lectures given in class.