

DESCRIPTION AND SYLLABUS

Name of the subject in Hungarian:	TOEIC I. (felső)
Name of the subject in English:	TOEIC Preparation Course Advanced I.
Credit value of the subject:	4
The code of the subject in the electronic study system:	BN-TOE1FE-04-GY
Classification of the subject:	Optional
Language of instruction (in case of non-Hungarian courses):	English
Institute or department responsible for the subject:	Institute of Foreign Languages
Course type and number of contact hours:	Practical, class per week: 4, class per semester: 0
Mode of study: (Full-time / Part-time):	Full-time training
The semester in which the subject is open for registration:	2022/2023 1st semester
Prerequisite(s):	-

THE PURPOSE OF THE SUBJECT, LEARNING OUTCOMES:

By completing the course, students will be able to recognise working-life related contexts (announcements, presentations, making arrangements etc.) They will be able to understand different native English speeches. They will be able to interact in a smooth way using complex structures and proper vocabulary suiting a specific field (legal, technical, office work-related etc.). They will be able to make enquiries and respond to them in a professional manner. They will be able to comprehend longer business English texts. They will learn how to compare and analyse texts to retrieve information quickly.

SUMMARY OF THE CONTENT OF THE SUBJECT

Contracts, marketing, warranties, business planning, conferences, office technology, office procedures, electronics, correspondence, job advertising and recruiting, applying and interviewing, salaries and benefits, shopping

STUDENT'S TASKS AND PLANNED LEARNING ACTIVITIES:

During the semester students will participate in various classroom and home activities such as warmers, ice-breakers, reading and listening comprehension, listening for gist and details of authentic recordings, gap-fill, matching, pair work, group work, practising vocabulary in context, writing semi-formal and formal letters.

EVALUATION OF THE SUBJECT:

The course has a sharp focus on diagnosis and the continual tracking of the improvement of skills with a view to exploring students' previous knowledge, interests and needs with the help of various oral and written exercises. Within the framework of individual, pair and group evaluation, checking and error recognition, students receive continuous feedback for their completion of oral and written exercises in and outside the course, which enables the assessment of the continuous improvement of the four language skills, although greater emphasis is placed on the enhancement of skills in reading and listening.

Evaluation criteria of written exercises: structure, form, style; linking words; usage of language; vocabulary; appropriateness, quantity

Evaluation criteria of oral exercises: adequacy, quantity; coherence, fluency; accuracy; vocabulary; pronunciation; interactivity

The exact development of the four skills will be evaluated in the framework of progress tests and vocabulary tests. Grading is as follows:

- 0-59% - 1 (fail)
- 60-69% - 2 (pass)
- 70-79% - 3 (satisfactory)
- 80-89% - 4 (good)
- 90%- 5 (excellent)

The grade at the end of the semester will be composed of the mean average of the grades of the tests and the written exercises to be submitted but can be modified by the quality of participation in class work, observation of deadlines and individual tasks. The exact details of the above will be discussed during the first class.

In case of non-completion of any criterion requirement the course ends in a “fail” grade.

OBLIGATORY READING LIST:

- Lougheed, Lin: *600 essential words for the TOEIC*. Barron's Educational Series, cop. 2008
- Lougheed, Lin: *Essential words for the TOEIC*. Barron's, 2017
- Lougheed, Lin: *TOEIC practice exams.* , 2018

RECOMMENDED READING LIST:

- Lougheed, Lin: *Longman Preparation series for the NEW TOEIC Test : [Hangfelvétel] : Intermediate Course*. Pearson Education, cop. 2007
- Lougheed, Lin: *Longman Preparation series for the NEW TOEIC Test : [Hangfelvétel] : More Practice Tests*. Pearson Education, cop. 2007