

Education and Graduation Requirements of the Special Further Training Degree Programme

Trainer in English for Business

1. **Name of the programme:** Trainer in English for Business , special further training degree programme
2. **Qualification:** Trainer in English for Business
3. **Professional field of training:** teacher training
4. **Admission requirements:**

The basic requirement is a BA degree in teacher training, social sciences or economic sciences. Applicants not having a teacher's qualification in English language have to meet one of the following requirements: a monolingual or bilingual complex language certificate or an equivalent document certifying at least B2 level active knowledge of English (according to the Common European Framework of Reference); a language certificate issued in a foreign country and acknowledged in Hungary; a document issued by a state accredited secondary school certifying that the applicant successfully completed studies in English; a degree issued by a higher education institution in a foreign country where the applicant pursued studies in English.

5. **Training time:**2 semesters
6. **Required number of credit scores:** 60 credits
7. **Competencies (knowledge, personal skills) to be acquired**

The graduates of the study programme will have knowledge related to

- the specific features of economic and business communication including professional terminology, lexical, grammatical and syntactical characteristics;
- the various forms of manifestation of the relationship between culture and language in business communication and the differences between cultures;
- the main research results of intercultural communication and management sciences;
- the efficient methods of teaching and learning economic and business English with a special focus on the interactive, communicative and learner-centered training approaches aiming at competency development and practical application;
- the modern principles of adult education and their methodological implications in the training of adult groups in general and economic managers in particular,
- the theoretical and practical context of the Trainer, Facilitator and the Coach roles;
- group dynamics and its efficient management;
- multimedia and web2.0 tools supporting teaching and learning;
- theoretical and practical topics of Economy, the civilization in the English speaking countries, their current economic, social and political issues;
- the principles of the Common European Framework of Reference regarding language teaching, learning and assessment;
- the teaching, testing and standardized assessment of English for Specific Purposes, the theory and practice of test development;
- the organizational models of linear and digital teaching and test materials;
- the purposeful application of multimedia elements in developing teaching and testing materials for ESP classes and exams;
- the theory and the practice of Academic Writing, the rules of bibliographical references and related ethical issues.

Personal skills:

The graduates of the study programme will be able to

- demonstrate a high proficiency in using economic and business English;
- relate to his/her own practice reflectively, thus developing self-awareness, self-assessment;
- continually improve and develop his/her own practice;
- redefine the traditional role of the teacher and apply the behavior and show attitudes necessary to be a successful facilitator or coach;
- handle the problems and conflicts that may arise in intercultural study groups efficiently;
- select the learning arrangements, methods and techniques in compliance with the learning objectives and the needs of the individual target groups or persons;
- develop and apply tools to assess the progress of the participants objectively.

Graduates will have:

- intercultural sensitivity and dedication to benefit from the advantages and added values of diversity in learning and teaching ESP;
- an interest in adult learners' needs; tolerance and empathy to special individual needs;
- an understanding of the nature of learning problems and the ability to provide professional assistance to those affected by them;
- commitment to formative assessment;
- creativity in the application of authentic resource materials for educational purposes and in the application of info-communication tools to motivate participants;
- commitment to the quality assurance of the training services;
- interest in current economic, social and cultural issues and the ability to utilize the information and knowledge acquired in ESP classes.

The application of the qualification in a given work environment

The graduates of the study programme are qualified for:

- teaching economic and business English in formal education (in the formal school system) vocational training, higher education, and in informal training environment e.g. in-service company training in the business sector;
- planning, implementing and evaluating training programmes in Business Communication in English, including the needs assessment of the target groups;
- facilitating meetings or negotiations in the business or in the public sector.

8. Subject areas essential in terms of the qualification and their credit values:

1. **Business Communication: 10-18(10 mandatory and 8 elective) credits**(economic and business English; business and intercultural communication; the linguistic and cultural aspects of professional communication);
2. **Methodology: 25 credits**
(the methodology of economic and business English; methods and techniques of adult education, tools and application opportunities of Info-communication technology in professional language teaching and learning; development of teaching and testing materials for ESP classes; the practical application of the guiding principles of the Common European Framework of Reference in teaching and testing English for professional purposes);
3. **Economy and Society: 5-8 (5 mandatory and 3 elective) credits**
(basic economic concepts, terminology, trends, the institutional system of the European Union and its policies; the civilization, culture, history and the economy of the English speaking countries);
4. **Practical training: 8-12 (8 mandatory and 4 elective) credits**
5. (class observation, mentoring, training practice, coaching, training the examiner);
6. **Academic writing: 4**

Number of credits of mandatory courses: 52

Number of credits of elective courses: 8

Total number of credits: 60

9. Credit value of the thesis: 0

10. Assessment methods and procedures

The assessment system includes: written and oral exams, practice marks, the evaluation of the individual projects, and the evaluation of the thesis and the result of the final exam. The forms of assessment can be interrelated or independent of one another.

I. Exam and practice mark

Knowledge is checked in several forms depending on the nature of the particular courses: e.g. written or oral exam, mind-term paper of a seminar or a practical subject; essay related to a seminar, etc. While in mid-term papers the student answers questions or performs problem solving tasks, the essay is based on individual research work.

II. Final exam

The student is allowed to take the final exam after having met all the requirements prescribed by the curriculum; having submitted his/her thesis, which has been approved by the internal and the external assessors.

The components of the final exam are the following:

- 1) The defence of the thesis.
- 2) A short presentation of the thesis and the detailed answer to 2-3 questions posed by the assessor of the thesis.
- 3) Practical task.

After preparation the candidate has to demonstrate and explain the choice of methods and techniques and to present given ESP tasks to the learner.

The final result is the rounded mathematical average of the following marks:

- the average of the result of the thesis and the result of the final exam (1/3)
- the average of the study result (2/3).

III. Thesis

The thesis is based on synthesizing analysis, developmental methodological work, or individual professional research work, which proves that the candidate has extensive knowledge of the professional literature, and he/she is able to apply the knowledge learnt in the study programme independently and creatively in practical problem so

CURRICULUM – Fall semester

	Mandatory subjects	credit	Lecture/ seminar	classes	Assessment
1.	Methodology of Teaching Economic and Business English I.	5	lecture	14	exam
2	Business and Intercultural Communication	5	seminar	14	practice mark
3	Introduction to Economics	5	lecture	14	exam
4	Common European Framework of Reference (CEFR)- language learning, teaching and assessment	4	lecture	12	exam
5	Adult Learning and Training Methods	4	seminar	12	practice mark
6	Class Observation and Trainer’s Practice I.	3	seminar	12	practice mark
	Elective subjects (one subject is to be chosen)				
1	English for Specific Purposes- Economy and Business I.	4	seminar	12	practice mark
2	Current Economic and Political Issues – with special focus on Great Britain, Canada, and the U.S.A.	4	lecture	12	exam
3	European Union Studies	4	lecture	12	exam
	Total	30		90	

CURRICULUM – Spring semester

	Mandatory subjects	credit	Lecture/ seminar	classes	Assessment
1.	Methodology of Teaching Economic and Business English II.	5	lecture	14	exam
2	Language and Culture	5	lecture	14	exam
3	Web2.0 Applications Supporting Teaching and Learning	3	seminar	12	practice mark
4	Class observation and trainer’s practice II.	5	seminar	14	practice mark
5	Material Development for Teaching and Testing	4	seminar	12	practice mark
6.	Academic Writing (writing the thesis)	4	seminar	12	practice mark
	Elective subjects (one subject is to be chosen)				
1	English for Specific Purposes - Economy and Business II.	4	seminar	12	practice mark
2	Training of the Examiners	4	seminar	12	practice mark
3	Coaching	4	seminar	12	practice mark
	Total	30		90	