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| --- | --- |
| 3rd year full-timepart-time | **English for Special Purposes, English for Presentations** **(XOJ2A, YOJ2A, XOCJ, ABE1P)** |
|  | **full-time students** | **part-time students**  |
| **Requirement** | **standard** | **max score** | **standard** | **max score** |
| Attendance\* | 75% | 30 | 50%  | 20 |
| Presentation | *see details below* | 20 | *see details below* | 20 |
| Midterm test  | 100-90% | 20 | there is no midterm test | N/A |
| 89-80% |
| 79-70% |
| Final test | 100-90% | 20 | 100-90% | 30 |
| 89-80% | 15 | 89-80% | 20 |
| 79-70% | 10 | 79-70% | 10 |
| Oral exam / discussion of textbook topics | correct usage of grammar / vocabulary; knowledge of the subject matter | 10 | correct usage of grammar / vocabulary; knowledge of the subject matter | 30 |
| **TOTAL** | **>75 points** | **100 points max** | **>75 points** | **100 points max** |

**Important dates and other details:**

**Winter term**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deadline** | **Requirement** | **Person responsible** | **Description** |
| 17/10/2021 | Presentation | Teacher | Inform the students about the study requirements (via IS MVSO, email or in class) |
| 31/10/2021 | Presentation | Student | Submit the presentation topic in IS  |
| 14/11/2021 | Presentation | Teacher | Approve/reject the presentation topic in IS. Assign a topic to those who have not yet chosen a topic  |
| 19/12/2021 | Presentation | Student | Submit the final version of the presentation via IS  |
| 09/01/2022 | Presentation | Student | Submit the revised version of the presentation via IS  |

Final test – 1st attempt will take place in the credit week (WT: 03-08/01/2022)

Oral exam – in the exam period; 2 parts:

1. A presentation in front of a group of students + follow-up discussion
2. An oral exam – discussion of textbook topics (videos, recordings, exercises)

Standards for the presentation:

1. Topics:

Topics related to the course curriculum

1. Presentation length – approximately 8 minutes
2. Structuring the presentation (including an introduction, summary, listing all sources used)

*(The title page should be formally similar to the ones used in essays – capital letters in titles except for prepositions, conjunctions and articles; use spellcheck)*

1. MS PowerPoint format
2. Sources – relevant to the given topic; at least one source must be in English
3. Correct usage of grammar / vocabulary included in the textbook
4. Recommendations: use graphs, tables or pictures and describe them

The presentation will be assessed based on the following criteria:

* Meeting the requirements of length and structure
* Correct usage of grammar / vocabulary
* Using recommended components: graphs, tables, pictures
* The content of individual slides, knowledge of the subject matter
* Overall impression

**Textbooks:**

**XOJ2A, YOJ2A, ABE1P – Presentations: Successful Presentations (Oxford University Press)**
XOJ2A, YOJ2A – Meetings: Successful Meetings (Oxford University Press)
XOJ2A, YOJ2A – Finance: Finance 1 (Oxford University Press), Files 1-12

XOCJ – RICCA-MCCARTHY, T. a M. DUCKWORTH. English for Telecoms and Information Technology. Oxford: Oxford University Press, 2009. ISBN 978-01-945-6960-6.

***\* In case of absence from classes, submit a medical certificate issued by your doctor within seven days at the latest. Otherwise, your absence will not be excused.***