“Needs-based syllabus design for students of English in Hungarian technical universities”

Csilla Sárdi
Kodoánya János University, Department of English. Hungary.
csilla.sardi@kodolanyi.hu

APPENDIX 1

Ranking of real life tasks according to students, employees and subject lecturers

<table>
<thead>
<tr>
<th>General Tasks by students</th>
<th>Vocational Tasks by employers</th>
<th>Academic Tasks by subject lecturers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Film/TV</td>
<td>Computers</td>
<td>Computers/Internet</td>
</tr>
<tr>
<td>Travelling as a tourist</td>
<td>Jargon words</td>
<td>Professional literature*</td>
</tr>
<tr>
<td>Lyrics of songs</td>
<td>Professional literature</td>
<td>Jargon words</td>
</tr>
<tr>
<td>Making friends</td>
<td>Reading letters/faxes</td>
<td>English lectures</td>
</tr>
<tr>
<td>Newspapers/ magazines</td>
<td>Telephoning</td>
<td>Professional connections</td>
</tr>
<tr>
<td>Corresponding with friends</td>
<td>Meeting foreign colleagues</td>
<td>Giving presentations</td>
</tr>
<tr>
<td>Literature for enjoyment</td>
<td>Business meetings</td>
<td>Writing presentations</td>
</tr>
<tr>
<td></td>
<td>Travelling abroad</td>
<td>Writing user guides</td>
</tr>
<tr>
<td></td>
<td>Courses in English</td>
<td>Translating/Interpreting</td>
</tr>
<tr>
<td></td>
<td>Daily conversations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Taking notes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Giving presentations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Writing reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Writing letters/faxes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ensuring information flow</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reading reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Writing user guides</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Translating/Interpreting</td>
<td></td>
</tr>
</tbody>
</table>

*Surveying materials for essays in Hungarian", “surveying materials for Hungarian presentations”, and “surveying materials for competitions” are included here.

APPENDIX 2

Identifying language skills needed for the tasks determined by needs analysis findings

I. Tasks and skills within everyday life domain

1. Watching films/TV
   Skills: 1. following the story of a film
           2. following the news and comments on events on TV
           3. summarising text when listening
           4. reproducing content with own words when listening

2. Travelling abroad as a tourist
   Skills: 5. finding one's way to destination
           6. getting around in a foreign city
           7. see skills 9-12 in the case of 'socialising with foreigners'

3. Understanding words of songs
   Skill: 8. following Lyrics of songs
4. Socialising with foreigners
   Skills: 9. asking for and giving personal information
           10. sharing knowledge and experience about the world
           11. arranging programmes
           12. dealing with problems

5. Reading newspapers/magazines
   Skills: 13. following text when reading
              14. summarising when reading
              15. reproducing content with own words when reading

6. Writing letters to friends
   Skills: 16. following text when reading
             17. summarising text when reading
             18. reproducing content with own words when reading
             19. applying the formal requirements of letter writing
             20. providing and asking for personal information
             21. sharing knowledge and experience about the world
             22. arranging programmes
             23. dealing with problems

7. Reading literature for pleasure
   Skill: 24. following text when reading

II. Tasks and skills within vocational domain

1. Using computer programmes/Internet
   Skills: 25. following instructions given in computer programmes
              26. following text in Help section of computer programmes
              27. browsing the Internet for different purposes

2. Using/understanding jargon words
   *This includes a receptive and a productive target language specific subskill*

3. Reading professional literature
   Skills: 28. following text when reading
             29. taking notes when reading
             30. reproducing content of text when reading in writing/orally
             31. summarising text in writing/orally
             32. read in a critical way to express one's own opinion in
                 writing/orally

4. Reading business letters/faxes
   Skills: 33. following text when reading
              34. summarising text in writing/orally
              35. reproducing content with one's own words in writing/orally

5. Telephoning on business
   Skills: 36. applying the formal requirements of telephoning
              37. see skills 39-40 in the case of “meeting foreign colleagues”
              38. taking notes

6. Meeting foreign colleagues
   Skills: 39. see skills 9-12 in the case of “socialising with foreigners”
              40. discussing subject related topics
7. Participating in business meetings
   Skills: 41. following text when listening
           42. taking notes when listening
           43. reproducing content with one's own words in writing/orally
           44. summarising in writing/orally
           45. listen in a critical way to express one's own opinion in
               writing/orally
           46. discussing problems
           47. see skills 54-56 in the case of “giving presentations”

8. Travelling abroad on business
   Skills: 48. see skills 5-6 in the case of “travelling abroad as a tourist”
           49. see skills 39-40 in the case of “meeting foreign colleagues”

9. Participating in training courses in English
   Skills: 50. see skills 85-89 in the case of “reading professional literature”
           51. see skills 90-94 in the case of “listening to lectures”
           52. discussing subject related topics

10. Participating in day to day conversations
     Skill: 53. see skills 39-40 in the case of “meeting foreign colleagues”

11. Taking notes
     This in itself is a skill, appearing in "reading professional literature" 'telephoning'
     "reading reports", “participating in business meetings” and “ensuring information flow”.

12. Giving presentations in English
     Skills: 54. applying the formal requirements of giving a presentation
           55. giving factual information in speech
           56. forming and communicating a critical opinion in speech

13. Writing reports
     Skills: 57. applying the formal requirements of writing reports
           58. giving factual information
           59. forming critical opinion about facts

14. Writing business letters/faxes
     Skills: 60. applying the formal requirements of letter writing
           61. sharing knowledge and experience about the world
           62. arranging programmes
           63. dealing with problems

15. Ensuring information flow
     Skills: 64. following text when listening
           65. taking notes when listening
           66. reproducing content with one's own words in writing/orally
           67. summarising in writing/orally
           68. listen in a critical way to express one's own opinion in
               writing/orally
           69. discussing problems

16. Reading reports
     Skills: 70. following text when reading
           71. taking notes when reading
           72. reproducing content with one's own words in writing/orally
73. summarising content in writing/orally
74. read in a critical way to express one's own opinion in
writing/orally

17. Preparing user guides
   Skills: 75. composing short advertisement-like texts
   76. describing products
   77. giving factual information

18. Translating/Interpreting
   Skills: 78. interpreting oral text from Hungarian to English
   79. interpreting oral texts from English to Hungarian
   80. translating written texts from Hungarian to English
   81. translating written texts from English to Hungarian

III Tasks and skills within academic domain

1. Using computer programmes/Internet
   Skills: 82. following instructions given in computer programmes
   83. following text in Help section of computer programmes
   84. browsing the Internet for different purposes

2. Reading professional literature
   Skills: 85. following text when reading
   86. taking notes when reading
   87. reproducing content of text when reading in writing/orally
   88. summarising text in writing/orally
   89. reading in a critical way to express one's own opinion in
writing/orally

3. Understanding/using subject specific words
   This includes a receptive and a productive target language specific subskill

4. Listening to lectures in English
   Skills: 90. following text when listening
   91. taking notes when listening
   92. reproducing content with one's own words in writing/orally
   93. summarising in writing/orally
   94. listen in a critical way to express one's own opinion in
writing/orally

5. Building professional connections
   Skills: 95. see skills 39-40 in the case of “meeting foreign colleagues”
   96. see skills 33-36 in the case of “reading business letters”
   97 see skills 60-63 in the case of “writing business letters”
   98. see skills 36 and 38 in the case of “telephoning”

6. Giving presentations in English
   Skills: 99. applying the formal requirements of giving a presentation
   100. giving factual information in speech
   101. forming and communicating a critical opinion in speech

7. Writing essays in English
   Skills: 102. applying the formal requirements of writing an essay
   103. giving factual information in writing
   104. forming and communicating a critical opinion in writing
APPENDIX 3

Contents of Syllabus

**Theme 1:** Socialising with Foreigners

*Domains:*
- Vocational (meeting foreign colleagues)
- Academic (professional connections)
- General (making friends with foreigners)

*Skills:*
1. Asking for and providing personal information
2. Sharing knowledge/experience about the world with partner(s)
3. Arranging programmes
4. Dealing with problems
5. Discussing subject related topics

**Theme 2:** Travelling Abroad

*Domains:*
- Vocational (business trip)
- Academic (professional connections)
- General (as a tourist)

*Skills:*
1. Adjusting to communicational situations when finding one's way to destination
2. Adjusting to communicational situations in a foreign city
3. Asking for and providing personal information
4. Sharing knowledge / experience about the world with partner(s)
5. Arranging programmes
6. Dealing with problems
7. Discussing subject related topics

**Theme 3:** Dealing with Memos, E-mail messages, Letters and Faxes

*Domains:*
- Vocational (business letters and faxes)
- Academic (professional connections)
- General (corresponding with friends)

*Skills:*
1. Following the text of memos, e-mail messages, letters and faxes
2. Asking for and providing personal information (mainly within General English)
3. Sharing information / experience about the world (mainly within General English)
4. Arranging programmes
5. Dealing with problems
6. Asking for and providing factual information (mainly in a vocational setting)

**Theme 4:** Dealing with Professional Literature

*Domains:*
- Vocational (reading professional literature, courses in English user guides, reports, jargon words)
- Academic (jargon words, magazines, Hungarian (H) and English (E) presentation, H and E essay, competition)

*Skills:*
1. Following subject related text when reading
2. Taking notes when reading subject related texts
3. Reproducing content of subject related text when reading
4 Summarising subject related text
5 Reading subject related text in a critical way to express one's own opinion about it

**Theme 5: Attending Courses**

*Domain:*
- Vocational (courses/training in English)
- Academic (computers, jargon words, lectures, magazines, E presentations, E essay)

*Skills:*
1 Following subject related text when reading
2 Taking notes when reading subject related texts
3 Reproducing content of subject related text when reading
4 Summarising subject related text
5 Reading subject related text in a critical way to express one's own opinion about it
6 Following text when listening to lectures
7 Taking notes when listening to lectures
8 Reproducing content of lectures with one's own words
9 Summarising content of lectures
10 Discussing subject related topics
11 Giving presentations
12 Writing essays of different length

**Theme 6: Daily Work**

*Domain:*
- Vocational (telephoning, computers, user guides, reports)

*Skills:*
1 Dealing with problems in face to face communication
2 Asking for and providing factual information in face to face communication
3 Arranging programmes in face to face communication
4 Dealing with problems on the telephone
5 Asking for and providing factual information on the telephone
6 Arranging programmes on the telephone
7 Following the instructions of computer programmes
8 Following text of Help sections of computer programmes
9 Preparing subject related written compositions (brochures, user guides, reports, minutes of meetings)

**Theme 7: Participating in Meetings**

*Domain:*
- Vocational (business meetings, presentations, information flow, taking notes)

*Skills:*
1 Following text when listening to presentations
2 Taking notes when listening to presentations
3 Reproducing content of presentations and discussions in one's own words
4 Summarising content of presentations and discussions
5 Listening to presentations in a critical way to form one's own opinion about subject
6 Giving presentations
7 Dealing with problems

**Theme 8: Media**

*Domains:*
Vocational (Internet)
Academic (Internet)
General (film/TV, songs, newspapers)

Skills:
1. Following story of films
2. Following the news/comments on events on TV
3. Understanding lyrics of songs
4. Summarising content when listening
5. Browsing the Internet to find information needed
6. Following text when reading newspapers/magazines
7. Reproducing content using one's own words when reading newspapers/magazines
8. Summarising content when reading newspapers/magazines

Theme 9: Using Computer Programmes
Domains:
Vocational (computers)
Academic (computers, Internet, jargon words)

Skills:
1. Browsing the Internet to find information needed
2. Following the instructions of computer programmes
3. Following text in the Help section of computer programmes

Theme 10: Finding a Job
Domain:
Vocational (getting a job more easily)

Skills:
1. Finding a job advertisement in correspondence with one's qualifications
2. Applying for a job
3. Participating in a job interview