

Syllabus

1. Data about the program of study

1.1 Institution	Technical University of Cluj-Napoca
1.2 Faculty	Automation and Computer Science
1.3 Departament	Automation
1.4 Field of study	Systems Engineering
1.5 Cycle of study	Bachelor of Science
1.6 Program of study/Qualification	Automation and Applied Informatics (English)
1.7 Form of education	Full time
1.8 Subject code	30.10

2. Data about the subject

2.1 Subject name	Foreign Language II (English, French, German—Technical Documents Elaboration)				
2.2 Course responsible/lecturer					
2.3 Teachers in charge of applications	Lect. Cecilia Policsek, Ph. D Cecilia.Policsek@lang.utcluj.ro				
2.4 Year of study	2	2.5 Semester	2	2.6 Assessment (E/C/V)	C
2.7 Type of subject	<i>DF – fundamental, DD – in the field, DS – specialty, DC – complementary</i>				DC
	<i>DI – compulsory, DO – elective, Dfac – optional</i>				DI

3. Estimated total time

3.1 Number of hours per week	2	of which:	Course	Seminar	2	Laboratory	Project	
3.2 Number of hours per semester	28	of which:	course	Seminar	28	Laboratory	Project	
3.3 Individual study								
(a) Manual, lecture material and notes, bibliography								8
(b) Supplementary study in the library, online and in the field								
(c) Preparation for seminars/laboratory works, homework, reports, portfolios, essays								10
(d) Tutoring								
(e) Exams and tests								4
(f) Other activities:								
3.4 Total hours of individual study (sum of (3.3(a)...3.3(f)))					22			
3.5 Total hours per semester (3.2+3.4)					50			
3.6 Number of credit points								

4. Pre-requisites (where appropriate)

4.1 Curriculum	
4.2 Competence	Knowledge of general English minimum A2-B2 (CEFR)

5. Requirements (where appropriate)

5.1. For the course	
5.2. For the applications	Class attendance is mandatory.

6. Specific competences

6.1 Professional competences	
6.2 Cross competences	Identifying opportunities of continuous training and the effective use of resources and learning techniques for professional development.

7. Course objectives

7.1 General objective	Development of the ability to communicate in technical professional contexts.
7.2 Specific objectives	After completing the seminar, the student will be able to: -- organize information in view of presenting; -- assess the audience and adjust the message to the information and language needs of the audience; --prepare and deliver a short presentation on a topic of professional relevance, from the student's area of specialization, or related to the student's interests; -- use the linguistic and paralinguistic means for different communication goals and needs, within the professional area, or an area of interest.

8. Contents

8.1 Seminar	No.hours	Teaching methods	Notes
N/A		Interactive teaching, team work, pairwork, exercises,	The selection of the
Bibliography (<i>mandatory bibliography which contains at least a bibliographical reference that belongs to the subject area, which is available in a number of copies that covers the students' needs</i>).			
1. Describing graphs and tables	2		
2. Writing a professional e-mail. Scanning documents and writing reports	2		
3. Analysis of different styles used in documents (informative, descriptive and argumentative) and recognizing the source of different fragments	2		
4. Writing summaries of texts/scientific articles	2		

5. The goal of communication in professional contexts and different presentation types (informative, descriptive and argumentative)	2	individual projects	exercises and tasks will be made based on the level of competence of each group
6. Assessing, anticipating and describing the needs and expectations of the audience in the case of technical/scientific presentations. Formulating and ranking communication goals—tailoring the message to the needs of the audience.	2		
7. Organizing information and structuring ideas: main ideas vs. details; supporting information and exemplifying, additional information	2		
8. The format of lectures/oral presentations: introduction, conclusions, questions and answers	2		
9. Using structures that increase the impact of the presentation: parallel and triple structures, cumulative structures, harmonizing voice and body language	2		
10. Preparing the visual support; PowerPoint slides—recommendations and common mistakes, the technical visual support (graphs and tables). Presenting, describing and interpreting information in the visual support.	2		
11. Formulating an impactful conclusion: revising the main points, concluding, focusing on memorable messages	2		
12. Inviting the audience to ask questions, the harmonious communication with the audience	2		
13. Student projects	2		
14. Student projects	2		

Sources:

Boyle, M. and L. Warwick (2018). *Skillful Reading and Writing 4*. Student's Book. London: Macmillan.

Downes, C. (2015). *Cambridge English for Job-hunting*. Cambridge: Cambridge University Press.

Garner, E. (2012). *The A to Z of Presentations*, bookboon.com, <http://thetutorreport.com/wp-content/uploads/2013/01/the-a-to-z-of-presentations.pdf>

Haines, S. (2019). *Real Writing 4*. Cambridge: Cambridge University Press.

McCarthy, M. and F. O'Dell (2019). *English Vocabulary in Use*. Cambridge: Cambridge University Press.

McCarthy, M. and F. O'Dell (2019). *Academic Vocabulary in Use*. Cambridge: Cambridge University Press.

Pease, A. & B. (2006). *The Definitive Book of Body Language*. New York, NY: Bantam.

Powell, M. (2011). *Dynamic Presentations*. Cambridge: Cambridge University Press.

Veis, C. (2017). *Public Speaking for Engineers*. American Society of Civil Engineering.

Thody, A. (2006) *Writing and Presenting Research*. Sage Publications

Veis, C. (2017). *Public Speaking for Engineers*. American Society of Civil Engineering.
 Wallwork, A. (2010), *English for Presentations at International Conferences*. Springer.
 Learn English—British Council
<https://learnenglish.britishcouncil.org>

9. Bridging course contents with the expectations of the representatives of the community, professional associations and employers in the field

A better command of a foreign language will ensure a more flexible adjustment of the students to the labor market, as well as the access to individual professional development. The introduction to the specificity of the language of the students' area of specialization will lead to a better research abilities in terms of the chosen profession.

10. Evaluation

Activity type	Assessment criteria	Assessment methods	Weight in the final grade
Course			
Seminar	Students are accepted to the assessment at the end of the semester only if they have attended 80% of the classes.	Oral assessment Portfolio	70% 30%
Laboratory			
Project			
Minimum standard of performance: The final grade is calculated if each component of the final assessment is completed to at least 60%.			

Date of filling in:		Title Firstname NAME	Signature
28.06.2023	Applications	Lect. Cecilia Policsek, Ph. D.	

Date of approval by the Department Board	Head of Department Assoc. Prof. Ruxanda Literat, Ph. D.
Date of approval by the Faculty Council	Dean Prof.dr.ing. Liviu Cristian MICLEA