

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	22.10

2. Data about the subject

2.1 Subject name	English Language I - Technical Document Elaboration				
2.2 Course responsible/lecturer					
2.3 Teachers in charge of applications	Assoc. Prof. Cecilia Policsek, Ph. D Cecilia.Policsek@lang.utcluj.ro				
2.4 Year of study	2	2.5 Semester	1	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	2	Seminar	Laboratory		Project	
3.2 Number of hours per semester	28	of which:	course	28	Seminar	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									2
(c) Preparation for seminars/laboratory works, homework, reports, portfolios, essays									8
(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					2				

4. Pre-requisites (where appropriate)

4.1 Curriculum	Knowledge of general English minimum B2 (CEFR)
4.2 Competence	Continuous learning

5. Requirements (where appropriate)

5.1. For the course	Analysis of scientific articles that belong to the students' area of specialization
5.2. For the applications	

6. Specific competences

6.1 Professional competences	N/A
6.2 Cross competences	Demonstrating initiative and action drive to improve one's knowledge in terms of professional, economic and organizational culture.

7. Course objectives

7.1 General objective	Knowledge of the rules regarding grammar, format and specialized vocabulary, as well as of the conventions regarding writing technical documents in English.
7.2 Specific objectives	Developing the ability of searching and utilizing correctly the sources of information which inform studying and writing academic or/and scientific documents. Developing the ability of writing by making use of the specialized vocabulary.

8. Contents

8.1 Lecture	No. hours	Teaching methods	Notes
N/A		Lecture, conversation, recognition of the linguistic, conventional and format aspects that characterize specialized language. Practical exercises of writing/reading specialized texts. Applied mini-projects	The contents will be selected based on the level of expertise of each group, for each topic
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. Introductory lecture. Writing vs. speaking in English in the academic and professional environments.	2		
2. Characteristics of written and spoken communication within academic and professional environments	2		
3. The process of writing a technical/scientific document. Assessing the topic, purpose, audience and context.	2		
4. Elaborating technical documents			
5. Use of sentences and paragraphs in technical writing. Punctuation and spelling.	2		
6. Linguistic functions in technical writing: the definition and use of examples, contrast and comparison, cause and effect, description, and instructions.	2		
7. Summary writing techniques	2		
8. Coherence, cohesion and readability of technical and scientific documents	2		
9. Different types of technical/scientific documents.	2		

10. Formal vs. informal language. British English vs. American English.	2		
11. Respecting the conventions of writing documents, legal and ethical aspects regarding document writing in academic environments. Writing the bibliography and the appendices.	2		
12. Avoiding plagiarism. Citation styles	2		
13. Common errors in academic and technical writing	2		
14. Final test	2		
<p>Bibliography (minimal bibliography of the subject which includes at least a source of reference that is at the students' disposal in a number of pieces which is large enough to meet the students' needs).</p> <p>Boyle, M. and L. Warwick (2018). <i>Skillful Reading and Writing 4</i>. Student's Book. London: Macmillan.</p> <p>Grănescu, M. and E. Adam (2010). <i>Effective Technical and Academic Writing</i>. Cluj-Napoca: UTPRESS</p> <p>McCarthy M. and F. O'Dell (2019). <i>Academic Vocabulary in Use</i>. Cambridge: Cambridge University Press.</p> <p>McCarthy M. and F. O'Dell (2019). <i>English Vocabulary in Use</i>. Cambridge: Cambridge University Press.</p> <p>Munteanu, S. C. (2002) <i>Academic Writing for Engineering Students</i>. Cluj-Napoca: GenesisTipo,</p> <p>Policsek, C. (2023). <i>Entanglements of Writing</i>. Cluj-Napoca: UTPRESS.</p> <p>Rubens, P. (2001) <i>Science and technical writing: a manual of style</i>. London: Routledge.</p> <p>Thody, A. M. (2006) <i>Writing and Presenting Research</i>. Sage Publications.</p> <p>Online Writing Lab—Purdue University https://www.purdue.edu/owl</p>			

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

Improving the ability of elaborating a technical and scientific document in English;
Increasing the students' employment chances in companies that make use of English.

10. Evaluation

Activity type	Assessment criteria	Assessment methods	Weight in the final grade
Course	The ability of recognizing and understanding rhetorical and functional structures of professional (written) genres within the area of engineering science.	Test	50%
		Assignments	50%

	The ability to elaborate a short text that complies with the format-related, linguistic, lexical, discourse, and layout requirements.		
Seminar			
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
7.02.2025	Applications	Assoc. Prof. Cecilia Policsek, Ph. D.	

Date of approval by the Department Board	Head of Departament Assoc. Prof. Ruxanda Literat, Ph. D.
Date of approval by the Faculty Council	Dean Prof.dr.ing. Vlad Muresan