

## 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	English Language II - Technical Document Elaboration				
2.2 Course responsible/lecturer					
2.3 Teachers in charge of applications	Assoc. Prof. Cecilia Policsek, Ph. D <a href="mailto:Cecilia.Policsek@lang.utcluj.ro">Cecilia.Policsek@lang.utcluj.ro</a>				
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:	Cours e		Semina r	2	Laborator y		Projec t	
3.2 Number of hours per semester	28	of which:	course		Semina r	28	Laborator y		Projec t	
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)))					24					
3.5 Total hours per semester (3.2+3.4)					56					
3.6 Number of credit points					2					

### 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	Solid knowledge of specialized terms and linguistic and communication conventions characteristic of technical language; development of the skills of understanding written and spoken technical English; proper use of English in conversations and presentations on technical topics; improvement of the ability to make suggestions, describe solutions and work in teams.
6.2 Cross competences	Development of the students' ability to use the academic and technical discourse in view of a better professional preparation; development of students' writing and speaking skills, which is to ensure a better adjustment to the requirements of the culturally diverse labor market; development of the students' intercultural communication and critical thinking skills.

### 7. Course objectives

7.1 General objective	Development of the ability to communicate in technical and professional contexts.
7.2 Specific objectives	After completing the seminar, the student will be able to: -- write job application documents; -- deal effectively with interview questions; -- 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 of grammar rules use the linguistic and paralinguistic means for different communication goals and needs, within the professional area, or an area of interest.

### 8. Contents

8. Contents			
8.1 Seminar	No.hours	Teaching methods	Notes
N/A			
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. Stages in the job application process	2		
2. Features and structure of cover letters	2		

3. Using appropriate language when writing cover letters		Interactive teaching, team work, exercises, individual projects	
4. Common mistakes when writing cover letters			
5. Preparing for the interview	2		
6. Dealing with interview questions	2		
7. The importance of body language in an interview situation	2		
8. The use of positive language in an interview	2		
9. Common mistakes when answering interview questions	2		
10. Handling competency-based questions in an interview	2		
11. Asking for clarification in an interview			
12. Updates in interview formats	2		
13. Student projects	2		
14. Final test	2		
<b>Sources:</b> Boyle, M. and L. Warwick (2018). <i>Skillful Reading and Writing 4</i> . Student's Book. London: Macmillan. Haines, S. (2019). <i>Real Writing 4</i> . Cambridge: Cambridge University Press. Downes, C. (2015). <i>Cambridge English for Job-hunting</i> . Cambridge: Cambridge University Press. McCarthy, M. and F. O'Dell (2019). <i>English Vocabulary in Use</i> . Cambridge: Cambridge University Press. McCarthy, M. and F. O'Dell (2019). <i>Academic Vocabulary in Use</i> . Cambridge: Cambridge University Press. Pease, A. & B. (2006). <i>The Definitive Book of Body Language</i> . New York, NY: Bantam. <a href="https://learnenglish.britishcouncil.org">https://learnenglish.britishcouncil.org</a>			

### 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	Student projects	50%
		Final test	50%

	semester only if they have attended 80% of the classes.		
Laboratory			
Project			
Minimum standard of performance: The final grade is calculated if each component of the final assessment is completed to at least 60%.			

<b>Date of filling in:</b> 7.02.2025		<b>Title Firstname NAME</b>	<b>Signature</b>
	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