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	Automation, Applied Informatics and Intelligent Systems
1.5 Cycle of study	Bachelor of Science
1.6 Program of study	Automation and Applied Informatics (English)
1.7 Form of education	Full time

2. Data about the subject

2.1 Subject name	**English Language I – Tehnical Documents Elaboration**			Subject code	**22.10**
2.2 Course responsible/lecturer	Assoc. Prof. Cecilia Policsek, Ph. DCecilia.Policsek@lang.utcluj.ro				
2.3 Teachers in charge of applications					
2.4 Year of study	2	2.5 Semester	1	2.6 Assessment *(E/C/V)*	C
2.7 Type of subject	*DF – fundamental, DD – in the field, DS – specialty, DC – complementary*				DC
	DI – compulsory, DO – elective, D fac – optional				DOP

3. Estimated total time

3.1 Number of hours per week	2	of which:	3.2 Course	2	3.3 Seminar	0	3.3 Laboratory	0	3.3 Project	0
3.4 Total hours in the teaching plan	28	of which:	3.5 Course	28	3.6 Seminar	0	3.6 Laboratory	0	3.6 Project	0

3.7 Time distribution (hours per semester) for:	
(a) Manual, lecture material and notes, bibliography	2
(b) Supplementary study in the library, online and in the field	10
(c) Preparation for seminars/laboratory works, homework, reports, portfolios, essays	10
(d) Tutoring	0
(e) Exams and tests	0
(f) Other activities:	0

3.8 Total hours individual study hours (sum of (3.3(a)...3.3(f)))	22
3.9 Total hours per semester (3.2+3.4)	50
3.10 Number of credits 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	Study of the specialized literature
5.2. For the applications	

6. Specific competences

6.1 Professional competences	Communication in English in academic and professional contexts at B1+/B2 level.
6.2 Cross competences	CT2 The identification, description and completion of the processes from the management of the projects, by playing different roles within a team, while expressing oneself in a concise and clear manner, both when writing and speaking.

7. Expected learning results

Knowledge	At the end of the course, the student will know -the grammatical, stylistic rules and conventions for drafting academic and technical documents in English; - the rhetorical and functional structure of the main written genres in the field of engineering sciences; - the mechanisms of information organization and scientific and technical vocabulary formation.

Skills	At the end of the course, the student will be able to -write academic and technical texts, using appropriate specialized language; - identify, select and correctly use sources of information for the elaboration of scientific documents; -paraphrase, summarize and restructure information from specialized texts, critically using digital tools and GenAI.
Responsibility and autonomy	At the end of the course, the student will -use responsibly and ethically academic sources and digital technologies in document writing; -manage autonomously the process of documenting and writing academic papers; -show rigor, academic honesty and critical spirit in the production and evaluation of scientific texts.

8. Course objectives

8.1 General objective	Knowledge of grammatical rules, format, and conventions regarding the writing of technical documents in English.
8.2 Specific objectives	-Developing the ability to search for and correctly use the sources of information specific to the study and writing of academic and/or scientific documents; - Developing the ability to write specialized documents; - Fostering understanding of the rhetorical and functional structure of professional (written) genres in the field of engineering sciences; -Using digital and multimedia technologies for drafting academic and/or scientific documents.

9. Contents

9.1. Course	**No. hours**	**Teaching methods**	**Notes**
1. Academic and scientific communication: what is information and the mechanisms of its transmission. The informational load of a text – the difference between text and information. Specialized discourse, audience and discourse communities, rhetorical functions and communicative purposes.	2	Teaching by using multimedia technologies/ dialog/ language, convention and format-related recognition of patterns in the specialized text/ practical exercises of writing and understanding specialized text/ projects	
2-3. Elements of style in academic and specialized discourse (punctuation, style, lexico-grammatical complexity). Exercises of sentence contraction/extension, reformulation, correction of written text, coherence and textual cohesion. Using digital tools and GenAI technologies to improve textual style/coherence. Ethical issues and the impact on language learning.	4		
4-5. Ways to enrich the scientific and technical vocabulary: derivation, semantic extension, metaphors and adaptations, restrictions of meaning, invention of new terms, borrowings and translations from other languages. Lexical transformation exercises, identification of technical/academic terminology.	4		
6. Logical relations and connectors in the scientific text (causality, contrast, condition, concession, sequentiality, simultaneity, comparison, etc.). Practical exercises.	2		
7-8. Common rhetorical functions in technical documents: definition, classification, exemplification, warning, delimitation of responsibilities, sanctioning. Multimedia genres – blog/vlog/vidcast presentation of product/service/technology.	4		
9.-10. Written/multimodal genres in science and academic discourse: descriptive/argumentative text, data report, evaluation-recommendation report, problem-solution text, project proposals, etc. Lexical and grammatical characteristics and discursive structures.	4		
11.-12. Understanding the academic and scientific text: paraphrasing and summarizing a specialized text. Extraction of main ideas, secondary ideas, supporting details. Using technology to summarize and paraphrase text – advantages, challenges and ethical aspects.	4		
13. Student projects	2		
14. Written assessment	2		

Bibliography:

Alley, M. (2012). *The Craft of Scientific Writing*. Springer.
Alley, M. and L. Murphy (2023). *The Craft of Scientific Films. How to Make Videos of Your Laboratory, Research or Technical Projects*. Springer.
Johnson C. M., A. McLellan Howard (2025). *Critical Thinking for English-Language Learners Reasoning, Logic, and Argumentation*. Routledge.
McCarthy M. and F. O'Dell (2019). *Academic Vocabulary in Use*. Cambridge: Cambridge University Press.
McCarthy M. and F. O'Dell (2019). *English Vocabulary in Use*. Cambridge: Cambridge University Press.
Policsek, C. (2023). *Entanglements of Writing.* Cluj-Napoca: UTPress.
Purdue OWL https: //owl.purdue.edu › owl

10. 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 increased access to individual professional development. The introduction to the specificity of the language of the students' area of specialization will lead to better research abilities in terms of the chosen profession.

11. Evaluation

Activity type	Assessment criteria	Assessment methods	Percentage distribution in the final grade
Course	The ability to recognize and understand rhetorical and functional structures of professional (written) genres in the field of engineering sciences. Ability to develop a text correctly in terms of format, linguistic, lexical and discursive structures and layout.		Written test: 70% Student projects and assignments: 30%
Seminar			
Laboratory			
Project			
Minimum standard of performance: The final grade is calculated if each component of the final assessment is completed to at least 50%.			

Date of completion:		Title / Name	Signature
24.07.2026	Course	Assoc. Prof. Cecilia Policsek, Ph. D.	

Date of approval by the Department Board	Head of the Department Prof. eng. Honoriu Mugureal Ioan VĂLEAN, Ph. D.
Date of approval by the Faculty Council	Dean Prof. eng. Vlad MUREŞAN, Ph. D.