

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 II – Tehnical Documents Elaboration			Subject code	30.10
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>				DOP

3. Estimated total time

3.1 Number of hours per week	2	of which:	3.2 Course	0	3.3 Seminar	2	3.3 Laboratory	0	3.3 Project	0
3.4 Total hours in the teaching plan	28	of which:	3.5 Course	0	3.6 Seminar	28	3.6 Laboratory	0	3.6 Project	0
3.7 Time distribution (hours per semester) for:										
(a) Manual, lecture material and notes, bibliography										8
(b) Supplementary study in the library, online and in the field										0
(c) Preparation for seminars/laboratory works, homework, reports, portfolios, essays										10
(d) Tutoring										0
(e) Exams and tests										4
(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 B1 (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	Capacitatea de a comunica eficient în limba engleză în context profesional și academic.
6.2 Cross competences	CT3 – Demonstrarea spiritului de inițiativă și acțiune pentru actualizarea cunoștințelor profesionale, economice și de cultură organizațională.

7. Expected learning results

Knowledge	Students will have improved their knowledge in terms of vocabulary used in professional contexts and rules central to job application-related oral and written communication.
Skills	At the end of the seminar, students will have improved their skills in terms of using vocabulary characteristic of the professional environment and communicating in English within professional environments.
Responsibility and autonomy	Students will have developed their understanding in terms of using learning sources critically and responsibly. They will have developed their awareness in terms of the importance of rules of intercultural and organizational communication when using English writing professional environments.

8. Course objectives

8.1 General objective	Development of the ability to understand the importance of the principles that govern effective speaking within work environments and improvement of the ability to present ideas in academic and professional contexts.
8.2 Specific objectives	After completing the seminar, the student will be able to: -- understand the importance of active listening; -- use skills of active listening; -- understand the specificity of intercultural communication within work environments; -- prove better ability to present their skills and speak and write about topics related to their specialization, in job application related situations -- understand the conventions that rule technical communication and job application-related circumstances, in both speaking and writing

9. Contents

9.1 Seminar	No.hours	Teaching methods	Notes
N/A		Interactive teaching, team work, exercises, individual and team projects, case studies, role plays, debates, problem-solving approaches	
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>).			
9.2 Applications (seminars/laboratories/projects)	No. hours		
1. General introduction	2		
2. Identifying the stages in the job application process	2		
3. Detailing education and qualifications. Highlighting work experience	2		
4. Writing cover letters	2		
5. Elements of intercultural communication	2		
6. Speaking strategies used in work meetings	2		
7. Student projects	2		
8. Strategies and vocabulary of putting forward solutions	2		
9. Handling customer complaints	2		
10. Preparing for the job interview	2		
11. Common mistakes related to the job interview	2		
12. Dealing with questions during a job interview	2		
13. Student projects	2		
14. Final test	2		

Bibliography

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.

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.

Learn English British Council

<https://learnenglish.britishcouncil.org>

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 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.

11. Evaluation

Activity type	Assessment criteria	Assessment methods	Weight in the final grade
Course			
Seminar	Students are accepted to take the test only if they have submitted all the assignments recommended for individual study and defended the projects.	Individual projects Final written test	50% 50%
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 filling in:		Title Firstname NAME	Signature
24.07. 2026	Applications	Assoc. Prof. Cecilia Policsek, Ph. D.	

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