

## SYLLABUS

### 1. Data about the program of study

|                                      |                                             |
|--------------------------------------|---------------------------------------------|
| 1.1 Institution                      | The Technical University of Cluj-Napoca     |
| 1.2 Faculty                          | Faculty of Automation and Computer Science  |
| 1.3 Department                       | Computer Science                            |
| 1.4 Field of study                   | Computer Science and Information Technology |
| 1.5 Cycle of study                   | Bachelor of Science                         |
| 1.6 Program of study / Qualification | Computer science / Engineer                 |
| 1.7 Form of education                | Full time                                   |

### 2. Data about the subject

|                                                           |                                                                                                                    |              |   |                                                                     |             |
|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|--------------|---|---------------------------------------------------------------------|-------------|
| 2.1 Subject name                                          | <b>English Language I (Technical Documents Elaboration)</b>                                                        |              |   | Subject code                                                        | <b>28.1</b> |
| 2.2 Course responsible / lecturer                         | Assoc.prof. Pădurețu Sanda, PhD - <a href="mailto:Sanda.Paduretu@lang.utcluj.ro">Sanda.Paduretu@lang.utcluj.ro</a> |              |   |                                                                     |             |
| 2.3 Teachers in charge of seminars / Laboratory / project | -                                                                                                                  |              |   |                                                                     |             |
| 2.4 Year of study                                         | II                                                                                                                 | 2.5 Semester | 4 | 2.6 Type of assessment (E - exam, C - colloquium, V – verification) | E           |
| 2.7 Subject category                                      | Formative category: DF – fundamental, DS – speciality, DC – complementary                                          |              |   |                                                                     | DC          |
|                                                           | Optionality: DOB – mandatory, DOP – optional (alternative), DFA – optional (free choice)                           |              |   |                                                                     | DOP         |

### 3. Estimated total time

|                                                                                      |    |           |        |    |          |   |            |   |         |    |
|--------------------------------------------------------------------------------------|----|-----------|--------|----|----------|---|------------|---|---------|----|
| 3.1 Number of hours per week                                                         | 2  | of which: | Course | 2  | Seminars | - | Laboratory | - | Project | -  |
| 3.2 Number of hours per semester                                                     | 28 | of which: | Course | 28 | Seminars | - | Laboratory | - | Project | -  |
| 3.3 Individual study:                                                                |    |           |        |    |          |   |            |   |         |    |
| (a) Manual, lecture material and notes, bibliography                                 |    |           |        |    |          |   |            |   |         | 10 |
| (b) Supplementary study in the library, online and in the field                      |    |           |        |    |          |   |            |   |         | 10 |
| (c) Preparation for seminars/laboratory works, homework, reports, portfolios, essays |    |           |        |    |          |   |            |   |         | -  |
| (d) Tutoring                                                                         |    |           |        |    |          |   |            |   |         | -  |
| (e) Exams and tests                                                                  |    |           |        |    |          |   |            |   |         | 2  |
| (f) Other activities:                                                                |    |           |        |    |          |   |            |   |         | -  |
| 3.4 Total hours of individual study (suma (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 | Language competence B1+/B2 level in CEFR |
| 4.2 Competence | Continuous learning                      |

### 5. Requirements (where appropriate)

|                           |                                        |
|---------------------------|----------------------------------------|
| 5.1. For the course       | Study of research and journal articles |
| 5.2. For the applications | -                                      |

### 6. Specific competence

|                              |                                                                                                                                          |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| 6.1 Professional competences | N/A                                                                                                                                      |
| 6.2 Cross competences        | <b>CT3</b> – Demonstrating the spirit of initiative and action for updating professional, economic, and organizational culture knowledge |

## 7. Expected Learning Outcomes

|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Knowledge</b>                     | <p>Upon completion of the course, the student is able to:</p> <ul style="list-style-type: none"> <li>Describe the principles and conventions specific to academic and scientific communication, including the rhetorical and functional structure of professional genres in the engineering field.</li> <li>Explain the grammatical, stylistic, and formatting rules applicable to writing technical documents in a foreign language.</li> <li>Identify the mechanisms of meaning construction in specialized discourse, including the use of technical terminology, logical relationships, and specific connectors.</li> </ul>                                                                                                                                                   |
| <b>Skills</b>                        | <p>Upon completion of the course, the student will be able to:</p> <ul style="list-style-type: none"> <li>Use academic and scientific sources appropriately in the process of researching and writing specialized texts.</li> <li>Produce academic and technical texts (reports, proposals, problem–solution texts, reviews, etc.), following conventions of style, coherence, and textual cohesion.</li> <li>Apply techniques of paraphrasing, summarizing, and reformulating information from specialized texts, including through the responsible use of digital technologies and GenAI.</li> <li>Adapt written discourse to the communicative context, audience, and purpose by appropriately using rhetorical functions and domain-specific linguistic resources.</li> </ul> |
| <b>Responsibilities and autonomy</b> | <p>The student has the ability to apply knowledge and skills autonomously and responsibly in order to communicate effectively and ethically in technical and academic fields.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## 8. Discipline objective (as resulted from the *key competences gained*)

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.1 General objective   | Correct use of grammar conventions regarding the writing of technical documents in a foreign language                                                                                                                                                                                                                                                                                                                                                                           |
| 8.2 Specific objectives | <p>At the end of this course, students should be able to:</p> <ul style="list-style-type: none"> <li>-Master documenting strategies, information processing; writing according to discourse patterns in academic and/or scientific contexts.</li> <li>- Use of specialized language in written texts on science and academic related topics.</li> <li>- Recognize and comprehend the rhetorical and functional structure of discipline appropriate (written) genres.</li> </ul> |

## 9. Contents

| 9.1 Lectures                                                                                                                                                                                                                                                   | Hours | Teaching methods                                                                                                                                                                                   | Notes                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| 1. Foundations of Effective Communication: Academic, Professional and Digital Contexts.<br>Introduction to the principles of communication, communication models, and strategies for effective interaction in academic, professional and digital environments. | 2     | Lecture, conversation, recognition of language aspects, conventions and formatting in specialized texts. Practical exercises for writing/understanding specialized texts. Practical mini-projects. | Contents are organized and adapted to the groups' level |
| 2. The Writing Process: Planning, Drafting, Revising and Editing.<br>Exploration of the stages of the writing process, with emphasis on planning, organizing ideas, drafting, revising, editing and producing clear, purposeful texts.                         | 4     |                                                                                                                                                                                                    |                                                         |
| 3. Principles of Technical and Professional Writing.<br>Introduction to the characteristics of technical and professional writing, including clarity, precision, audience awareness and document organization.                                                 | 4     |                                                                                                                                                                                                    |                                                         |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |   |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|--|
| 4. Writing for Technical and Scientific Audiences: Style, Grammar, Vocabulary and Register.<br>Development of appropriate language choices for technical and scientific communication, focusing on style, grammar, terminology and the distinction between formal and informal registers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2 |  |  |
| 5. Technical and Professional Documents: User Guides, Technical Reports and Specifications.<br>Overview of common technical documents, their purpose, structure and conventions, with practical applications in engineering and professional contexts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 4 |  |  |
| 6. Academic Integrity and Responsible Source Use: Citation, Paraphrasing, Summarizing and Referencing.<br>Introduction to ethical academic writing through proper citation practices, effective paraphrasing and summarizing and the use of standard referencing conventions. Understanding Plagiarism: Definitions, Contexts, and Institutional Policies<br>Examination of plagiarism as an academic integrity issue, including its various forms, causes, consequences, and institutional approaches to prevention.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 4 |  |  |
| 7. Writing with Sources: Integrating Evidence and Avoiding Plagiarism.<br>Practical approaches to incorporating and synthesizing information from multiple sources while applying appropriate citation practices and avoiding plagiarism.<br>Academic Misconduct in the Digital Age: Detection, Prevention, and Ethical Scholarship<br>Analysis of academic misconduct, including contract cheating, ghostwriting, AI-assisted misconduct, data fabrication, and methods used to promote ethical scholarship.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 4 |  |  |
| 8. Contemporary Forms of Plagiarism: Typologies, Case Studies, and Critical Analysis.<br>Critical examination of traditional and emerging forms of plagiarism through case studies, enabling students to identify, evaluate, and avoid unethical writing practices.<br>Presentation and discussion of the students' documents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 2 |  |  |
| Final test                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 2 |  |  |
| <p>Bibliography:</p> <p>(The materials used in class will be provided electronically by the teacher through MSTEams platform or any other means agreed upon).</p> <p>Bibliography:</p> <p>Marinela Granescu, Ema Adam, Effective academic and technical writing, UTPress, Cluj-Napoca, 2010</p> <p>Justine Jobel, Writing for Computer Science: the art of effective communication, Springer Verlag, Melbourne, 2000</p> <p>Simon Haines, Real writing with answers, Cambridge University Press, 2008</p> <p>R.R. Jordan, Academic writing course, Nelson, 1992</p> <p>Blum, Susan D., My Word! Plagiarism and College Culture, Cornell University Press, 2009</p> <p>Diane Pecorari, Academic Writing and Plagiarism. A Linguistic Analysis, Continuum, 2008</p> <p>Neville, Colin, The complete guide to referencing and avoiding plagiarism, Open University Press, 2010</p> <p>Pecorari, Diane, Teaching to avoid Plagiarism. How to Promote Good Source Use, Open University Press, 2013</p> <p>Sutherland-Smith, Wendy, Plagiarism, the Internet and Student Learning. Improving Academic Integrity, Routledge, 2008</p> <p>Weber-Wulff, Debora, False Feathers. A Perspective on Academic Plagiarism, Springer, 2014</p> <p>Williams, Heidi, Plagiarism (Issues that Concern You), Greenhaven Press, 2008</p> <p>Philip Rubens (2002) <i>Science and Technical Writing</i>. Routledge. Stephen Bailey (2003) <i>Academic Writing</i>, Routledge-Falmer.</p> <p>Morley, John, Peter Doyle and Ian Pole (2007). <i>University Writing Course</i>. Newbury: Express Publishing.</p> <p>"The Online Writing Lab" at Purdue University <a href="http://owl.English.purdue.edu/owl">http://owl.English.purdue.edu/owl</a> Writing for a Purpose" <a href="http://learnenglish.britishcouncil.org/en/writing-purpose">http://learnenglish.britishcouncil.org/en/writing-purpose</a></p> |   |  |  |

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

Improving the ability to draw up a technical and scientific document in English increases the chances of employment in companies that use this foreign language.

**11. Evaluation**

| Activity type                                                                                                                                    | Assessment criteria                                                                                                                                                                                                                                                                       | Assessment methods                    | Weight 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.<br>The ability to produce a short text correctly in terms of format, linguistic, lexical, and discursive structures, as well as layout. | - final written test + applied topics | Written test 70%<br>Applied topics 30 % |
| Minimum standard of performance:<br>The final grade is calculated if at least 60% of each component of the final evaluation is solved correctly. |                                                                                                                                                                                                                                                                                           |                                       |                                         |

| Date of filling in:<br>10.07.2026 | Responsible  | Title, First name Last name     | Signature |
|-----------------------------------|--------------|---------------------------------|-----------|
|                                   | Course       | Assoc.prof. Pădurețu Sanda, PhD |           |
|                                   | Applications | -                               |           |
|                                   |              |                                 |           |

|                                         |                                                        |
|-----------------------------------------|--------------------------------------------------------|
| Date of approval in the department      | Head of department,<br>Assoc.prof.Ruxanda Literat, PhD |
| Date of approval in the Faculty Council | Dean,<br>Prof.dr.eng. Vlad Mureșan                     |