Politehnica University of Bucharest
Faculty of Electronics, Telecommunications and Information Technology

COURSE DESCRIPTION

1. Program identification information

1.1 Higher education institution	Politehnica University of Bucharest
1.2 Faculty	Faculty of Electronics, Telecommunications and Information Technology
1.3 Department	Dept. of Applied Electronics and Information Engineering
1.4 Domain of studies	
1.5 Cycle of studies	Bachelor Studies (engineering)
1.6 Program of studies/Qualification	Applied Electronics

2. Course identification information

2.1 Name of the course				ENGLISH FOR PROFESSIONAL COMMUNICATION			
2.2 Lecturer				Elisabeta-Simona Catană, PhD Maria Alexe, PhD			
2.3 Instructor for practical activities							
2.4 Year of studies	I	2.5 Semester	I	2.6 Evaluation type	Accepted / Rejected	2.7 Course choice type	Compulsory

3. Total estimated time (hours per semester for academic activities)

3.1 Number of hours per week, out of which	2	3.2 course		3.3 practical activities	2
3.4 Total hours in the curricula, out of which	28	3.5 course		3.6 practical activities	28

Distribution of time	hours
Study according to the manual, course support, bibliography and hand notes	20
Supplemental documentation (library, electronic access resources, in the field, etc)	4
Preparation for practical activities, homeworks, essays, portfolios, etc.	4
Tutoring	
Examinations	
Other activities	

3.7 Total hours of individual study	28
3.9 Total hours per semester	28
3. 10 Number of ECTS credit points	2

4. Prerequisites (if applicable)

4.1 curricular	
4.2 competence-based	The seminars of English for Professional Communication are designed for the students whose level of competence is at least A2 – according to the Common European Framework of Reference for Languages.

5. Requisites (if applicable)

5.1 for running the course	
5.2 for running of the applications	Compulsory attendance at the seminars according to the rules and regulations of Bachelor Studies in Politehnica University of Bucharest.

6. Specific competences

Professional competences	- The students' capacity to use grammar structures without errors in their own contexts of communication; the students' capacity to communicate fluently, having an adequate pronunciation. - The students' capacity to understand a written text or a conversation. - The students' capacity to use vocabulary with a complex structure in their own contexts of communication. - The students' capacity to give an academic presentation in a formal register and with an appropriate structure. - The students' capacity to write an argumentative essay and a report with a correct structure and in an accurate way.
Transversal competences	- The polite, ethical behaviour, observing the rules of the university and the legislation in force, developing their reputation in accordance with the students' status and with the requirements of their future profession. - Establishing a successful interpersonal communication in an academic environment as well as in a multicultural environment. - Proving their ability to take initiative and action to enhance their professional knowledge using printed documentary sources and electronic resources in English.

7. Course objectives (as implied by the grid of specific competences)

7.1 General objective of the course	The practical course continues the development of the four fundamental skills: listening, speaking, reading and writing.
4.2 Specific objectives	a) Enhancing the students' communication competence with focus on the four fundamental skills. Developing the students' fluency and accuracy.

	b) Developing the students' ability to use appropriate grammar structures and vocabulary items / collocations / idioms in given contexts of communication in order to enable them to appropriately argue for their viewpoints.
	c) Developing the skills of academic writing.
	d) Enhancing the competence of giving an oral academic presentation based on a coherent structure and using visuals such as diagrams, graphs, tables.

8. Content

8.2 Seminars	Teaching techniques	Remarks
1) Reading comprehension. Approaching an academic / technical text. a) Vocabulary practice. Exercises. b) Arguing for one's viewpoints on a written text and on a given topic. c) Listening activities, speaking, reading and grammar activities. Exercises.	Oral communication methods: interactive teaching, the explanation, brainstorming, the audio techniques. Written communication methods: using the textbook and the class worksheets. Real action methods: exercises.	4 seminar hours

2. Academic writing. Argumentative essays. Reports
 	
Grammar revision:
 	
  a) Verb tenses
  b) The conditional
  c) The passive voice
  d) The inversion
  e) Modal verbs
  f) The gerund.
 	
Grammar practice.
	Written communication methods: using the textbook and the class worksheets.
	
	Real action methods: exercises.
		8 seminar hours

3. Specific language development a) Specific and remedial	Oral communication methods: interactive teaching, the explanation, brainstorming, the audio	2 seminar hours

language (*General English and English for Specific Purposes*): the Noun Group and the Verb Group. b) Collocations and idioms in a range of communicational and cultural contexts.	techniques. Written communication methods: using the textbook and the class worksheets. Real action methods: exercises.	
4. Oral presentation techniques: Phases (*preparation, introduction, development, closing*), specific language, rhetorical devices, cohesion techniques (*listing, linking, sequencing*), graph presentation.	Oral communication methods: interactive teaching, the explanation, brainstorming, the audio techniques.	6 seminar hours
5. Individual Project: Giving a technical/academic presentation (*free choice from listed themes*) based on structured PowerPoint and other visual aids.		2 seminar hours
6. Revision		2 seminar hours
7. Final written test		2 seminar hours
8. Feedback		2 seminar hours

Bibliography

Bibliografie

1. *Academic Vocabulary in Use*. Michael McCarthy, Felicity O'Dell. Cambridge University Press, 2008.

2. *Academic Writing*. Dorothy E. Zemach, Lisa A. Rumisek. Macmillan, 2008.

3. *Advanced Masterclass*. *CAE.* Student's Book. Oxford: Oxford University Press, 1998.

4. *Advanced Language Practice*. Michael Vince, Macmillan Heinemann, 1998.

5. *English for Professional Communication*, Printech, Bucuresti, 2004.

6. *Focus on Proficiency*. Sue O'Connell. Thomson Publishing Company, 1995.

7. *In Company*. *Upper Intermediate*. Mark Powell. Macmillan, 2008.

9. Bridging the course content with the expectations of the epistemic community representatives, professional associations and employers representatives for the domain of the program

Developing their communication competence by focusing on fluency and accuracy, the students will be able to use English successfully in their future career in their domain, knowing a series of communication and argumentation strategies.

Developing their skills of academic writing in English, the students will be able to accomplish a series of writing tasks included in their job description. For example, they will know how to write a technical report.

Developing their oral presentation techniques, the students will be able to use the acquired knowledge in order to give different types of presentations for different purposes in their future career.

10. Evaluation

Type of activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Weight in the final mark
10.5 Seminar	1) Language acquisition. Grammar and vocabulary knowledge for understanding a written text and for a clear argumentation of viewpoints.	1) Checking the required homework for each seminar.	30%
	2) Knowing the rules of writing an argumentative essay and a report: the structure of an argumentative essay and the structure of a report.	2) Checking the students' argumentative essays and reports.	10%
	3) Knowing the techniques of giving an oral academic presentation.	3) Assessing the way the students prepare, structure and give an academic / a technical	40%

		presentation (free choice from listed themes).	
		4) Final test.	20%
10.6 Minimal performance standard			
- submission of homework - scoring 50 % out of the total.			

Date   Lecturers

10.10. 2015   Elisabeta-Simona Catană, Ph. D
                                  Maria Alexe, PhD

Date of department approval   Director of Department,
10. 10. 2015   Conf. dr. Yolanda Catelly