Module (Course Syllabus) Catalogue

2022-2023

College/ Institute	Erbil Health & Medical Technical College
Department	PT Department
Module Name	Technical English I
Module Code	TE102
Degree	Technical Diploma ☐ Bachler ■ High Diploma ☐ Master ☐ PhD ☐
Semester	First
Qualification	BSc
Scientific Title	Assistant lecturer
ECTS (Credits)	6
Module type	Prerequisite ☐ Core ☐ Assist. ■
Weekly hours	4
Weekly hours (Theory)	(4)hr Class (160)Total hrs Workload
Number of Weeks	14
Lecturer (Theory)	Awat M. Mustafa
E-Mail & Mobile NO.	Awat.mustafa@epu.edu.iq, N/A
Websites	

Course Book

Course Description	English Language (may be called Technical English in future) is an undergraduate course over two 15-weeks semesters throughout one academic year. It focuses on the acquisition of English Language skills needed in the local across several disciplines as (medical, engineering, media, accounting and management) with focussing on the labour market. The curriculum is arranged into different units. Each unit is divided into four sections, and each section focuses on the four skills, speaking, listening, reading and writing.
Course objectives	The object of this course is: English language skills in terms of what the students need when they are studying English as a second or foreign language. The course gives students the practical training they need to bridge the gap between the classroom and the world of work. It helps learners to make measurable progress in learning English while helping to make them more employable. This course is designed for students with no work experience. It also provides many suggestions and alternative ways to use the material for those students already in work. The content also takes into consideration the CEFR (English Language Levels) of the content. It is to commence at A2 (basic "beginner" level) and gradually rise to B1 (intermediate level).
Student's obligation	1. Students have to fulfilled their fundamental role in both the class and electronic platforms, according to the university rules as: 2. Attendance: Students should make every effort to maintain good attendance in their classes or checking their platforms account. 3. Participation: Each student should participate in their classes (face to face class and electronic one). Discussing relevant subjects at appropriate times can spark new conversations and produce valuable debates, also each student should contribute to the assignment. Students who are shy do not have to take a leadership role, but they can offer to take notes and add a few ideas. 4. Questions: Asking questions about unclear material is an important part of the classroom experience. It is not uncommon for students to have similar difficulties, so speaking up will help everyone understand the discussed information. As a teacher, I can also benefit from a student's questions. By finding out what subjects are hard to understand, based on that I can adjust my lectures to clear up confusing topics. 5. Respect: is another point that the students should into consideration. Students need to respect the ideas and opinions of their classmates in and outside of the classroom. They should not ridicule someone for having a different viewpoint, and they should be willing to listen to alternative perspectives. 6. Preparation: I expect the students to study outside of the classroom. Students should complete assigned reading before class begins, so they can contribute their thoughts to new discussions. They should also finish homework before entering the classroom.

	Task		Weight (Marks)	Due Week	Relevant Learning Outcome
Required Learning Materials	1. Course materials 2. Classroom with interactive whiteboard + internet connectivity Personal tools and protection equipment				

Evaluation		Task	Weight (Marks)	Due Week	Relevant Learning Outcome
		Paper Review	-	-	-
	Assignments	Homework	10%	2, 10	6, 7, 9
		Class Activity	2%	-	All
		Report	-	-	3, 4 & 5
		Seminar	8%	6	6 & 7
		Essay	8%	4	-
		Project	-	-	-
	Quiz		8%	4, 6, 8	1, 3
	Midterm Exam		24%		1, 3
	Final Exam		40%		1, 3
	Total		100%		

Specific learning outcome:

By the end of the course the student will be able to:

1. Develop different techniques of language skills (speaking, listening, reading and writing).

2. Understand and be perceptive in an English Language speaking environment.

3. Be competent in basic grammatical skills, being able to form correct sentences and negate them, express different times and tenses, ask information questions, and be able to write passive sentences.

4. Communicate effectively in a formal, professional environment.

5. Be able to communicate professionally on the telephone in English.

6. Acquire necessary interview skills, and the ability to answer and ask questions.

7. Write in formal style and follow protocols in a business and professional environment. This includes email correspondences, forms of address, formal greetings, and sign offs.

8. Write good professional reports related to daily, weekly, monthly, and annual work-related activities.

9. Write an employment Cover Letter.

Course References:

- Essential Grammar in use. Third Edition.
- https://learnenglish.britishcouncil.org/
https://www.learnamericanenglishonline.com/Yellow%20Level/Y27_English_Verb_Tenses.html?gclid=EAIaIQobChMI9bny8-D_4QIVyx0YCh0XygyyEAAYASAAEgKGvvD_BwE.
- https://www.bbc.co.uk/learningenglish/

Course topics (Theory)	Week	Learning Outcome
UNIT ONE: E-MAILS Part One: Introduction to Email Part Two: Elements of the Email (1)	1	1 & 2
Part Three: Elements of the Email (Part 2) Part Four: Arranging Meetings by Emails	2	1 & 3
Unit Revision and Indication of the Best email Received from Students	3	1, 3 & 5
Unit 3: Presentations Part One: Planning and Starting a Presentation Part Two: Organising and Persuading	4	3, 4 & 5
Part Three: Persuasion Part four: Dealing with Questions	5	7 & 9
In Class Presentations	6	3, 4 & 5
Unit Two: Telephone Calls Part One: Beginning a Telephone Conversation Part Two: Leaving and Taking Messages	7	4 & 5
Part Three: Clarifying, Checking and Confirming Information Part Four: Ending a Phone Call	8	4 & 5
Unit 4: Job Ads, CVs and Cover Letters Part One: Reading a Job Ad Part Two: Elements of a CV	10	6 & 7
Part Three: Elements of Cover Letters Part Four: Creating Your Own CV and Cover Letter	11	6 & 7
Showing the best CV and cover letter of Students	12	3, 4 & 5

Questions Example Design

Q1: Match the following
Q2: Fill the gaps choosing a word from the list below:
Q3: Fill the gaps according to the information taken from the studied materials:
Q4: Define the following terms:
Q5: Complete the following passage using the given articles:
Q6: Complete missing gaps from formal emails:

Extra notes:

External Evaluator