Kurdistan Region Government
Ministry of Higher Education and
Scientific Research
Erbil Polytechnic University

زانکۆی پۆلیتەکنیکی هەولێر
ERBIL POLYTECHNIC UNIVERSITY

Module (Course Syllabus) Catalogue

2023-2024

College/ Institute	Erbil Health & Medical Technical College
Department	MLT Department
Module Name	Technical English II
Module Code	ENL202
Degree	Technical Diploma ☐ Bachler ☑ High Diploma ☐ Master ☐ PhD ☐
Semester	Second semester
Qualification	BSc
Scientific Title	Assistant Lecturer
ECTS (Credits)	6
Module type	Prerequisite ☐ Core ☑ Assist. ☐
Weekly hours	4 Hours
Weekly hours (Theory)	(2)hr Class (15)Total hrs Workload
Weekly hours (Practical)	(2)hr Class (15)Total hrs Workload
Number of Weeks	12
Lecturer (Theory)	Awat Mohammed Mustafa
E-Mail & Mobile NO.	N/A
Lecturer (Practical)	N/A
E-Mail & Mobile NO.	N/A
Websites	N/A

Course Book

Course Description	Technical English is an undergraduate course over two 12-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 focusing 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 (intermediate level) and gradually rise to B1 (upper intermediate level). |
| **Student's obligation** | Students have to fulfilled their fundamental role in both the class or electronic platforms, according to the university rules as:

Attendance: Students should make every effort to maintain good attendance in their classes or checking their platforms account.

Participation: Each student should participate in their classes (face to face class/ 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. |

	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.
	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.
	Preparation: Students should present four presentations within this academic semester. In addition to, they have to do their weekly assignments before their attendance to the class.
Required Learning Materials	The methods of teaching and learning used in this course are crucial to its success. A passive lecture-type method of teaching will not work here. The method has to be Task-based, with student activities and participation a frequent element throughout the course such as group work and discussion, presentations etc. Audio-visual learning tools are important here, as a central computer system, smartboard or projector with interactive programs are all complementary to the learning process.

	Task		Weight (Marks)	Due Week	Relevant Learning Outcome
Evaluation	Paper Review		-	-	-
	Assignments	Homework	10%	2nd , 7th	The paper will be marked.
		Class Activity	2%	-	-
		Report	-	-	-
		Seminar	8%	3rd	6 & 7
		Essay	8%	6th	1, 3 & 7
		Project	-	-	-
	Quiz		8%	All	All
	Midterm Exam		24%	-	-
	Final Exam		40%	-	-
	Total		100%	-	-

Specific learning outcome:	By the end of the course the student will be able to: - Develop different techniques of language skills (speaking, listening, reading and writing). - Understand and be perceptive in an English Language speaking environment. - 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. - practice the interview skills effectively during a job interview. - display an ability to take a logical and analytical approaches to solving problems and resolving issues. - practice the elements related to professional behaviour of employee with their colleagues and clients. - know about some effective elements of writing minutes and memos, proposals and advertising. - write business reports.
Course References:	- Essential Grammar in use. Third Edition. - https://learnenglish.britishcouncil.org/ - https://www.bbc.co.uk/learningenglish/

Course topic

Course topics (Theory)	Week	Learning Outcome
Unit Five: Job Interviews Part One: Job Interviews Part Two: Preparing for the Interview Part Three: During the Interview Part Four: After the Interview	1, 2 & 3	The students will be able to: - Describe and recognize different types of interview. - Practice the rules of Interview Etiquette. - Use proper tenses while an applicant answers the employer's questions.

Unit Six: Writing Texts Part One: Behaving Professionally Part Two: Dealing with Customers/Clients Part Three: Dealing with Colleagues Part Four: Staying Motivated	4, 5 & 6	The students will be able to: - Use appropriate expressions to different scenario cases. - Behave appropriately with their co-worker at the job. - Know how to deal with angry customer.
Unit Seven: Meetings Part One: Starting and managing meetings Part Two: Making, accepting and rejecting suggestions, offers and promises Part Three: Dealing with differences of opinion Part Four: Negotiating internationally	7, 8 & 9	The students will be able to: - Deal with meetings generally. - Deal with different opinions. - Also able to negotiate internationally
Unit Eight: Text Types Part One: Minutes and Memos Part Two: Advertising and Proposals Part Three: Business Reports There is no part four here!!	10, 11 & 12	The students will be able to: - Know the main structure of business report. - Differentiate among the different types of Proposal.

Questions Example Design-
LISTENING: **10**
MARKS
Listen and choose the correct answer:

READING: **10**
MARKS
Read the passage and mark the below statements (T) or (F):

WRITING: **10**
MARKS
Write a Paragraph with not less than (100 words) for one of the following topics:

SPEAKING: **10**
MARKS
Choose one of the following questions

 Extra notes:

External Evaluator

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