

## Module (Course Syllabus) Catalogue

### 2022-2023

College/ Institute	Erbil Technical Engineering College		
Department	Technical Civil Engineering Dept.		
Module Name	English Skills II		
Module Code	GEE201		
Degree	Technical Diploma <input type="checkbox"/>	Bachelor <input checked="" type="checkbox"/>	High Diploma <input type="checkbox"/> Master <input type="checkbox"/> PhD <input type="checkbox"/>
Semester	Second Semester		
Qualification	Education: <ul style="list-style-type: none"> <li>MA in TESOL / University of Huddersfield/ The UK.</li> </ul>		
Scientific Title	Assistant Lecturer		
ECTS (Credits)	6		
Module type	Prerequisite <input type="checkbox"/>	Core <input checked="" type="checkbox"/>	Assist. <input type="checkbox"/>
Weekly hours	4		
Weekly hours (Theory)	(4) hr Class	(162) Total hrs Workload	
Weekly hours (Practical)	(N/A) hr Class	(N/A) Total hrs Workload	
Number of Weeks	12		
Lecturer (Theory)	Mr. Bestun Khidhir		
E-Mail & Mobile NO.	Email: <a href="mailto:Bestun.khidhir@epu.edu.iq">Bestun.khidhir@epu.edu.iq</a>		
Lecturer (Practical)			
E-Mail & Mobile NO.			
Websites	<a href="https://mrbestun.weebly.com/">https://mrbestun.weebly.com/</a>		

# Course Book

<p><b>Course Description</b></p>	<p>General 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 for example; (medical, engineering, and management) with focusing on the labour market.</p> <p>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.</p>
<p><b>Course objectives</b></p>	<p>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.</p> <p>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).</p>
<p><b>Student's obligation</b></p>	<p>The students are required to:</p> <ul style="list-style-type: none"> <li>-Attend all the lectures and participate in the classwork and assignments.</li> <li>-Participate in the exam.</li> </ul>
<p><b>Specific learning outcome</b></p>	<p>On successful completion of this module, each student is able to:</p> <ol style="list-style-type: none"> <li>1. <b>Develop</b> different techniques of language skills (speaking, listening, reading, and writing).</li> <li>2. <b>Understand</b> and be perceptive in an English Language speaking environment.</li> <li>3. <b>Be competent</b> 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.</li> </ol>

	<ol style="list-style-type: none"> <li>4. <b>Communicate</b> effectively in a formal, professional environment.</li> <li>5. <b>Communicate</b> professionally on the telephone in English.</li> <li>6. <b>Write</b> in the formal style includes email correspondences, forms of address, formal greetings, and sign-offs.</li> <li>7. <b>How</b> to present an effective presentation, at the same time will be familiar with the techniques of presentation.</li> <li>8. <b>Write</b> an employment CV and Cover Letter.</li> </ol>				
<b>Required Learning Materials</b>	Different pedagogical methods are used in this course; for example, seminars, and homework, easy. Student will receive the required handouts such as the references, Pdf files PowerPoint files, and videos.				
<b>Evaluation</b>	<b>Task</b>	<b>Weight (Marks)</b>	<b>Due Week</b>	<b>Relevant Learning Outcome</b>	
	Paper Review				
	Assignments	Homework	12%	Almost weekly	
		Class Activity			
		Report	8%		
		Seminar	8%	From week 4	
		Essay		At the end of each unit	
		Project			
	Quiz	8%	At the end of each unit		
	Lab				
	Midterm Exam	24%			
	Final Exam	40%			
Total	100%				
<b>Course References:</b>	<ul style="list-style-type: none"> <li>• Davis, Rimmer, and Ur (2011) Active Grammar Level 2. Cambridge University Press.</li> <li>• Eastwood, D. (2008) Oxford English Grammar Intermediate. Oxford University Press.</li> <li>• Ibboston, M. (2009) Cambridge English for Engineering Student's Book. Cambridge University Press.</li> <li>• McCarthy, M. &amp; O'dell, F. (2010) English vocabulary in use. Pre-intermediate. Cambridge University Press.</li> <li>• Ibboston, M. (2009) Professional English in use: Engineering. Cambridge University Press.</li> </ul>				

## COURSE CONTENTS

Course Topics (Theory)	Week	Learning Outcome	Note
Introduction / course Syllabus	Week1		
<b>Unit Five: Job Interviews</b> Part One: Job Interviews Part Two: Preparing for the Interview Part Three: During the Interview Part Four: After the Interview	Week2 Week3 Week4	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.	
<b>Unit Six: Cooperate Culture</b> Part One: Behaving Professionally Part Two: Dealing with Customers/Clients Part Three: Dealing with Colleagues Part Four: Staying Motivated	Week5 Week6 Week7 Week 8	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.	
<b>Unit Seven: Meeting</b> 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	Week9 Week10 Week 11	The students will be familiar with: - Use appropriate expressions during meetings. - Know how to deal when things not going well during meetings. - Prepare for meetings - Benefit from meetings	
<b>Unit Eight: Text Types</b> Part one: Minutes and Memos Part Two: Advertising and Proposals Part Three: Business Reports	Week12 Week13	The students will be able to: - Know the main structure of business report. - Differentiate among the different types of Proposal.	

