

Kurdistan Region Government

Ministry of Higher Education and Scientific Research

Erbil Polytechnic University

**Module (Course Syllabus) Catalogue**

**2022-2023**

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| **College/ Institute** | **Erbil Technical Administration College** | |
| **Department** | **International Marketing and language** | |
| **Module Name** | **English for Academic purpose** | |
| **Module Code** | EAP103 | |
| **Degree** | **Technical Diploma Bachelor High Diploma Master PhD**  \* | |
| **Semester** | **first** **Semester** | |
| **Qualification** |  | |
| **Scientific Title** |  | |
| **ECTS (Credits)** | **4** | |
| **Module type** | **Prerequisite Core Assist.**  \* | |
| **Weekly hours** |  |  |
| **Weekly hours (Theory)** | **( 2 )hr Class** | **( )Total hrs Workload** |
| **Weekly hours (Practical)** | **( 2 )hr Class** | **( )Total hrs Workload** |
| **Number of Weeks** | **12** | |
| **Lecturer (Theory)** | **Bnar Abdulmajeed Ghafour** | |
| **E-Mail & Mobile NO.** | [**Bnar.ghafour@epu.edu.iq-**](mailto:Bnar.ghafour@epu.edu.iq-) **07504885042** | |
| **Lecturer (Practical)** |  | |
| **E-Mail & Mobile NO.** |  | |
| **Websites** | [**www.epu.edu.iq**](http://www.epu.edu.iq) | |

**Course Book**

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| **Course Description** | This course is 12 weeks. It focuses on the acquisition of English Language skills needed in the local across several disciplines as every day English, marketing and management.  It focuses on the acquisition of English Language skills needed in the local across several disciplines 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 objectives 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.  This module offers listening practice to help the students understand familiar words and basic phrases when people speak slowly and clearly. Situations include meeting people, shopping and conversations at work.  Each lesson has a preparation task, an audio recording and two tasks to check your understanding and to practise a variety of listening skills. Make a start today.  This model also offers speaking practice. Different activities are provided which help the students to practise their speaking skills. They can improve their speaking by noticing the language they use in different situations and practising useful phrases.  The content also takes into consideration the CEFR (English Language Levels) of the content. It is to commence to advance level. | | | | | |
| **Student's obligation** | Students have to fulfilled their fundamental role in electronic platforms, according to the university and WFP 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. | | | | | |
| **Evaluation** | ‌ **Task** | | **Weight (Marks)** | | **Due Week** | **Relevant Learning Outcome** |
| Paper Review | |  | |  |  |
| Assignments | Homework | 10 | | 1-12 |  |
| Class Activity | 2 | | 1-12 |  |
| Report | 0 | | 1-12 |  |
| Seminar | 16 | | 1-12 |  |
| Essay | 0 | | 1-12 |  |
| Project | 16 | | 1-12 |  |
| Quiz | | 8 | | 1-12 |  |
| Lab. | |  | |  |  |
| 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,).  - 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.  - display an ability to take a logical and analytical approaches to solving problems and resolving issues.  . | | | | | |
| **Course References‌:** | 1. Philips, Terry & Philips, Anna *(2018). Progressive Skills; Listening and speaking. Garnet* | | | | | |
| **Course topics (Theory)** | | | | **Week** | | **Learning Outcome** |
| Course layout  **Week 1: Part Two: Elements of a CV**  **Week 2:** Part Three: Elements of Cover Letters  **Week 3:**   Part Four: Creating Your Own CV and Cover Letter  **Week 4:**  **Unit Five: Job Interviews**  Part One: Job Interviews  **Week 5:**   Part Two: Preparing for the Interview  **Week 6:**   Part Three: During the Interview  **Week 7:**   Part Four: After the Interview  **Week 8:**   Unit Six: Cooperate Culture  Part One: Behaving Professionally  **Week 9:**   Part Two: Dealing with Customers/Clients  **Week 10:**  Part Three: Dealing with Colleagues  **Week 11:**  Part Four: Staying Motivated  **Week 12:** UNIT 7 Meetings  Part One: Starting and managing meetings  **Questions Example Design**  ***Q.1. ( Compositional***)   1. **What is Definition of interview?**   2- Middle-level mgrs:   1. **Could you please explain LEED?** 2. LEED (Leadership in Energy and Environmental Design) is the most widely used green building rating system in the world. 3. LEED is the series of activities that delivers a product or service to a customer. 4. LEED focus of the report is ‘Non-Compliances’ where the company has failed to fully meet certification criteria. 5. All of the above. 6. Not all of the above.   3- Top-level mgrs:   1. **Is a process by which companies create value for customers and build strong customer relationships to capture value from customers in return?** 2. Process Relative advantage. 3. Marketing. 4. Compatibility. 5. Communicability. 6. All of the above.   ***Q.2.(True or false type of exams)***   * + - 1. The Meaning of Commerce: is a branch of business. It is concerned with the exchange of goods and services. It includes all those activities, which directly or indirectly facilitate that exchange.  1. **True B) False**   ***Q.3. Multiple choices:***   1. **Correspondence is simply defined as a form of communication by one of the telecommunication means such as: (telephone, internet, faxes, etc). ………………………………………or Business correspondence.**   smaller segments**, B)** Commercial Correspondence**, C)** marketing plans**,** | | | | | | |
| **Extra notes:** I will assess the students continuously through their activities in the class. Any student with ideas about learning, and suggestions of alternative way of dealing with problems will be very welcomed. | | | | | | |
| **External Evaluator** | | | | | | |