



Erbil Polytechnic University

Department of International Marketing and Languages

Erbil Administration Technical College

Third semester Course Book

Technical English

Dr. Dashne A Seedeq

Academic Year: 2022/2023

Course Book

1. Course name	Technical English
2. Lecturer in charge	Dashne Azad Sedeeq
3. Department/ College	Erbil Administration Technical College
4. Contact	e-mail: dashne.sedeeq@epu.edu.iq Tel: 07504751528
5. Time (in hours) per week	Theory: 2.5 h Practical: 2.5 h
6. Office hours	3 hours per week
7. Course code	TEN303
8. Teacher's academic profile	PhD in Linguistic
9. Keywords	
10. Course overview: <p>Technical English 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 with focussing 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>	
11. Course objective: <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</p>	

the CEFR (English Language Levels) of the content. It is to commence at A2 (intermediate level) and gradually rise to B1 (upper intermediate level).

12. Student's obligation

Students have to fulfilled their fundamental role in both the class and 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 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.
- 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: 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.

13. Forms of teaching

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.

14. Assessment scheme

Examines mark distribution:

- 24 % Marks mid-term exams
- 16 % project and presentation
- 10% homework
- 8 % Marks quiz.
- 40 Marks final term exam

15. Student 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.
- Communicate effectively in a formal, professional environment.
- Be able to communicate professionally on the telephone in English.
- Acquire necessary interview skills, and the ability to answer and ask questions.
- 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.
- Write good professional reports related to daily, weekly, monthly, and annual work-related activities.
- Write an employment Cover Letter.

16. Course Reading List and References:

- Essential Grammar in use. Third Edition.

- <https://learnenglish.britishcouncil.org/>

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https://www.learnamericanenglishonline.com/Yellow%20Level/Y27_English_Verb_Tenses.html?gclid=EA1aIQobChMI9bny8-D_4QIVyx0YCh0XygyyEAAYASAAEgKGvvD_BwE.

- <https://www.bbc.co.uk/learningenglish/>

17. The Topics: Theoretical/ practical part	Weeks
Introduction to the course Course book	Week 1
UNIT ONE: E-MAILS Part One: Introduction to emails Part Two: Elements of the Email Part Three: Elements of the Email (2) Part Four: Arranging meetings by Emails	Week 1,2 and 3
UNIT TWO: Presentations Part One: Planning and Starting a Presentation Part Two: Organising and Persuading Part Three: Persuasion Part Four: Dealing with Questions Part Four: Dealing with Questions	Week 4,5, and 6
Midterm	Week 7
UNIT THREE: PHONE CALLS Part One: Beginning a Telephone Conversation Part Two: Leaving and taking messages Part Three: Clarifying, Checking and Confirming Information Part Four: Ending a Phone Call	Week 8,9
UNIT FOUR: UNIT 4 Job Ads, CVs and Cover Letters Part One: Reading a Job Ad Part Two: Elements of a CV Part Three: Elements of Cover Letters Part Four: Creating Your Own CV and Cover Letter	Week 10, 11 and 12

Final exam	Week 13
19. Examinations: Theoretical part: True/False. Multiple Choice. Ordering. Short Answer/Essay Question. Fill-in-the-blank. Matching Writing short sentences or paragraph. The Practical part: Listening skill Speaking skill	
20. Extra notes:	
21. Peer review	پیداچوونہوہی ھاوہل