

Ministry of Higher Education and Scientific research



**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: 2023/2024**

**Course Book**

<b>1. Course name</b>	Technical English
<b>2. Lecturer in charge</b>	Dashne Azad Sedeeq
<b>3. Department/ College</b>	Erbil Administration Technical College
<b>4. Contact</b>	e-mail: dashne.sedeeq@epu.edu.iq Tel:
<b>5. Time (in hours) per week</b>	Theory: 1.5 h Practical: 1.5 h
<b>6. Office hours</b>	3 hours per week
<b>7. Course code</b>	TEN303
<b>8. Teacher's academic profile</b>	Ph.D in Linguistic
<b>9. Keywords</b>	
<b>10. Course overview:</b>	
<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>	
<b>11. Course objective:</b>	
<p>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>	

## 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.

## 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/>

- [https://www.learnamericanenglishonline.com/Yellow%20Level/Y27\\_English\\_Verb\\_Tenses.html?gclid=EAiaIQobChMI9bny8-D\\_4QIVyx0YCh0XygyyEAAYASAAEgKGvvD\\_BwE](https://www.learnamericanenglishonline.com/Yellow%20Level/Y27_English_Verb_Tenses.html?gclid=EAiaIQobChMI9bny8-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	Week 4,5, and 6

Part Three: Persuasion Part Four: Dealing with Questions Part Four: Dealing with Questions	
<b>Midterm</b>	Week 7
<b>UNIT THREE: PHONE CALLS</b> 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
<b>UNIT FOUR: UNIT 4 Job Ads, CVs and Cover Letters</b> 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
<b>Final exam</b>	Week 13
<p><b>19. Examinations:</b></p> <p><b>Theoretical part:</b></p> <p>True/False.</p> <p>Multiple Choice.</p> <p>Ordering.</p> <p>Short Answer/Essay Question.</p> <p>Fill-in-the-blank.</p> <p>Matching</p> <p>Writing short sentences or paragraph.</p> <p><b>The Practical part:</b></p> <p>Listening skill</p> <p>Speaking skill</p>	

**20. Extra notes:**

**21. Peer review**

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