



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

Module Catalogue

2023-2024

College	Erbil Administration Technical College	
Department	Department of International Marketing and Language / IML	
Module Title	Technical English	
Module Code	TEN406	
Modul Level	UG2	
Semester of Delivery	4 th Semester	
ECTS (Credits)	4	
Module type	Assist	
Weekly hours	3 hours	
Weekly hours (Theory) and practical	1 +2	
Weekly hours (tutorial)	1	
Number of Weeks		
Modul Tuter	Dr. Dashne Azad Sedeeq	
E-Mail	dashne.sedeeq@epu.edu.iq	
Lecturer (Practical)		
Websites		

Course Description	<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 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>
Course objectives	<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>
Student's obligation	<p>Students have to fulfilled their fundamental role in both the class or electronic platforms, according to the university rules as:</p> <ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> • 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. • Develop critical thinking skills to evaluate and analyze linguistic theories, methodologies, and research findings. Constructive questioning and critical engagement with the material contribute to a deeper understanding of linguistics. • Take organized and thorough notes during lectures and discussions. Well-maintained notes serve as valuable study aids for exams and assignments. 				
Required Learning Materials	<p>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.</p>				
Evaluation	Task	Weight (Marks)	Due Week	Relevant Learning Outcome	
	Paper Review				
	Assignments	Homework	10%	<p>During the whole class.</p> <ul style="list-style-type: none"> • Group task • Individual task • Sharing their ideas and outcomes with the class. 	<p>Students enhance their:</p> <ul style="list-style-type: none"> • Collaboration Skills: • Problem-Solving: • Social Skills • Independence: • Personal Accountability • Sharing Ideas and Outcomes with the Class • Peer Learning:. • Confidence Building: • Feedback and Reflection:

	Class Activity	2%	Class activities can extend beyond traditional academics and include practical or community-oriented tasks. For example: Engaging students in volunteer work or community service projects allows students to contribute to their community while learning about social responsibility.	Students will develop the ability of: <ul style="list-style-type: none"> • Responsibility • Time management • Helping •
	Seminar	16%	<ul style="list-style-type: none"> • Once a seminar of about 30 minutes per group (5 students), a seminar lasting about 30 minutes. • In addition to the daily mini-seminar, while sharing their discussion as a group with the whole class, 	The students will be able to <ul style="list-style-type: none"> • practice the techniques of presentation • know their strengths and weaknesses in an academic speaking environment. • Giving feedbacks
	Project	16%	Students work on their projects continuously during the semester. They consistently incorporate new elements into their project on a weekly basis.	Weekly feedback will be provided to them as well.
	Quiz	8%	It is once or twice during the semester.	To assess how well students have understood and retained specific information or concepts covered in class.
	Midterm Exam	24 %	Once per semester. Typically, it is organised by department.	Students receive comments to understand their strengths and limitations.
	Final Exam	40%	Typically arranged by the department at the end of the semester.	Students typically do not receive feedback. They will receive their grade.
	Total	100%		

<p>Specific learning outcome:</p>	<p>By the end of the course the student will be able to:</p> <ul style="list-style-type: none"> • 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.
<p>Course References</p>	<ul style="list-style-type: none"> • Jones, L. and Alexander, R., 2000. New international business English updated edition teacher's book: Communication skills in English for business purposes (Vol. 3). Cambridge university press.

Course topic

Course topics (Theory)	Weeks	Learning Outcome
<p>UNIT FOUR: UNIT 4 Job Ads, CVs and Cover Letters</p> <ul style="list-style-type: none"> • 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 	<p>1, 2 & 3</p>	<p>Students will develop the ability to:</p> <ul style="list-style-type: none"> • analyse and interpret job ads to understand the skills, qualifications, and requirements sought by employers. • develop the skills to create a well-structured and targeted curriculum vitae (CV) that highlights their qualifications, experiences, and

		<p>achievements.</p> <ul style="list-style-type: none"> • Write persuasive cover letters that not only introduce themselves but also demonstrate how their skills align with the job requirements. • Differentiate among the CV, resume, and cover letter.
<p>Unit Five: Job Interviews</p> <ul style="list-style-type: none"> • Part One: Job Interviews • Part Two: Preparing for the Interview • Part Three: During the Interview • Part Four: After the Interview 	4 & 5	<p>Students will develop the ability to:</p> <ul style="list-style-type: none"> • Describe and recognize different types of interviews. • Practice the rules of Interview Etiquette. • Use proper tenses while an applicant answers the employer's questions.
<p>Unit Six: Cooperate Culture</p> <ul style="list-style-type: none"> • Part One: Behaving Professionally • Part Two: Dealing with Customers/Clients • Part Three: Dealing with Colleagues • Part Four: Staying Motivated 	6, 7 and 8	<p>Students will develop the ability to:</p> <ul style="list-style-type: none"> • Use appropriate expressions to different scenario cases. • Behave appropriately with their co-worker at the job. • Know how to deal with angry customer.
<p>Unit Seven: Meetings</p> <ul style="list-style-type: none"> • 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 	8, 9 & 10	<p>Students will develop the ability to:</p> <ul style="list-style-type: none"> • Initiate and lead meetings effectively by setting clear objectives, creating an agenda, and encouraging active participation. • Manage meeting time effectively, avoiding unnecessary delays, and ensuring productive discussions. • Understand the importance of setting clear agendas. • Manage conflicts and differences of opinion constructively, fostering a positive and collaborative team environment.
- Unit Eight: Text Types	10,11 &12	<p>Students will develop the ability to:</p> <ul style="list-style-type: none"> • Know the main structure of business report.

<ul style="list-style-type: none"> - Part one: Minutes and Memos - Part Two: Advertising and Proposals - Part Three: Business Reports 		<ul style="list-style-type: none"> • Differentiate among the different types of Proposal. • Write a professional business proposal.
Mid term	13 & 14	Students receive comments to understand their strengths and limitations.
Final exam	15	Pass or fail

Questions Example Design-

- 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

Extra notes:

External Evaluator

