

Course Book

Course Description	In the beginning, students will revise and go through a general grammar starting from basic grammar to advanced one. This course consists of a group of reading passages and dialogues in English language, which contain vocabularies and expressions about the student's specialty and everyday speech. The students will familiarize to a large number of essential and useful expressions that are beneficial to the field they are studying and to their future work.	
Course objectives	English language has become an international language. So all the technology and life communication etc. are English language usage. It is very important generally and specifically to graduate students with a good English foundation learning. Nowadays English is a Global language and used as a mean of communication among peoples of different countries and regions.	
Student's obligation	Students should be ready to do class activities and participation related to the subjects that are going to study. As the result they will understand the reason behind studying English language.	
Required Learning Materials	There will be power points, data shows and white board.	
Assessment scheme	14% homework 2% Class Activity 24% Assignment (report, paper, essay, seminar.) 4% Quiz 16% Mid-term Exam 40% Final Exam	
Specific learning outcome:	By the end of the course students have to know some basic units in English language that are necessary to know and learn especially when you search for a job in the future. Nowadays, knowing English language is one of the main conditions that employers want to see in your cv when applying for a job.	
Course References:	- Bonamy, D., 1994. English for Technical Students , Longman. - Birjandi, P. 2005. A General English Course for University Students , Shahid Mahdavi Educational, Cultural and Charity Institute. - Jack C. Richards, David Bycina, and Ingrid Wisniewska, 2005. Person to Person , Oxford University Press.	
Course topics (Theory)	Week	Learning Outcome
An Introduction to the course	1	
Grammar	2	

Adjectives and Adverbs - Active and Passive Voice use in report	3	
The most widely use language, Reading What do you know?	4	
What are these tools called?	5	
What do you know? Tell me about your family? Conversation	6	
What are these called? Where is the tool? Do you know where it is? conversation	7	
How do you like the city? What are these shapes? Describe objects	8	
Tools in the workshop International Day of Mother Language What are these materials called?	9	
Reading Comprehension, A.M and P.M. What are these materials called? 'Memory' Reading Comprehension	10	
see you then" conversation What are these made of? "I love sight-seeing"	11	
'Dreams' Reading What are you going to do? Future plans '	12	
<p>19. Examinations:</p> <p>1) What is the different between the following sentences?</p> <p>2) Write a paragraph about your family?</p> <p>3) Choose the correct answer? a) b) c)</p> <p>4) Give the opposite of the following words? like × , short × , old ×</p> <p>5) Translate the following words?</p> <p>6) What are these tools made of?</p> <p>7) What are these called?</p>		

Q1) Complete the dialogue using the verbs in brackets:

1-A: Where ____ (you come) from? *Where do you come from?*

B: I ____ (come) from Manchester.

2-A: ____ (you live) in Manchester?

B: No, I _ (not live) in Manchester. I ____ (live) in London.

3-A: What ____ (you do)?

B: I'm an engineer. I ____ (work) for Ben Johnson & Son Ltd.

4- A: How often ____ (you travel) abroad?

B: I ____ (not do) it very often. I very seldom go anywhere.

Q2) Introduce yourself in business situation?

Q3) from the following paragraphs answer the statement below?

Nobody actually wants to cause offence but, as business becomes ever more international, it is increasingly easy to get it wrong. There may be a single European market but it does not mean that managers behave the same in Greece as they do in Denmark.

In many European countries handshaking is an automatic gesture. In France good manners require that on arriving at a business meeting a manager shakes hands with everyone present. This can be a demanding task and, in a crowded room, may require gymnastic ability if the farthest hand is to be reached.

Handshaking is almost as popular in other countries – including Germany, Belgium and Italy. But Northern Europeans, such as the British and the Scandinavians, are not quite as fond of physical demonstrations of friendliness. But the situation is changing also in these countries and handshaking has become a routine. It is also not true that people from these countries are reserved and cold, but the fact is they are more and more open and extremely friendly.

In Europe the most common challenge is not the content of the food, but the way you behave as you eat. Some things are not just done. In France is a not good manner to raise tricky questions of business over the main course. Business has its place: after the cheese course. Unless you are prepared to eat in silence you have to talk about something – something, that is, other than business deal which you are chewing over in your head.

Italians give similar importance to the whole process of business entertaining. In fact, in Italy the biggest fear, as course after course appears, is that you entirely forget you are there on business. If you have the energy, you can

always do the polite thing when the meal finally ends, and offer to pay. Then, after a lively discussion, you must remember the next polite thing to do – let your host pick up the bill.

In Germany, as you walk sadly back to your hotel room, you may wonder why your apparently friendly hosts have not invited you out for a meal. Don't worry, it is probably nothing personal. Germans do not entertain business people with quite the same enthusiasm as some of their European counterparts.

The Germans are also notable for the amount of the formality they bring to business. As an outsider, it is often difficult to know whether colleagues have been working together for 30 years or have just met in the lift. If you are used to calling people by their first names, this can be a little strange. To the Germans, titles are important. Forgetting that someone should be

Herr Doktor or Frau Direktorin might cause serious offence. It is equally offensive to call them by a title they do not possess.

In Italy the question of title is further confused by the fact that everyone with a University degree can be called Dottore – and engineers, lawyers and architects may also be called by their professional titles.

The cultural challenges exist side by side with the problems of doing business in a foreign language. Language, of course, is full of difficulties – disaster may be only a syllable away. But the more you know of the culture of the country you are dealing with, the less likely you are to get into difficulties. It is worth the effort. It might be rather hard to explain that the reason you lost the contract was not the product or the price, but the fact that you offended your hosts in a light-hearted comment over an aperitif. Good manners are admired: they can also make or break the deal.

Decide whether these statements are true or false according to the story you have:

just read:

- In France you are expected to shake hands with everyone you meet. *Yes, at meetings.*
- People in Britain shake hands as much as people in Germany.
- In France people prefer talking about business during meals.
- It is not polite to insist on paying for meal if you are in Italy.
- Visitors to Germany never get taken out for meals.
- German business people don't like to be called by their surnames.
- Make sure you know what the titles of the German people you meet are.
- Italian professionals are usually addressed by their titles.
- A humorous remark always goes down well all over the world.

Q4) Answer these questions:

1-Do you use a computer? Are you using it now? How often do you use it?

2-When do you work/study long hours? Why do people go back to school?

3-What do you most enjoy about your school/work? Is there anything you don't enjoy?

4-Do you come from a big family? How many siblings do you have? Do you get on well with them?

5-Do you go on holidays with your family? Where do you usually go? Do you meet a lot of different people?

6-Do you have a lot of money? If so, how do you spend it? Where does your best friend work/study?

Question Answers:

Q1) Complete the dialogue using the verbs in brackets:

1-A: Where ____ (you come) from? *Where do you come from?*

B: I came (come) from Manchester.

2-A: Do (you live) in Manchester?

B: No, I do (not live) in Manchester. I do (live) in London.

3-A: What do (you do)?

B: I'm an engineer. I work (work) for Ben Johnson & Son Ltd.

4- A: How often do (you travel) abroad?

B: I do (not do) it very often. I very seldom go anywhere.

Q2) Introduce yourself in business situation?

Hi, I'm Jure Vesel. I'm an engineer and I work in a very successful company, Metal Ravne. I have been employed for two years now. I really enjoy going to work in the morning as my job is challenging and there is never a dull moment. In my free time I like going out and socialising

Q3) from the following paragraphs answer the statement below?

Nobody actually wants to cause offence but, as business becomes ever more international, it is increasingly easy to get it wrong. There may be a single European market but it does not mean that managers behave the same in Greece as they do in Denmark.

In many European countries handshaking is an automatic gesture. In France good manners require that on arriving at a business meeting a manager shakes hands with everyone present. This can be a demanding task and, in a crowded room, may require gymnastic ability if the farthest hand is to be reached.

Handshaking is almost as popular in other countries – including Germany, Belgium and Italy. But Northern Europeans, such as the British and the Scandinavians, are not quite as fond of physical demonstrations of friendliness. But the situation is changing also in these countries and handshaking has become a routine. It is also not true that people from these countries are reserved and cold, but the fact is they are more and more open and extremely friendly.

In Europe the most common challenge is not the content of the food, but the way you behave as you eat. Some things are not just done. In France is a not good manner to raise tricky questions of business over the main course. Business has its place: after the cheese course. Unless you are prepared to eat in silence you have to talk about something – something, that is, other than business deal which you are chewing over in your head.

Italians give similar importance to the whole process of business entertaining. In fact, in Italy the biggest fear, as course after course appears, is that you entirely forget you are there on business. If you have the energy, you can always do the polite thing when the meal finally ends, and offer to pay. Then, after a lively discussion, you must remember the next polite thing to do – let your host pick up the bill.

In Germany, as you walk sadly back to your hotel room, you may wonder why your apparently friendly hosts have not invited you out for a meal. Don't worry, it is probably nothing personal. Germans do not entertain business people with quite the same enthusiasm as some of their European counterparts.

The Germans are also notable for the amount of the formality they bring to business. As an outsider, it is often difficult to know whether colleagues have been working together for 30 years or have just met in the lift. If you are used to calling people by their first names, this can be a little strange. To the Germans, titles are important. Forgetting that someone should be

Herr Doktor or Frau Direktorin might cause serious offence. It is equally offensive to call them by a title they do not possess.

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Decide whether these statements are true or false according to the story you have:

just read:

- In France you are expected to shake hands with everyone you meet. *Yes, at meetings.*
- People in Britain shake hands as much as people in Germany. *No, they don't*
- In France people prefer talking about business during meals. *No, they don't like it*
- It is not polite to insist on paying for meal if you are in Italy. *Yes, it is true*
- Visitors to Germany never get taken out for meals. *Yes, it is true*

- German business people don't like to be called by their surnames. No, they prefer to be called by their surname
- Make sure you know what the titles of the German people you meet are. Yes, they like to be called by their titles
- Italian professionals are usually addressed by their titles. Yes, it is true
- A humorous remark always goes down well all over the world. Yes, it is preferable everywhere

Q4) Answer these questions:

1-Do you use a computer? Are you using it now? How often do you use it?

Yes, i do. At the moment i am not using a computer

2-When do you work/study long hours? Why do people go back to school?

I study in Erbil Technology Institute. People go back to study to learn and get experience

3-What do you most enjoy about your school/work? Is there anything you don't enjoy?

They meet new people, new skills...etc. students at certain age

4-Do you come from a big family? How many siblings do you have? Do you get on well with them?

Yes, i came from a big family. I have 4 brothers and 2 sisters. We all love each others.

5-Do you go on holidays with your family? Where do you usually go? Do you meet a lot of different people?

Yes, we go for holiday together. We go to parks and shaqlawa. We meet different people everytime.

6-Do you have a lot of money? If so, how do you spend it? Where does your best friend work/study?

No, i am not rich. My best friend work at family mall

Extra notes:

External Evaluator