

## Module (Course Syllabus) Catalogue

### 2022-2023

College/ Institute	Erbil Polytechnic University	
Department	Highway Engineering Technique Department	
Module Name	English Skills II	
Module Code	ENS204	
Degree	Technical Diploma <input type="checkbox"/>	Bachelor <input checked="" type="checkbox"/>
	High Diploma <input type="checkbox"/>	Master <input type="checkbox"/> PhD <input type="checkbox"/>
Semester	2nd	
Qualification	M.Sc. Structural Engineering	
Scientific Title	Assistant Lecturer	
ECTS (Credits)	6	
Module type	Prerequisite <input type="checkbox"/>	Core <input checked="" type="checkbox"/> Assist. <input type="checkbox"/>
Weekly hours	4 hours	
Weekly hours (Theory)	(4) hr Class	(159) Total hrs Workload
Weekly hours (Practical)	(None)hr Class	(None)Total hrs Workload
Number of Weeks	8	
Lecturer (Theory)	HUNAR ISSA	
E-Mail & Mobile NO.	<a href="mailto:hunar.omer@epu.edu.iq">hunar.omer@epu.edu.iq</a> – 07504487577	
Lecturer (Practical)	None	
E-Mail & Mobile NO.		
Websites		

# Course Book

<p><b>Course Description</b></p>	<p>Technical English simplifies the rather complex rules of standard English and replaces difficult terminology with simpler synonyms. This reduces the overall complexity of the text and makes the documentation much easier for readers to understand.</p>
<p><b>Course objectives</b></p>	<ul style="list-style-type: none"> <li>• Understand professional writing by studying management communication contexts and genres, researching contemporary business topics, analyzing quantifiable data discovered by researching, and constructing finished professional workplace documents.</li> <li>• Recognize, explain, and use the formal elements of specific genres of organizational communication: white papers, recommendation and analytical reports, proposals, memorandums, web pages, wikis, blogs, business letters, and promotional documents.</li> <li>• Understand the ethical, international, social, and professional constraints of audience, style, and content for writing situations a.) among managers or co-workers and colleagues of an organization, and b.) between organizations, or between an organization and the public.</li> <li>• Understand the current resources (such as search engines and databases) for locating secondary information, and also understand the strategies of effective primary data gathering.</li> <li>• Understand how to critically analyze data from research; incorporate it into assigned writing clearly, concisely, and logically; and attribute the source with proper citation.</li> <li>• Practice the unique qualities of professional rhetoric and writing style, such as sentence conciseness, clarity, accuracy, honesty, avoiding wordiness or ambiguity, using direct order organization, readability, coherence and transitional devices.</li> <li>• Explore different format features in both print, multimedia and html documents, and develop document design skills.</li> <li>• Revise and edit effectively in all assignments, including informal media (such as email messages to the instructor).</li> <li>• Develop professional work habits, including those necessary for effective collaboration and cooperation with other students, instructors and Service Learning contact representatives.</li> </ul>
<p><b>Student's obligation</b></p>	<ol style="list-style-type: none"> <li>a. To attend the classes regularly with minimum absence.</li> <li>b. To participate actively in the class discussion and Q&amp;A session.</li> <li>c. Study on daily basis to digest the class material</li> <li>d. To write note off-handouts</li> <li>e. Prepared for sudden Quizzes</li> </ol>

	<p>f. Vet through the references provided by the lecturer and to solve as much as possible of homework and exercises for the subjective materials.</p> <p>g. Prepare the assignment and the seminar as instructed by the lecture.</p> <p>h. Solve and submit the home works on time.</p> <p>i. Prepare and submit the requested scientific reports on time to the standards set by the lecturer.</p> <p>j. Prepare and present seminars in the number required for the titled assigned by the lecturer.</p> <p>k. Prepare for and attend the mid – terms exam</p> <p>l. Prepare for and attend the final – exam</p>				
<b>Required Learning Materials</b>	<p>Students at this stage with the workload assigned technical for the subject are not required to scatter their attention with bunch of sources. Students are encouraged to thoroughly study the reference given by the lecturer and to vet through available cyber data related to the subject and this shall include the concrete technology worked examples and all those are support with construction site visit for the students to appreciate and monitor closely the application of the theoretical concept in construction.</p>				
<b>Evaluation</b>	<b>Task</b>	<b>Weight (Marks)</b>	<b>Due Week</b>	<b>Relevant Learning Outcome</b>	
	Paper Review		None for B.SC.		
	Assignments	Homework	10	Weekly	Application for subject by subject
		Class Activity	2	Weekly	Participate in syllabus learning
		Report	8	4 <sup>th</sup> & 8 <sup>th</sup>	Concentrate on certain subject of the module and cover its technical aspects
		Seminar	8	6 <sup>th</sup> & 10 <sup>th</sup>	Individual or in group for subjects within the module but out of the syllabus
		Essay			
		Project			
	Quiz		8		
	Lab.				
	Midterm Exam		24	7 <sup>th</sup>	
	Final Exam		40	14 <sup>th</sup> & 15 <sup>th</sup>	
Total		<b>100</b>			
<b>Specific learning outcome:</b>	<p>1- The analysis and design of two – way slabs</p> <p>2- The analysis and design of various R.C columns design</p> <p>3- The analysis and design of stair case of various types</p> <p>4- Get familiar with various types of retaining structures, their analysis and design</p>				

	<p>5- Attend construction sites for the elements above</p> <p>6- Interaction between various RC elements through the courses of RC I, RC II and Prestress Concrete in Reinforced Concrete Bridge Design Module on 7<sup>th</sup> semester</p> <p>7 – Vet through the available topics related to the course syllabus published up to date.</p> <p>8 – As the module time line is relatively short, the student shall be able to study on his/her own further subjects in RC module</p> <p>9 – introduce the recipient to available software to analysis and design the RC structural elements individually or in whole.</p>
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<b>Course References:</b>	<p>1. <a href="https://en.oxforddictionaries.com">https://en.oxforddictionaries.com</a></p> <p>2. <a href="http://dictionary.cambridge.org">http://dictionary.cambridge.org</a></p>
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<b>Course topics (Theory)</b>	<b>Weeks</b>	
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<b>Email</b>		
1. Part One: Introduction to emails	1 <sup>st</sup>	
2. Part Two: Elements of the Email (1)	1 <sup>st</sup>	
3. Part Three: Elements of the Email (2)	1 <sup>st</sup>	
4. Part Four: Arranging meetings by Emails	1 <sup>st</sup>	

<b>Presentations</b>		
1. Part One: Planning and Starting a Presentation	2 <sup>nd</sup>	
2. Part Two: Organising and Persuading		
3. Part Three: Persuasion	2 <sup>nd</sup>	
4. Part Four: Dealing with Questions	2 <sup>nd</sup>	

<b>Phone calls</b>		
1. Part One: Beginning a Telephone Conversation	3 <sup>th</sup>	
2. Part Two: Leaving and taking messages	3 <sup>th</sup>	
3. Three: Clarifying, Checking and Confirming Information	3 <sup>th</sup>	
4. Part Four: Ending a Phone Call	3 <sup>th</sup>	

<b>Job Ads, CVs and cover letter</b>		
1. Job Advertisement	4 <sup>th</sup>	
2. CVs	4 <sup>th</sup>	
3. Cover Letter	4 <sup>th</sup>	

<b>JOB interview final</b>		
1. Part One: Job Interviews	5 <sup>th</sup>	

2. Part Two: Preparing for the Interview	5 <sup>th</sup>	
3. Part Three: During the Interview	5 <sup>th</sup>	
4. Part Four: After the Interview	5 <sup>th</sup>	
<b>Corporate Culture</b>		
1. Part One: Behaving Professionally	6 <sup>th</sup>	
1. Part Two: Dealing with Customers/ Clients	6 <sup>th</sup>	
2. Part Three: Dealing with Colleagues	6 <sup>th</sup>	
3. Part Four: Staying Motivated	6 <sup>th</sup>	
<b>Meetings</b>		
1. Part One: Starting and managing meetings	7 <sup>th</sup>	
1. Part Two: Making, accepting and rejecting suggestions, offers and promises	7 <sup>th</sup>	
1. Part Three: Dealing with differences of opinion	7 <sup>th</sup>	
2. Part Four: Negotiating internationally	7 <sup>th</sup>	
<b>Text Types</b>		
Part One: Minutes and Memos	8 <sup>th</sup>	
Part Two: Advertising and Proposals	8 <sup>th</sup>	
Part Three: Business Reports	8 <sup>th</sup>	
<b>Questions Example Design</b>		
First year teaching, no questions example yet		
<b>Extra notes:</b>		
None so far		
<b>External Evaluator</b>		