

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



## 2023-2024 **College/Institute Erbil Polytechnic University Highway Engineering Technique** Department Department **Module Name English Skills II** Module Code **ENS204** Degree **Technical Diploma** Bachelor ✓ **High Diploma** PhD Master 2nd Semester Qualification **M.Sc. Structural Engineering Scientific Title Assistant Lecturer ECTS (Credits)** 6 Module type **Prerequisite** Core $\checkmark$ Assist. **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. hunar.omer@epu.edu.iq - 07504487577 Lecturer (Practical) None E-Mail & Mobile NO. Websites

## Module (Course Syllabus) Catalogue

## **Course Book**

Course Description	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.
Course objectives	<ul> <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>
Student's obligation	<ul> <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> </ul>

	<ul> <li>f. Vet through the references provided by the lecturer and to solve as much as possible of homework and exercises for the subjective materials.</li> <li>g. Prepare the assignment and the seminar as instructed by the lecture.</li> <li>h. Solve and submit the home works on time.</li> <li>i. Prepare and submit the requested scientific reports on time to the standards set by the lecturer.</li> <li>j. Prepare and present seminars in the number required for the titled assigned by the lecturer.</li> <li>k. Prepare for and attend the mid – terms exam</li> <li>l. Prepare for and attend the final – exam</li> </ul>						
Required Learning Materials	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.						
	Task		Weight	Due	Relevant Learning		
			(Marks) Week Outcome None for B.SC.				
	Гар	er Review		NUTE	Application for subject by		
	Assignments	Homework	10	Weekly	subject		
Evaluation		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.			<b>-</b> +h			
	Midterm Exam		24	7 <sup>th</sup>			
	Final Exam		40	14 <sup>th</sup> & 15 <sup>th</sup>			
Croceifie le comine	Total1001- The analysis and design of two – way slabs						
Specific learning	<ul><li>2- The analysis and design of various R.C columns design</li><li>3- The analysis and design of stair case of various types</li></ul>						
outcome:							
	4- Get familiar with various types of retaining structures, their analysis and design						

Course References:	<ul> <li>5- Attend construction sites for the eler</li> <li>6- Interaction between various RC elem</li> <li>Prestress Concrete in Reinforced Concreter</li> <li>7 – Vet through the available topics related</li> <li>8 – As the module time line is relatively on his/her own further subjects in RC m</li> <li>9 – introduce the recipient to available structural elements individually or in w</li> <li>1. https://en.oxforddictionaries.com</li> <li>2. http://dictionary.cambridge.org</li> </ul>	ents through ete Bridge Des ated to the cou y short, the st nodule e software to	sign Module on 7 <sup>th</sup> semester urse syllabus published up to udent shall be able to study
Course topics (		Weeks	
Email	incory)		
	oduction to emails	1 <sup>st</sup>	
	nents of the Email (1)	1 <sup>st</sup>	
	ements of the Email (2)	1 <sup>st</sup>	
	anging meetings by Emails	1 <sup>st</sup>	-
Presentations			
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>	
Phone calls		1	
1. Part One: Beg	inning a Telephone Conversation	3th	_
	ving and taking messages	3th	_
	3. Three: Clarifying, Checking and Confirming Information		-
4. Part Four: End	ling a Phone Call	3th	
Job Ade CVc and	cover letter		1
Job Ads, CVs and cover letter 1. Job Advertisement		4 <sup>th</sup>	
2. CVs		4 <sup>th</sup>	-
3. Cover Letter		4 <sup>th</sup>	-
JOB interview fin	al	I .	
1. Part One: Job		5 <sup>th</sup>	

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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>	
Corporate Culture		
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>	
Meetings	I	
1. Part One: Starting and managing meetings	7 <sup>th</sup>	
<ol> <li>Part Two: Making, accepting and rejecting suggestions, offers and promises</li> </ol>	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>	
Text Types		
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>	
Questions Example Design First year teaching, no questions example yet Extra notes:		
None so far		
External Evaluator		