

(Module Name) Course Catalogue

2023-2024



زانکۆی پۆلیتیه کنيکی ههولير
ERBIL POLYTECHNIC UNIVERSITY



College /Institute	Koya Technical Institute	
Department	Medical Laboratory Technology	
Module Name	English Language	
Module Code	ENL 201	
Semester	2	
Credit	6	
Module type	Assist.	
Weekly hours		
Weekly hours (Theory)	(2)hr Class	()hr Workload
Weekly hours (Practical)	(2)hr Class	()hr Workload
Lecturer (Theory)	Krikar M.Gharrib Noori	
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Course Book

- Course overview:

This course includes practical parts of the application of the English language that concentrate on communication skills such as reading, listening, and writing and more focus on speaking skills. Applying these skills can be in different activities such as telephone calls, learning how to write a cover letter, preparing a CV for jobs, job interviews, and corporate different cultures. In this regard, a book named Technical English has been chosen. The language is introduced in a series of short texts, diagrams, and tables. Each section presents a huge amount of known and new words and key vocabulary for each skill area. In the practical part, each unit focuses on a new topic and students will be taught the language points from the tasks which they can listen to them on the CD in class and at home. The listening gives the students real-life listening tasks that can be useful in understanding the language in daily life.

This course emphasizes the application of fundamental language skills of speaking, listening thinking, viewing, and presenting. Strong attention will be given to the development of communication, vocabulary, and pronunciation. Outside reading assignments will continue throughout the year.

- Course objective:

This course prepares students who trying to find jobs, work in an office, and become a confident trained person. It is also useful to students preparing for work with foreign people in the centres inside and outside the country, and to use the English language more fluently. Each unit of Technical English is centred on explanation, dialogues, pair work speaking practice, and audio materials that present English as it is a reality spoken.

The aims of the course are, for the student will be able to:

- Understand lessons smoothly with step by step by taking notes from each unit.
- Learning language effectively through notes on grammar, usage, and culture.
- Focusing on stress, intonation, and rhythm of spoken English to know how to pronounce English words properly.
- By the end of the course, students will be communicating more fluently in English, so they can give opinions, make requests, complain politely, get by abroad, talk freely, and make friends with people who speak English.

- Student's obligation

The students should attend and participate in class activities. The lectures have been shown through presentations and practical activities and required to do all exams and quizzes. The ideas that develop the course are the students make a circle in class to discuss the subjects of the day and use materials for practical skills such as listening to the CD of the source.

- Forms of teaching

Lecture halls with data-show equipment for lecture presentations, whiteboard, overhead projector, posters

- Assessment scheme

10% Mid. Theory exam
15% Mid. practical exam
8% Quiz
27% Activity
20% final practical
20% final theory

- Specific learning outcome:

1. Develop English language skills in listening, speaking, reading, and writing by having learners engage in a range of communicative tasks and activities from this course.

2. Encourage the use of strategies, such as contextualization of new vocabulary, use of previewing, skimming and scanning techniques, and knowledge of text organization and discourse markers, to aid the comprehension of written and spoken language.
3. Expand the learner's use of grammatically correct and situational and culturally appropriate language in speaking and writing for effective communication in a variety of interpersonal and academic situations.
4. Create awareness about learning styles and college resources, encourage the adoption of study skills, and increase competence in the use of technology so that learners may more effectively achieve academic goals.

- **Course Reading List and References:**

1. Technical English

2. Internet useful sources such as:

<http://www.bbc.co.uk/learningenglish/>

<https://learnenglish.britishcouncil.org/>

<https://academics.sheridancollege.ca/programs/english-language-studies/learning-outcomes>

- Course topics (Theory)	Week	Learning Outcome
Telephone Calls	1	Beginning a Telephone Conversation
Telephone Calls	2	Leaving and Taking Message, Clarifying, Checking
Telephone Calls	3	Confirmation Information, Ending Phone Call
Jobs Ads, CVs, and Cover Letters	4	Reading a job Ads
Jobs Ads, CVs, and Cover Letters	5	Elements of a CV, Elements of Cover Letter
Jobs Ads, CVs, and Cover Letters	6	Creating Your Own Cv and Cover Letter
Job Interview	7	Job Interviews
Job Interview	8	Preparing for interview
Job Interview	9	During and after the interview
Corporate Culture	10	Behaving professionally

Q1/ The following statements are True or False.

(5marks)

1. Introducing your topic is not the parts of a presentation.
2. (Request for information) is an appropriate subject line.
3. Hi there is an informal greeting.
4. Why is asking about place.
5. Avoiding contraction and abbreviation is informal Email.

Q2/ Write a full formal Email to your manager.

(5 marks)

Q3/ Answer the following questions.

(5 marks)

1. Sharing professional information is..... Email.
2. Write one Ending phrase of Email.
3. Write two steps process for delivering your presentation.
4. Write formal Greeting and formal Ending.
5. The element of email
are..... ,
and.....

Q4/ Write an example of an ending email

(5 marks)

1. Thank you statement.....
2. Calls to an action.....
3. Future focus..... and.....
4. Willingness to help.....