

SYLLABUS

Discipline name	Foreign Language 1- English
Profile	Electronics and Telecommunications Engineering
Specialization	Telecommunications Technologies and Systems
Code	51320709
Course leader	Reader Alexandra Florenta Costin, PhD- Alexandra.Costin@lang.utcluj.ro
Collaborators	
Department	Foreign Languages
Faculty	Machine Building

Sem.	Type of discipline	Course	Applications			Course	Applications			Ind. study	TOTAL	Credits	Form of assessment
		[hours/week]			[hours/sem.]								
			S	L	P		S	L	P				
1	Complementary	1	2		-	14	-	28	-	18	60	2	V

Acquired competences :

Acquired skills:

After completing the discipline, the students will be able to:

- compare verbal - non-verbal communication,
- understand the importance of competitive professional communication,
- know theoretically the structure of a presentation (the effective techniques, the corresponding linguistic and grammar structures)
- identify types of audience and their expectations

Acquired abilities:

After completing the discipline, the students will be able to:

- anticipate the audience's needs and set correct objectives for the presentation,
- design and use visuals effectively,
- develop a practical technical application (use linguistic structures for developing an effective presentation, design effective visuals, use techniques for delivering the presentation and holding the audience, etc).
- know and apply theoretical and practical issues regarding the speaker: voice control, personal rapport with the audience, etc.,
- analyse critically positive and negative issues regarding the personal presentation as well as their peers'.

Prerequisites

Level A 2 according to The Common European Framework of Reference and the European Language Portfolio

A. Course

1	Introduction to oral communication skills. Verbal v. non-verbal communication; interpersonal communication.
2	Identifying and holding the audience. Setting objectives.
3	Organizing the information; developing the presentation.
4	The introduction of the presentation (techniques and structures).
5	The middle of the presentation (techniques and structures)
6	The end of the presentation (techniques and structures). Designing effective visuals
7	Developing a presentation style; self confidence and voice control

B1. Seminars

1	Introductory exercises.
2	Verbal-non verbal communication. Applications.
3	Collecting materials. Writing and practicing the introduction.
4	Practicing techniques for the middle of the presentation I.
5	Practicing techniques for the middle of the presentation II
6	Practicing techniques for the middle of the presentation III
7	Writing and practicing the end of the presentation.
8	Designing effective visuals I.
9	Designing effective visuals II.
10	Practicing delivery styles and the Q and A session.
11	Presenting. Practical applications
12	Presenting. Practical applications

SYLLABUS

13	Presenting. Practical applications
14	Presenting. Practical applications

C. Individual study

Course homework
Seminar homework

Individual study structure	Course study	Problem solving, laboratory, project	Applications preparation	Examination time	Additional reference study	Total no. of individual study hours
Hours	20		17	8		45

References

1. Costin, A., A Students' Guide to Preparing and Delivering Effective Presentations, UT Press, ISBN 978-973-662, 2007
2. Powell, M., Presenting in English, LTD Business, ISBN 1-899396-30-6
3. Sweeney, S., English for Business Communication, Cambridge University Press, ISBN 0-521-44620-1, 1997

Final evaluation

Evaluation method	Written paper (V): exercises (70%) and theoretical subjects (30%).
Mark components	N1(presence)+N2 (individual study)+N3 (written paper)+N4 (oral test)
Mark computation	N1=10%, N2=10%, N3=30%, N4=50%.

Course leader,

Reader Alexandra Florenta Costin, Ph.D.

SYLLABUS

Discipline name	Foreign Language 1 - German
Profile	Electronics and Telecommunications Engineering
Specialization	Telecommunications Technologies and Systems
Code	51320709
Course leader	Mona-Cristiana Tripon, mcrci@yahoo.com
Collaborators	
Department	Foreign Languages
Faculty	Machine Building

Sem.	Type of discipline	Course	Applications			Course	Applications			Ind. study	TOTAL	Credits	Form of assessment
		[hours/week]			[hours/sem.]								
			S	L	P		S	L	P				
1	Complementary	1	2		-	14	-	28	-	18	60	2	V

Acquired competences :
Acquired skills:
After completing the discipline, the students will be able to: <ul style="list-style-type: none"> • use vocabulary and grammar of the german language, • use vocabulary and linguistic structures of the language of science • use techniques of communication.
Acquired abilities:
After completing the discipline, the students will be able to: <ul style="list-style-type: none"> • understand a material (audio/video) • globally understand a text, to extract the main and detail information from a text • express mathematical or other types of symbols, formulas and graphs with the corresponding linguistic and grammar structures • elaborate a text on grounds of microtexts, graphs or images • use oral communication skills

Prerequisites
Level A1 according to The European Common Framework of Reference and the European Language Portfolio

A. Course

B1. Seminar	
1	Evaluation test
2	Symbols and formulas
3	Cause-effect
4	Diagrams and graphics
5	Expressing purpose
6	Definitions and exemplifications
7	Expressing circumstances and hypothesis
8	Expressing negation
9	Describing a technical device
10	User guides
11	Informational Technologies
12	Writing letters
13	Written paper
14	Oral exam

C. Individual study						
Seminar homework						
Individual study structure	Course study	Problem solving, laboratory, project	Applications preparation	Examination time	Additional reference study	Total no. of individual study hours
Hours	8	22	8	3	7	48

SYLLABUS

References

1. Gorcea, M. *Limba germana-profil mecanic*, UTPRES, Cluj-Napoca 1986
2. Savin, Em. *Gramatica practica a limbii germane*, Editura stiintifica, Bucuresti 1989
3. Hartley, P. *Germana pentru oamenii de afaceri*, Editura Teora, Bucuresti 1997
4. Opris, M. *Deutsch in Studium und Wissenschaft*, UTPRES, Cluj-Napoca 1993

Final evaluation

Evaluation method	Written paper and oral exam
Mark components	N1(presence)+N2 (seminar homework)+N3 (written paper)+N4 (oral test)
Mark computation	N1=10%, N2=10%, N3=30%, N4=50%.

Course leader,

Asist. Mona-Cristiana Tripon