

SYLLABUS

Discipline name	Foreign Language 2 - English
Profile	Electronics and Telecommunications Engineering
Specialization	Telecommunications Technologies and Systems
Code	51321509
Course leader	Reader Alexandra Florenta Costin, Ph.D – 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				
2	Complementary	1	2		-	14	-	28	-	18	60	2	V

Acquired competences :

Acquired skills:

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

Master issues regarding writing in an academic context:

- personal preparation,
- selecting a topic,
- collecting information,
- drafting,
- proofreading and revising the paper,
- conventions applied to writing academic papers.

Acquired abilities:

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

- use written academic discourse structures effectively,
- master critical reading skills to think and write clearly and accurately,
- cover the stages of generating ideas, drafting, evaluating the paper,
- anticipate the reader's expectations about the academic discourse in English,
- write academic documents,
- blend other materials into personal papers within the legal requirements of academic practice in Romania,
- prove acquired self-confidence in expressing themselves in writing by extensive practice.

Prerequisites

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

A. Course

1	Introduction to technical writing. The writing process. Differences writing-speaking.
2	Writing styles. Gender-neutral technical writing
3	Sentences as basic writing units. Sentence clarity I.
4	Sentence clarity II. Topic sentences.
5	Types of paragraphs I.
6	Types of paragraphs II. Writing summaries
7	Writing abstracts.

B1. Seminars

1	Designing job ads.
2	Writing letters of application I
3	Writing letters of application II
4	Writing CVs.
5	Writing resumes
6	Preparing an application file
7	Classifications.
8	Exemplifications.
9	Descriptions.
10	Definitions.
11	Cause-effect.

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12	Designing ads.
13	Writing instructions.
14	Writing memos.

C. Individual study (reference study contents, synthesis materials, projects, applications etc.)

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	10		3	5		18

References (Textbooks, courses, laboratory manual, exercise book)

1. Bond, A, Writing Your Master's Thesis, Studymates Ltd, 2004.
2. Jordan R., Academic Writing Course, Collins ELT, ISBN 0-00-370249-9, 1990
3. Lester, J, Writing Research Papers, , Longman, 1999
4. Neufeld, J., A Handbook to Technical Communication, Prentice-Hall Inc., Englewoods Cliffs, New Jersey, ISBN 0-13-382292-3, 1987
5. Ursache, I., Get Ready for Academic Writing, Polirom, Iasi, ISBN 978-97-46-0830-0, 2007

Final evaluation

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

Course leader,

Reader Alexandra Florenta Costin, Ph.D.