

SYLLABUS

1. Data about the program of study

1.1 Institution	The Technical University of Cluj-Napoca
1.2 Faculty	Faculty of Machine Building
1.3 Department	Modern Languages and Communication
1.4 Field of study	Electronics and Telecommunications Engineering
1.5 Cycle of study	Bachelor of Science
1.6 Program of study / Qualification	Telecommunications Technologies and Systems/ Engineer, Applied Electronics/ Engineer
1.7 Form of education	Full time
1.8 Subject code	TST-E07.00, EA-E07.00

2. Data about the subject

2.1 Subject name	Foreign Languages I						
2.2 Subject area	To be completed from attached grid 2 : content areas						
2.3 Course responsible/lecturer	Lecturer Vlaicu Rodica, PhD – Rodica.Vlaicu@lang.utcluj.ro Lecturer Mona Tripon PhD – Mona.Tripon@lang.utcluj.ro						
2.4 Lecturer in charge of the seminar / laboratory/ project	Lecturer Vlaicu Rodica, PhD – Rodica.Vlaicu@lang.utcluj.ro Lecturer Mona Tripon PhD – Mona.Tripon@lang.utcluj.ro						
2.5 Year of study	1	2.6 Semester	1	2.7 Type of assessment	C	2.8 Subject category	DC/DOB

3. Estimated total time (hours per school semester)

3.1 Number of hours per week	3	of which: 3.2 lecture	1	3.3 seminar / laboratory	2
3.4 Total hours in the teaching plan	50	of which: 3.5 lecture	14	3.6 seminar / laboratory	28
Distribution of the amount of time					hours
Manual, lecture material and notes, bibliography					4
Supplementary study in the library, using the online study platforms, and in the field					
Preparation for seminars/ laboratories, homework, reports, portofolios, and essays					4
Tutoring					2
Exams					10
Other activities					0
3.7 Total hours of individual study	8				
3.8 Total hours per semester	50				
3.9 Number of credit points	2				

4. Pre-requisites (where appropriate)

4.1 Curriculum	
4.2 Competence	Level A2+ according to the Common European Framework for Languages

5. Requirements (where appropriate)

5.1. For the course	
5.2. For the seminar/laboratory/project	Seminar attendance compulsory

6. Specific competences

Professional competences	<p>After having attended the lecture, the students will be able to:</p> <ul style="list-style-type: none"> -understand the importance of professional oral communication, of delivering free speeches in front of an audience -identify and practice elements of non-verbal and para-verbal communication that are specific to the speeches -set correctly the goals of the presentation, based on the the nature of the communicative situation (informative/persuasive, formal/informal, etc.) -identify the types of audience and develop the presentation based on the audience's structure, composition and expectations -name and master discourse strategies of capturing and maintaining of attention -have a good command of the conventions that are specific to presentations: the parts of the presentation, the transition between the parts, the lexical structures involved -conceive and complete the PPT visual support for a technical presentation, in accordance with the professional norms -elaborate and deliver a free speech based on the techniques taught -analyze objectively and assess his/her own presentation, as well as the presentations of the peers
Transversal competences	<p>CT1. To methodically analyze engineering problems, by identifying the basic elements for which well-established solutions already exist, ensuring the fulfillment of the professional assignments</p> <p>CT3. To adapt to new technologies, professional and personal development, by continuous training using dedicated software and documentation in Romanian and in an international language, at the least</p>

7. Subject objectives (as results from *key competences gained*)

7.1 General subject objective	Development of communicative competence in an academic and/or professional context
7.2 Specific objectives	<ol style="list-style-type: none"> 1. Development of lexical, grammatical and discourse knowledge in a foreign language for specific purposes 2. Development of the skill to deliver a presentation in a professional technical context

8. Contents

8.1 Lecture	Teaching methods	Remarks
1. The importance of the communication sciences--the international dimension of professional communication	The lecture The interactive teaching The heuristic conversation The debate The analysis and assessment by the attendants of the persuasive strategies and electronic materials.	
2. The concept of communication; verbal and non-verbal communication; informative and persuasive communication. The scientific presentation–typologies.		
3. The identification and analysis of the audience profile. Strategies of capturing and maintaining attention.		
4. Setting the goals of the presentation. Structuring the information in accordance with the specific discourse conventions. Elaboration of the presentation plan.		
5. Elaboration of the presentation: the introduction, the content, the end—linguistic techniques and structures.		
6. Conceiving the visual materials (PPT)– the electronic completion, slide design.		
7. Delivery of the presentation: the personalization of the presentation, the body language, the eye contact; the voice control; the technique of answering to questions; active listening and assessment of the presentation.		

Bibliography:

1. Barféty, M., 2006, *Expression orale*, CLE International
2. Charles, R. et Williame, C., 1994, *La communication orale*, Nathan, Paris
3. Ferréol G., Flageul, N., 1996, *Méthodes et techniques de l'expression écrite et orale*, Armand Colin, Paris
4. Hutchin, N. Thomas, Leslie A. Olsen, *Technical Writing & Professional Communication for Nonnative Speakers Of English*, Ed. McGraw Hill Inc. 1991
5. Ioani M., Vlaicu R., Granescu M., 2003, *Tehnici de comunicare pentru ingineri*, U.T. Pres
6. Martin, J.-Cl., 2005 *Guide de la communication*, Marabout
7. Penformis, J.-L., 2005, *français. com*, CLE International
8. Tripon, M.: *Faszination Technik. Sprachtrainer Deutsch für Studenten technischer Universitäten*. Editura Napoca Star, Cluj-Napoca, 2012

8.2 Seminar / laboratory / project	Teaching methods	Remarks
The academic environment—the European Engineering schools	The conversation Exercises of text elaboration, formulation and reformulation Practicing fluent oral expression and active listening Practicing oral understanding of an audio	
The scientific presentation—the stages of introduction, the problematization technique		
Techniques of capturing and relaunching attention		
The selection and elaboration of the supporting informative materials		
The identification of the presentation stages. Types of plans		

The transition between the parts of the presentation. Techniques of reformulation	recording The debate	
The elaboration of the content of the presentation (I)		
The elaboration of the content of the presentation (II)		
The elaboration of the ending. Managing the interactive moments: questions and answers		
Simulations: voice control – intonation and insistence		
Individual presentations		
Individual presentations		
Individual presentations		
Active listening and assessment of the presentations—frameworks of analysis		
Bibliography: <ol style="list-style-type: none"> 1. Ferréol G., Flageul, N., 1996, <i>Méthodes et techniques de l'expression écrite et orale</i>, Armand Colin, Paris 2. Ioani M., Vlaicu R., Granescu M., 2003, <i>Tehnici de comunicare pentru ingineri</i>, U.T. Pres 3. Penformis, J.-L., 2005, <i>français.com</i>, CLE International 4. Vlaicu R., 2006, <i>Grammaire pratique du français scientifique et technique</i>, U.T.Pres, 5. Tripon, M.: <i>Faszination Technik. Sprachtrainer Deutsch für Studenten technischer Universitäten</i>. Editura Napoca Star, Cluj-Napoca, 2012 		

9. Bridging course contents with the expectations of the epistemic community, the professional associations and the employers in the field.

Competences acquired will be used in the following COR occupations (Electronics Engineer; Telecommunications Engineer; Electronics Design Engineer; System and Computer Design Engineer; Communications Design Engineer) or in the new occupations proposed to be included in COR (Sale Support Engineer; Multimedia Applications Developer; Network Engineer; Communications Systems Test Engineer; Project Manager; Traffic Engineer; Communications Systems Consultant).

10. Evaluation

Type of activity	10.1 Assessment criteria	10.2 Assessment methods	10.3 Weight in the final grade
10.4 Course	Mastering the requirements of effective oral presentations and elaboration of the PPT visual support.	Written exam	60%
10.5 Seminar	Using the theoretical notions in choosing the topic of the presentation, organizing the parts of the presentation, using the	Written exam	40%

	<p>techniques of effective presentation, managing the interactive moments (questions/answers). The grammatical, lexical and discourse correctness. The fluency of the presentation. The student will be allowed to take the exam only if he/she has attended the classes in a proportion of 80% of the time.</p>		
10.6 Minimum standard of performance			
<ul style="list-style-type: none"> • 60% from the scores corresponding to the written and oral exams • Minimum level of linguistic competence A2 (according to the Common European Framework for Languages). 			

Date of completion
11. 02. 2015

Lecturer in charge of the
course

Lecturer in charge of the
seminar

Lecturer Rodica Vlaicu, PhD
Lecturer Mona Tripon, PhD

Lecturer Rodica Vlaicu, PhD
Lecturer Mona Tripon PhD

Date of approval in the
Departament

11. 02. 2015

Head of the Departament
Assoc. Prof. Monica Ioani, PhD

