

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-E15.00, EA-E15.00

2. Data about the subject

2.1 Subject name	Foreign Languages 2						
2.2 Subject area	Foreign Languages						
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	2	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					2
Supplementary study in the library, using the online study platforms, and in the field					2
Preparation for seminars/ laboratories, homework, reports, portfolios, and essays					2
Tutoring					
Exams					2
Other activities.....					0
3.7 Total hours of individual study					2
3.8 Total hours per semester					50
3.9 Number of credit points					2

4. Pre-requisites (where appropriate)

4.1 Curriculum	Attendance of the subject Foreign Languages 2— Communication Techniques
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 competence	<p>Notions regarding the skill to write in an academic context, elements of ethics and correct use of resources, the compliance with the conventions of writing texts in an academic context.</p> <p>Identifying the types of texts that are characteristic of the scientific and technical field. The study of the linguistic functions and structures that are specific to the technical and scientific discourse.</p> <p>The completion, in accordance with the standardized models, of job application-related documents: the vacancy announcement, the letter of application, curriculum vitae.</p> <p>Mastering the (verbal and non-verbal) communication skills specific to interaction and negotiation.</p>
Transversal	<p>CT2. To split activities into stages and to assign them to subordinates, together with a complete explanation of their responsibilities, based on hierarchical levels, ensuring an efficient information transfer and interpersonal communication</p> <p>CT3. To adapt to new technologies, professional and personal development, by continuous training using dedicated software and documentation in French/German</p>

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

7.1 General subject objective	<ul style="list-style-type: none">• Development of communicative competence in an academic and/or professional context
7.2 Specific objectives	<ul style="list-style-type: none">• Development of the skill to understand the research resources specific to the student's area of academic/scientific study• Development of the skill to write short texts related to the student's area of study, based on his/her chosen objective• Development of lexical, grammatical and discourse knowledge in a foreign language for specific purposes

8. Contents

8.1 Lecture	Teaching methods	Remarks
1. The importance of the written communication for the professional career. The typology of readers and of technical	The lecture The heuristic	

documents	conversation The comparative analysis of technical documents and of the discourse acts specific to the technical text. Applied writing exercises	
2. The specificity of the scientific and technical discourse. The specialized vocabulary.		
3. The readability. The coherence and the concision.		
4. The sentence and the paragraph.		
5. Acts of speech specific to technical writing (I): the definition, the classification, the contrast and the comparative evaluation. Textual conventions and logical connectors.		
6. Acts of speech specific to technical writing (II): describing devices, processes, instructions of use. Textual conventions and logical connectors.		
7. Techniques of text processing: the summary and the development.		

Bibliography:		
1. Danilo M., Tauzin J.L., 1995, <i>Le français de la communication professionnelle</i> , CLE International,		
2. Danilo, M., Kite, F., 2001, <i>Le français de l'entreprise</i> , CLE International		
3. Ferréol G., Flageul N., 1996, <i>Méthodes et techniques de l'expression écrite et orale</i> , Armand Colin, Paris		
4. Ioani M., Vlaicu R., Granescu M., 2003, <i>Tehnici de comunicare pentru ingineri</i> , U.T. Press		
5. Vlaicu R., 2006, <i>Grammaire pratique du français scientifique et technique</i> , U.T.Press		
8.2 Seminar / laboratory / project	Teaching methods	Remarks
The presentation of the company organization. The organizational chart	The conversation Applied exercises related to text processing, elaboration and reformulation The analysis of the textual models of static and dynamic description. Applied activities managed exclusively by the students: the simulation of the job interview.	
The professional behavior. Success in business		
The intercultural communication in companies		
The definition – models and lexical structures		
Describing devices--textual conventions		
Describing processes—textual conventions		
The stages of job application. Completing the job application file		
The structure of the letter of application. The writing process		
Types of Curriculum vitae. The writing process		
The structure of the job interview. Behavioral strategies in interaction—the non-verbal behavior		
Persuasive techniques in presenting one's professional knowledge, skills and strenghts		
The typology of questions—the strategy of answering. The reformulation.		
Simulatons– The job interview		
Simulations– The job interview		

Bibliography:

1. Ursache, I., Get Ready for Academic Writing, Polirom, Iasi, ISBN 978-97-46-0830-0, 2007
2. Cherifi, S., Girardeau, B., Misticelli, M., 2009, *Travailler en français en entreprise*, Didier, Paris
3. Dubois, A-L., Tautzin, B., 2009, *EXPRESS Le monde professionnel en français*, Hachette, Paris
4. Penformis, J.-L., 2005, *français.com*, CLE International
5. Vlaicu R., *Grammaire pratique du français scientifique et technique*, U.T.Pres, 2006
6. Tripon, M.: *Faszination Technik. Sprachtrainer Deutsch für Studenten technischer Universitäten*. 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.

Acquired skills will be needed in the following possible COR occupations: electronics engineer, telecommunications engineer, system and computer design engineer, or new occupations proposed to be included in COR (sales support engineer, developer of multimedia applications, network operating engineer, test engineer, project manager, traffic engineer, communications system 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 norms of writing, academic ethics, conventions regarding the written documents, the types of texts that are specific to the scientific and technical field, as well as of the typical lexical structures. The grammatical, lexical and discourse correctness.	Written exam	60%
10.5 Seminar/Laboratory	Use of the theoretical notions in writing technical documents and the social and professional insertion. Grammatical, lexical and discourse correctness. The quality of the interactions in the oral expression. 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.	Oral exam	40%
10.6 Minimum standard of performance			
<ul style="list-style-type: none"> • 60% from the scores corresponding to the written and oral exams 			

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| <ul style="list-style-type: none">• Minimum level of linguistic competence A2 (according to the Common European Framework for Languages). |
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Date of completion
11. 02. 2015

Lecturer in charge of the
course

Lecturer in charge of the
seminar

Lecturer Rodica Vlaicu, PhD

Lecturer Rodica Vlaicu, PhD

Lecturer Mona Tripon PhD

Lecturer Mona Tripon PhD

Date of approval in the
Department

11. 02. 2015

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