SYLLABUS

1. Data about the program of study

1.1 Institution	The Technical University of Cluj-Napoca
1.2 Faculty	Faculty of Automation and Computer Science
1.3 Department	Computer Science
1.4 Field of study	Computer Science and Information Technology
1.5 Cycle of study	Bachelor of Science
1.6 Program of study / Qualification	Computer science / Engineer
1.7 Form of education	Full time
1.8 Subject code	21.10

2. Data about the subject

2.1 Subject name				***English Language I (Technical Documents Elaboration)***	
2.2 Course responsible / lecturer				Lecturer dr. Monica Negoescu	
2.3 Teachers in charge of seminars / laboratory / project				-	
2.4 Year of study	II	2.5 Semester	1	2.6 Type of assessment (E - exam, C - colloquium, V - verification)	C
2.7 Subject category	*DF – fundamentală, DD – îndomeniu, DS – de specialitate, DC – complementară*				DC
	DI – Impusă, DOp – opțională, DFac – facultativă				DI

3. Estimated total time

3.1 Number of hours per week	2	of which:	Course	2	Seminars		Laboratory		Project	
3.2 Number of hours per semester	28	of which:	Course	28	Seminars		Laboratory		Project	
3.3 Individual study:										
(a) Manual, lecture material and notes, bibliography										10
(b) Supplementary study in the library, online and in the field										10
(c) Preparation for seminars/laboratory works, homework, reports, portfolios, essays										
(d) Tutoring										
(e) Exams and tests										2
(f) Other activities:										

3.4 Total hours of individual study(suma (3.3(a)…3.3(f)))	22
3.5 Total hours per semester(3.2+3.4)	50
3.6 Number of credit points	2

4. Pre-requisites (where appropriate)

4.1 Curriculum	Language competence B1+/B2 level in CEFRL
4.2 Competence	Continuous learning

5. Requirements (where appropriate)

5.1. For the course	Study of research and journal articles
5.2. For the applications	-

6. Specific competence

6.1 Professional competences	N/A
6.2 Cross competences	**CT3 –** Demonstrating the spirit of initiative and action for updating professional, economic, and organizational culture knowledge (1 credit)

7. Disciplineobjective (as results from the *key competences gained*)

7.1 General objective	Correct use of grammar conventions regarding the writing of technical documents in a foreign language
7.2 Specific objectives	At the end of this course, students should be able to: -Master documenting strategies, information processing; writing according to discourse patterns in academic and/or scientific contexts. - Use of specialized language in written texts on science and academic related topics. - Recognize and comprehend the rhetorical and functional structure of discipline appropriate (written) genres.

8. Contents

8.1 Lectures	Hours	Teaching methods	Notes
Communication elements and theories: classic linguistic and psychosociological models. Differences between academic and professional communication	1	Lecture, discussion, identifying language and convention aspects in the specialized text, Writing/comprehension exercises, Task-solving assignments	Contents are organized and adapted to the groups' level
Scientific communication: Information and the mechanisms of its transmission. The informational load of a text – difference between text and information	2		
Specialized scientific discourse. Basic elements in drafting technical and scientific texts. Stages of the technical document writing process	2		
Sentence and paragraph. The spelling and punctuation of the formal text. Specialized discourse style.	3		
Ways to enrich the scientific and technical vocabulary: derivation, semantic extension, metaphors and adaptations, restrictions of meaning, creating new terms, borrowings/translations from other languages.	3		
Electronic and printed sources. Identifying the linguistic specificities of the scientific text.	2		
Types of technical documents. Genres in scientific and academic writing	2		
Paraphrasing	1		
Technical Reports. Informational and rhetorical structures	2		
Logical connectors. Fixation of vocabulary.	1		
Frequent rhetorical functions in technical documents: definition, classification/exemplification, warning, responsibility limits, sanctioning.	3		
Understanding technical and scientific text: main and secondary ideas, support details of a text; the summary of a specialized text.	2		
Presentation and discussion of the students' documents	2		
Final test	2		

Bibliography (The materials used in class will be provided electronically by the teacher through MSTeams platform or any other means agreed upon).
Philip Rubens (2002) *Science and Technical Writing*. Routledge.
Stephen Bailey (2003) *Academic Writing*, Routledge-Falmer.
Morley, John, Peter Doyle and Ian Pole (2007). *University Writing Course*. Newbury: Express Publishing.
Rogers, Louis & Jennifer Wilkin (2013). *Skillful Reading & Writing*. Oxford: Macmillan Education.
Nigel A. Caplan (2012). *Grammar Choices for Graduate and Professional Writers*. Ann Arbour.
Boyle, M. and L. Warwick (2018). Skillful Reading & Writing 4. Student's Book. London: Macmillan.
Billet, C. D. (2009). Technical Writing Today, Media Training Corporation, Cannes
Granescu, M. and E. Adam (2010). Effective Academic and Technical Writing. Cluj-Napoca: UTPRESS.
McCarthy, M. and F. O'Dell (2019). Academic Vocabulary in Use. Cambridge: Cambridge University Press.
Morley, J., P. Doyle and I. Pole (2007). University Writing Course. Newbury: Express Publishing.
"The Online Writing Lab" at Purdue University http: //owl.English.purdue.edu/owl
"Writing for a Purpose" http: //learnenglish.britishcouncil.org/en/writing-purpose

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

Improving the ability to draw up a technical and scientific document in English increases the chances of employment in companies that use this foreign language.

10. Evaluation

Activity type	Assessment criteria	Assessment methods	Weight in the final grade
Course	Ability to identify and comprehend rhetorical and functional structures of (written) professional genres. Ability to write a short text correctly from the point of view of linguistic, lexical and discourse structures and layout.	- final written test + applicative themes	written test 50% applicative themes 50 %
Minimum standard of performance: The final grade is calculated if at least 60% of each component of the final evaluation is solved correctly.			

Date of filling in: 12.06.2024	**Teachers**	**Title First name Last name**	**Signature**
	Course	Lecturer dr. Monica Negoescu	
	Applications	-	

Date of approval in the department
20.02.2024

Head of department,
Assoc.prof.dr. Ruxanda Literat

Date of approval in the Faculty Council
22.02.2024

Dean,
Prof.dr.eng. Mihaela Dînșoreanu