General Information:

Name of Course: **ENGLISH FOR WRITTEN TECHNICAL COMMUNICATION**

Course Code:	PMEILNE504
Semester:	2
Number of Credits:	2
Allotment of Hours per Week:	2 Lessons /Week
Evaluation:	Final grade (two tests, home assignments, class participation)
Prerequisites:	Completion of Placement Test

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Introduction, Learning Outcomes:
The course is designed for engineering and architecture students with intermediate or higher knowledge of English. The aim of the course is to develop written (receptive and productive) language proficiency in the context of engineering and technology. Students will be expected to engage fully in the class through written and spoken contributions.

The purpose of the course is to enable students to develop strategies to read and write technical English texts in the course of their academic studies and later in their professional career. The course develops reading and writing language skills through task-based work.

Students must have either a recognised intermediate level (B2) language certificate or have successfully passed a placement test to take this course.

General Course Description and Main Content:
Topics discussed in the course include energy resources, materials science, IT, telecommunications, environmental protection, architecture and construction. Developing reading skills: skimming, reading for detail, scanning. Developing writing skills: skills and strategies for writing emails, essays and academic written assignments.

Methodology:
In class and outside of class reading and writing assignments, vocabulary and grammar activities. Both individual and team assignments will be given throughout the term.

Schedule:

Week 1 Introduction, Placement Test

Week 2 Reading: Solar energy
Writing: Academic letters and emails

Week 3 Reading: The future of transport
Writing: Argument and Discussion

Week 4 Reading: Construction Projects
Writing: Cause and Effect

Week 5 Reading: Modern Materials in Engineering and Construction
Writing: Comparisons

Week 6 Reading: Cities, Urban Development (Valencia, Copenhagen)
Writing: Definite Articles

Week 7 Reading: Public utilities
Writing: Definitions, Examples

Week 8 Midterm test

Week 9 Spring Study Break

Week 10 Reading: Information Technology
Writing: Passives

Week 11 Reading: Telecommunications
Writing: Problems and Solutions

Week 12 Reading: Climate change
Writing: Punctuation
Singular or Plural

Week 13 Reading: Architecture
Writing: Academic style

Week 14 Revision of topics
Writing: Visual Information

Week 15 Final test

Attendance:
Attending is required all classes, and will impact the grade (max. 10%). Unexcused absences will adversely affect the grade, and in case of absence from more than 30% of the total number of lesson will be grounds for failing the class. To be in class at the beginning time and stay until the scheduled end of the lesson is required, tardiness of more than 20 minutes will be counted as an absence. In the case of an illness or family emergency, the student must present a valid excuse, such as a doctor's note.

Evaluation + Grading
Grading will follow the course structure with the following weight: midterm test: 30%, final test: 30%, home assignments 30%. The remaining 10% will be assessed according to participation, progress, effort and attitude. Please note that attendance will adversely affect one's grade, both in direct grade reduction and in missing work in the development of a project. The final grade will be based on the following guidelines:

5. Outstanding work. Execution of work is thoroughly complete and demonstrates a superior level of achievement overall with a clear attention to detail in the production of drawings, models and other forms of representation. The student is able to synthesize the course material with new concepts and ideas in a thoughtful manner, and is able to communicate and articulate those ideas in an exemplary fashion in.

4. High quality work. Student work demonstrates a high level of craft, consistency, and thoroughness throughout drawing and modelling work. The student demonstrates a level of thoughtfulness in addressing concepts and ideas, and participates in group discussions. Work may demonstrate excellence but less consistently than an '5' student.

3 Satisfactory work. Student work addresses all of the project and assignment objectives with few minor or major problems. Graphics and models are complete and satisfactory, exhibiting minor problems in craft and detail.

2. Less than satisfactory work. Graphic and modelling work is substandard, incomplete in significant ways, and lacks craft and attention to detail.

1. Unsatisfactory work. Work exhibits several major and minor problems with basic conceptual premise, lacking both intention and resolution. Physical representation in drawing and models is severely lacking, and is weak in clarity, craft and completeness.

Grading Scale:

Numeric Grade:	5	4	3	2	1
Evaluation in points:	89%-100%	77%-88%	66%-76%	55%-65%	0-54%

Students with Special Needs:
Students with a disability and needs to request special accommodations, please, notify the Deans Office. Proper documentation of disability will be required. All attempts to provide an equal learning environment for all will be made.

Readings and Reference Materials:

All the course materials and handouts are made available on Neptun MeetStreet.