UNIVERSITATEA BABEŞ-BOLYAI
BABEŞ-BOLYAI TUDOMÁNYEGYETEM
BABEŞ-BOLYAI UNIVERSITÄT
BABEŞ-BOLYAI UNIVERSITY
TRADITIO ET EXCELLENTIA

Facultatea de Litere
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COURSE SYLLABUS

1. Information about the study program

1.1 University	Babeș-Bolyai University
1.2 Faculty	The Faculty of Letters
1.3 Department	The Department of Foreign Languages for Specific Purposes
1.4 Field of study	Language and Literature
1.5 Study cycle (BA/MA)	BA
1.6 Study program/Qualification	BA

2. Information about the subject

2.1 Course title/Code		English for specific purposes - practical course /LLU001						
2.2 Course tutor								
2.3 Seminar tutor		Mudure-Iacob Ioana						
2.4 Year of study	I	2.5 Semester	1	2.6 Type of assessment	E	2.7 Course status	Contents	DC
							Mandatory	DO

3. Total estimated time (teaching hours per semester)

3.1 Number of hours per week	2	of which: 3.2 course		3.3 seminar/laboratory	2
3.4 Total number of hours in the curriculum	28	of which: 3.5 course		3.6 seminar/laboratory	28
Time distribution					Hours
Study based on textbook/course manual/recommended reading/personal notes					10
Additional research in the library, by accessing scientific databases,or during field work					6
Preparation for seminars/laboratory classes, essays, portfolios and reports					10
Tutoring					10
Assessment (examinations)					6
Other activities					
3.7 Total hours for individual study	42				
3.8 Total hours per semester	70				
3.9 Number of credits	3				

4. Prerequisites (if necessary)

4.1 Curriculum	
4.2 Skills	

5. Conditions (if necessary)

5.1. For delivering lectures	●
5.2. For teaching seminars/laboratory classes	● Multimedia room, digital and print resources, video projector and copying machine

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6. Acquired specific competences

Professional competences	C1 1 Identifying and understanding the sociocultural contexts and roles, the verbal and written communication conventions specific to the foreign language, in terms of reception (reading/listening), production (written/oral) and linguistic strategies. C1 2 Identifying and understanding the contexts and roles, as well as the concepts, methods and the discourse/language that are specific to the different professional communication contexts within the academic environment, focusing on the rhetorical situation, written and oral communication, the stages of the writing process, academic writing production from within the field of social sciences/exact sciences/humanities, professional deontology and identifying plagiarism. C2 1 Interpreting the relation between an oral or written message and the context it belongs to, identifying argumentative and construction techniques of the scientific message in the foreign language, especially within the academic and the professional communication contexts. C2 2 Making use of basic knowledge to explain and interpret the various written communication methods in the field of social sciences/exact sciences/humanities (textbooks, specialized literature, scientific communications, research reports, forewords and introductions to specialized literature books, reviews of specialized literature books – written and electronic support), of the conventions writing these texts imply, as well as identifying plagiarism. C3 1 The transfer of acquired concepts/principles/methods in guided activities for written text reception (critical reading) and for production (writing) focusing on the stages of the writing process (planning, draft writing, reviewing and producing a final draft), presenting and developing text related ideas as well as textual structure (global and local), developing strategies to expand specialized vocabulary, efficient verbal communication (style of communication), building argumentation to the standards specific for the foreign language studied in the academic environment, making use of techniques to avoid plagiarism (using quotes, summarizing, paraphrasing). C4 1 Organizing debates, carrying out individual and group projects on topics from within the field of study. C4 2 Critical reception and production of verbal or written messages, specific to scientific communication at university level (project presentations, reports, reviews, communications, dissertations etc.) in the foreign language. Using information sources with discernment and scientific probity. C4 3Using the standard criteria acknowledged by the academic/professional community, focusing on the ones practiced by the international scientific publications within the area of social sciences/exact sciences/humanities, with the purpose of evaluating the quality of the academic productions (oral and written) in the foreign language. C5 Elaborating written papers and original, oral presentations in the foreign language, with the purpose of applying the drafting principles and techniques which have been universally acknowledged within the academic environment, focusing on the main genres from within the specific field of study: essays (descriptive, comparative, argumentative etc.), research reports, scientific papers, book reviews/presentations, annotated bibliographies, conference presentations etc. This type of productions will be elaborated on the basis of the students' current needs from within their field of study.
Transversal competences	CT1 Completing individual tasks based on the writing models and with assistance from the teacher, materialized in the form of an individual portfolio. Applying the academic learning principles in the foreign language, fully governed by the principles of professional ethics. CT 2 Taking part in carrying out projects, as part of a pair or a team, focusing on becoming familiar with team roles in the academic working environment; the projects can take the form of presentations (conference presentations) on a topic specific to the field of study. CT3Acknowledging the need for continuous development, focusing on consolidating and developing the basic knowledge related to the management of the individual learning process, regarding interindividual differences, specific to gender and culture, in processing information. The

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	efficient use of certain intellectual operating tools and of learning resources/techniques/strategies: speed reading, reading sheets, taking notes, documentation, cognitive organizers. CT4 Acknowledging the need for continuous development focusing on using ICT tools to assist with personal and professional development management, by joining social media and professional networks, that support the development of the communication skills, specific for the foreign language.

7. Course objectives (derived from the specific competences acquired)

7.1 General objective of the course	• The students will be able to use the English language competently, at a B2 level, in their academic activity and in their future professional activity.
7.2 Specific objectives	• 1. Knowing and understanding thoroughly the contexts and roles, as well as the concepts, methods, the language/discourse specific to the different professional communication contexts in the academic environment English, focusing on rhetoric, written and oral communication, the stages of the writing process and the products of academic writing, as well as on professional deontology. • 2. Using in-depth knowledge to explain and interpret the various types of written communication (types of scientific texts) and oral communication (scientific communications) as well as the conventions that govern the production of scientific texts in English in the context of BA studies and the extended professional community (both national and international). • 3. Transferring learning concepts/principles/methods in written text reception and in production, focusing on the stages of the writing process, organizing and developing ideas, text structure and the oral and written communication strategies specific to English specialized for the scientific discourse. • 4. Using the standard criteria acknowledged by the academic/professional community in order to assess the quality of academic productions both oral and written in English • 5. Elaborating written papers and original, oral presentations applying the principles and techniques which have been universally acknowledged within the academic environment, focusing on the main genres from within the specific field of study. • 6. Completing the individual tasks independently/autonomously. • 7. Taking part in carrying out projects, as part of a pair or a team, focusing on becoming familiar with team roles in the academic working environment. • 8. Managing the individual learning process, identifying the learning needs, monitoring and reflecting on using the intellectual work tools efficiently together with the traditional learning resources/techniques/strategies and the ICT tools.

8. Contents

8.1 Lectures	Teaching methods	Remarks

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Bibliography		
8.2 Seminars	Teaching methods	Remarks
1. Introduction into the practical course Information about the course (contents, evaluation format, formative assessment, teaching and learning instruments) Establishing the students' needs analysis Diagnostic test	- interactive presentation - heuristic conversation - survey - quiz	
2. Communication Means of communication. Strategies. Non-verbal and written communication in the field of Public Administration. Cultural barriers in communication Oral presentations- delivering presentations Developing reading, listening and speaking competences	- interactive presentation - pair/group work - vocabulary/listening/reading exercises - critical thinking - debate - heuristic conversation	
3. Role and scope of Public Administration in society Concepts and specific vocabulary; goals and functions of public administration. Public Administration- intercultural differences and similarities Developing reading, listening and speaking competences	- interactive presentation - pair/group work - vocabulary/listening/reading exercises - critical thinking - heuristic conversation	
4. Civil Service. Human Resources in Public Administration Jobs in civil service. Tenure and public office. Nomination and election of civil servants and government officials. Developing reading, listening and speaking competences	- interactive presentation - pair/group work - vocabulary/listening/reading exercises - critical thinking - heuristic conversation	
5. Levels of government Distribution of power-branches of government. Central, territorial and local administration. Responsibilities and duties of counties. Developing reading, listening and speaking competences *Counties work* (iCivics) game as group work/assignment	- interactive presentation - pair/group work - vocabulary/listening/reading exercises - critical thinking - heuristic conversation - game-based learning	
6. Constitutions Laws of the land. Citizens' rights and duties. Human rights across the world- speaking tasks Developing reading, listening and speaking competences Writing: descriptive essays	- interactive presentation - pair/group work - vocabulary/listening/reading exercises - critical thinking - heuristic conversation	
7. Forms of government part 1 Understanding forms of government Constitutional Monarchies. Oligarchies Idioms and collocations Developing reading, listening and speaking competences	- interactive presentation - pair/group work - vocabulary/listening/reading exercises - critical thinking - heuristic conversation	

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8. Forms of government part 2 Democracies. Dominant-party forms of government. Presidential-legislative democracies Idioms and collocations Developing reading, listening and speaking competences	- interactive presentation - pair/group work - vocabulary/listening/reading exercises - critical thinking - heuristic conversation	
9. Sociology guidelines Social classes and inequality. Social issues around the world (poverty, economic differences, discrimination and unemployment) Dealing with social inequality Idioms and collocations Developing reading, listening and speaking competences Writing: compare and contrast essays	- interactive presentation - pair/group work - vocabulary/listening/reading exercises - critical thinking - heuristic conversation	
10. Mass-media Roles and functions. Means and components Media as watchdog of democracy Idioms and collocations Developing reading, listening and speaking competences	- interactive presentation - pair/group work - vocabulary/listening/reading exercises - critical thinking - heuristic conversation	
11. Rhetorics and public speaking Speech acts. Delivering powerful speeches Profile of a good speaker Idioms and collocations Developing reading, listening and speaking competences	- interactive presentation - pair/group work - vocabulary/listening/reading exercises - critical thinking - heuristic conversation	
12. Ethics and moral behaviour in civil service Ethical and unethical behaviour. Fighting corruption Idioms and collocations Developing reading, listening and speaking competences Writing: articles	- interactive presentation - pair/group work - vocabulary/listening/reading exercises - critical thinking - heuristic conversation	
13. Review and consolidation. Formative assessment. Escape room challenge	- Digital/ physical escape room challenge	
14. Course evaluation and exam	- Written exam	

Bibliography

Books

Cimitile, C., *Glossary of Terms and Concepts for Public Administration*, 2000.
Greene, J., *Public Administration in the New Century: A Concise Introduction*, Belmont: CA, 2005.
Foley, Mark; Hall, Diane; *Longman Advanced Learners' Grammar. A self-study reference &practice book with answers*, Longman, Harlow, 2003.
Jordan, R.R, *Academic Writing Course*, Nelson, 1992.
Prodromou, L., *Grammar and Vocabulary for First Certificate*, Longman, 2001.
SIDE, RICHARD – WELLMAN, GUY: *Grammar & Vocabulary For Cambridge Advanced and Proficiency*, Longman, 2001.
Vince, Michael; *Intermediate Language Practice, English Grammar and Vocabulary*, Macmillan, Oxford, 2003.
Longman Dictionary of Contemporary English, Longman, 2003.

Online Resources (selection)

1. Grammar revision resources https://www.thoughtco.com/esl-grammar-4133089 https://www.thoughtco.com/esl-reading-comprehension-4133090
2. Writing practice resources https://www.thoughtco.com/esl-writing-skills-4133091

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3. Listening comprehension resources https://www.esl-lab.com/intermediate/
4. General English Resources List provided by Manchester University. URL: http://www.langcent.manchester.ac.uk/elplinks/general/

9. Validating course contents based on the expectations of epistemic communities, professional associations and of potential employers related to the field of study.

International and European language policies seek to address the growing needs of a labor and a scientifically internationalized research market, and as such, foreign languages for academic and specific purposes are represented throughout many university centers

- in the country (in vocational fields such as business, law, medicine, computer science, tourism, but also in the courses which make use of the scientific discourse in various fields – chemistry, physics, education sciences, social and communication sciences etc.). For reference, see the specific departments and the foreign language centers in Bucharest, Timişoara, Iaşi, Tîrgu-Mureş, Alba Iulia, Oradea etc.
- abroad (particularly regarding the academic learning competences and socio-professional communication), where all universities have centres that specialize in practical areas of the specialized discourse, playing an essential role in creating an instructional and academic culture. For instance, universities such as: Harvard, Washington, North Carolina, Southampton, Darmouth, Essex, Leeds, Graz, Central European University, etc.

The content of the teaching activity can develop those skills and competences that are specific to academic learning and research activities, in the context of higher education internationalization.

10. Assessment (examination)

Type of activity	10.1 Assessment criteria	10.2 Assessment methods	10.3 Weight in the final grade
10.4 Lecture	●		
10.5 Seminar	- active participation in the practical course, (online or in-class) - meeting the required deadlines - acquiring specific vocabulary - written and spoken accuracy in use of language in academic context	Formative assessment: - assignments delivered in due time -group/pair work tasks Summative assessment: - written exam	40% 60%
10.6 Basic performance standard			
Students will know how to - use techniques and strategies for listening, speaking, reading and writing about different topics in the field of study - use techniques and strategies for individual learning, in order to develop reading, writing and listening skills by using digital resources - write academic texts (essay, report, article); - use the Internet in order to search and evaluate relevant resources for the academic study in the field of their study and to quote the resources - communicate in academic contexts based on individual and group projects.			
Organizational details, exceptional situation management: ●			

Date 29.03.2022	Course tutor's signature	Seminar / Practical course tutor's signature

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Date of department endorsement 31.03.2022	Head of department's signature	
Date of Dean's endorsement	Signature of the vice-Dean in charge	Faculty stamp