

COURSE DESCRIPTION

Name of the Course:		Specialized Communication Skills						
Specialization Code:		U02.07.ICV.IZ.M24.		Course Code:		2.DC.FC02		
Year of study:	1	Semester:	2	Examination form: (E-Exam; Co- Colloquy; P-Project; P/F-Passed/Failed)	Co	ECTS credits granted (CR):	E (Co)	2
							P (P/F)	
Course Category: (DF- Fundamental; DD- General engineering; DS-Specialty engineering; DC-Complementary; PR-Practical stage)								DC
Course Type: (OB-Compulsory; OP-Elective; FC-Facultative)								FC
Number of hours per semester: Total of hours per week (TH) x Number of weeks per semester								
TOTAL :	42	Individual study (IS):		14	Contact hours (C + S;L;P):		28	
Academic staff member in charge: (Full name, Academic position and Department)				<i>Zoia Manolescu, Professor, Department of Foreign Languages and Communication</i>				

Faculty	Engineering in foreign languages Master study programme	Number of contact hours per semester				
		Total	Course	Seminar	Laboratory	Project
Field	Civil Engineering	28		28		
Specialization	Structural Engineering					

Course objectives - Description of the main competences:

- Learning and deepening basic concepts for writing scientific papers in a foreign language
- Understanding specific communication norms of scientific information in a foreign language (written and oral)
- Learning and practical application of certain rules of communication, directly related to the presentation of civil engineering projects
- Understanding the connection between correct scientific terminology and text comprehensibility.

Content description:

1. COURSE	
2. Seminar / Laboratory / Project / Practical stage	<ul style="list-style-type: none"> • Selecting terms from dictionaries with multiple variants6 hours • Using specialized dictionaries online6 hours • The use of bibliographic resources for structuring and writing specialized scientific papers6 hours • Making a review of a scientific paper4 hours • Drawing up and presentation of graphs, charts and other Visual AIDS proper to a scientific paper in a foreign language4 hours • Assessment2 hours

3. Bibliography	<p>Oshima, A., Hogue, A., 2006, <i>The Longman Academic Writing series</i>, Longman, London, UK</p> <p>Kennedy, M.K., Smith, H.M., 2009, <i>Reading and Writing in the Academic Community</i>, Longman, UK</p> <p>Bough, B., 2005, <i>101 Ways to Improve Your Communication Skills Instantly</i>, 4th Edition, GoalMinds, Inc</p> <p>Chambers, H., 2000, <i>Effective Communication Skills for Scientific and Technical Professionals</i>, Perseus Publishing, USA</p> <p>Young, K.S., Travis, H. P., 2011, <i>Oral Communication Skills, Choices and Consequences</i>, Waveland Press. Inc, Illinois, USA</p> <p>Online Specialized Dictionaries</p>
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Criteria to be considered for the final mark	Weight of each criterion in the final mark (%)
1. Exam defence (final examination)	40%
2. Appreciation during the entire semester	
2.1 Seminar activity	20%
2.1 Laboratory activity	
2.2 Project activity (the project has not a distinct final mark)	
3. Periodical examinations	15%
3.1 Written / oral examination	
3.2 Home works, reports, essays etc.	25%
4. Other criteria (to be specified)	
Short description of the final evaluation procedure:	

Estimation of the total number of hours per semester requested for the individual study (IS)			
Type of individual activity	No. of hours	Type of individual activity	No. of hours
1. Study of the course notes		8. Preparation of the final examination	2
2. Study of the compulsory bibliography		9. Advisory class participation	
3. Study of the supplementary bibliography		10. Practical documentation on site	2
4. Preparation of specific activities	2	11. Additional documentation on library	
5. Preparation of home works	2	12. Internet network documentation	3
6. Preparation of periodical written examinations		13. Others (to be specified)	
7. Preparation of periodical oral examinations	3	TOTAL number of hours	14

Date:
March 2013

Signature of the Academic Staff member in charge:
Zoia Manolescu