

SYLLABUS

1. Data about the program of study

1.1	Institution	The Technical University of Cluj-Napoca
1.2	Faculty	Faculty of Computer Science
1.3	Department	Computer science
1.4	Field of study	Computer science
1.5	Cycle of study	Bachelor of Science
1.6	Program of study/Qualification	Engineering
1.7	Form of education	Full time
1.8	Subject code	22.00

2. Data about the subject

2.1	Subject name	Technical Writing		
2.2	Subject area	CT2		
2.3	Course responsible/lecturer	Lect.univ.dr. Mona Tripon		
2.4	Teachers in charge of seminars			
2.5	Year of study	2	2.6 Semester	1
	2.7 Assessment	CA	2.8 Subject category	CS

3. Estimated total time

3.1	Number of hours per week	2	3.2 of which, course:		3.3 applications:	
3.4	Total hours in the curriculum	28	3.5 of which, course:	28	3.6 applications:	
Individual study						hours
Manual, lecture material and notes, bibliography						
Supplementary study in the library, online and in the field						
Preparation for seminars/laboratory works, homework, reports, portfolios, essays						
Tutoring						
Exams and tests						2
Other activities						
3.7	Total hours of individual study					
3.8	Total hours per semester	28				
3.9	Number of credit points	1				

4. Pre-requisites (where appropriate)

4.1	Curriculum	B1 according to the CEFL
4.2	Competence	Continuous training

5. Requirements (where appropriate)

5.1	For the course	Study of course materials
5.2	For the applications	

6. Specific competences

Professional Competence	<ul style="list-style-type: none"> - Application of rules and conventions for layout, grammar and expression in a foreign language - Writing, rephrasing, summary and synthesis of scientific texts
Cross competences	<ul style="list-style-type: none"> - Capacity of reading documents in a foreign language, useful for academic and/or professional career - Oral and written communication competence in view of multicultural professional team work

7. Discipline objectives (as results from the key competences gained)

7.1	General objective	Development of communicative competence in an engineering professional context
7.2	Specific objectives	<ul style="list-style-type: none"> - Use of lexical and grammar structures at B1 language competence levels, according to CEFL - Mastering documenting strategies and information processing according to discourse patterns in specific purposes contexts - Improvement of writing skill

8. Contents

8.1. Lecture (syllabus)		Teaching methods	Notes
1.	Differences between general/academic/professional communication	Lecture, conversation, elicitation, group and pair work, project based learning tasks, formative assessment.	
2.	The writing process		
3.	Drafting, editing, grammar rules and conventions		
4.	Word formation		
5.	Sentence grammar and sentence connectors		
6.	Language functions: cause and effect, adversity, concession, temporality and modality		
7.	Language functions: definition, exemplification, comparison		
8.	Text reduction strategies; paraphrasing		
9.	Types of technical documents		
10.	Product description. Writing instructions		
11.	Process and procedure description.		
12.	Official letters		
13.	German as a pluricentric language		
14.	End-term test		
Bibliography 1. Diensel, Sabine/Geiger, Susanne: <i>Großes Übungsbuch Grammatik A2-B2</i> . Hueber Verlag. 1 Auflage, 2009. ISBN 978-3-19-101721-7 2. Fearn, A./Buhlmann R.: <i>Technisches Deutsch für Ausbildung und Beruf. Lehr- und Arbeitsbuch</i> . Verlag Europa-Lehrmittel, 2013. 3. Hohmann, Sandra: <i>Einfach Schreiben! Deutsch als Zweit- und Fremdsprache A2-B1</i> , Ernst Klett Verlag Stuttgart, 2016. ISBN 978-3-12-676231-1			

4. Tripon, Mona: *Faszination Technik. Sprachtrainer Deutsch für Studenten technischer Universitäten*. Editura Napoca Star, Cluj-Napoca, 2012. ISBN 978-973-647908-3

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

Mastering a foreign language will help students in a more flexible integration in the labour market, and have improved personal development. Improving the skills of writing technical texts in German will contribute to increasing employability opportunity with companies using German language as a communication means.

10. Evaluation

Activity type	10.1 Assessment criteria	10.2 Assessment methods	10.3 Weight in the final grade
Course			
Course	Ability to write, summarise and synthesise short sized texts, with respect to layout, language structures and discourse structures used.	Final written test	100%.
10.4 Minimum standard of performance			
Minimum 60% of the final test, regarding language, lexical and discourse structures used in the technical discourse, linking words, verbs in impersonal moods, nominal groups, revision and correction of written texts			

Date of filling in: 2.02.2017

Teacher in charge of lecture
Lect. Dr. Mona Tripon

Date of approval in the department:

Head of department,
Assoc. Prof. Dr. Ruxanda Literat

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1.6	Program of study/Qualification	Engineering
1.7	Form of education	Full time
1.8	Subject code	29.00

2. Data about the subject

2.1	Subject name	Foreign language (German)_ Technical documents elaboration			
2.2	Subject area	Foreign languages			
2.3	Course responsible/lecturer	Lect.univ.dr. Mona Tripon			
2.4	Teachers in charge of seminars				
2.5	Year of study	2	2.6 Semester	2	
		2.7 Assessment	CA	2.8 Subject category	CS

3. Estimated total time

3.1	Number of hours per week	2	3.2 of which, course:		3.3 applications:	
3.4	Total hours in the curriculum	52	3.5 of which, course:	28	3.6 applications:	
Individual study						hours
Manual, lecture material and notes, bibliography						6
Supplementary study in the library, online and in the field						6
Preparation for seminars/laboratory works, homework, reports, portfolios, essays						8
Tutoring						
Exams and tests						4
Other activities						
3.7	Total hours of individual study	24				
3.8	Total hours per semester	52				
3.9	Number of credit points	2				

4. Pre-requisites (where appropriate)

4.1	Curriculum	B1 according to the CEFL
4.2	Competence	Continuous training

5. Requirements (where appropriate)

5.1	For the course	Study of course materials
5.2	For the applications	

6. Specific competences

Professional Competence	<ul style="list-style-type: none"> - Application of rules and conventions for layout, grammar and expression in a foreign language - Writing, rephrasing, summary and synthesis of scientific texts
Cross competences	<ul style="list-style-type: none"> - Capacity of reading documents in a foreign language, useful for academic and/or professional career - Oral and written communication competence in view of multicultural professional team work

7. Discipline objectives (as results from the key competences gained)

7.1	General objective	Development of communicative competence in an engineering professional context
7.2	Specific objectives	<ul style="list-style-type: none"> - Use of lexical and grammar structures at B1 language competence levels, according to CEFL - Mastering documenting strategies and information processing according to discourse patterns in specific purposes contexts - Comprehension and production of discipline appropriate text and genre

8. Contents

8.1. Lecture (syllabus)		Teaching methods	Notes
1.	Language and technology The technical writing process. Topic –based writing	Lecture, conversation, elicitation, group and pair work, project based learning tasks, formative assessment.	
2.	Language characteristics in technical writing: morphology, syntax, discourse		
3.	Word structure: Mastering German compound nouns		
4.	Derivation as a means of creating technical vocabulary		
5.	Crosslinguistic influence English-German. The influence of EST on German vocabulary. Anglicisms in German computing terminology		
6.	Brevity and efficiency through idiomatic phrases. Phrasal verbs and idiomatic phrases connected to technology and computers		
7.	Phrase/sentence structures in technical texts Structure of information in paragraphs: theme-rheme progression		
8.	Active/Passive voice in technical documents		
9.	Sentence and paragraph reduction. Writing an abstract		
10.	Restating information: summary writing		
11.	Technical specifications Abbreviations and international standards.		
12.	Writing an installation- and troubleshooting guide.		
13.	IT technical documentation: the online help Writing about problems and solutions		

14.	End-term test		
Bibliography 1. Diensel, Sabine/Geiger,Susanne: <i>Großes Übungsbuch Grammatik A2-B2</i> . Hueber Verlag. 1 Auflage, 2009. ISBN 978-3-19-101721-7 2. Fearn, A./Buhlmann R.: <i>Technisches Deutsch für Ausbildung und Beruf. Lehr-und Arbeitsbuch</i> . Verlag Europa-Lehrmittel, 2013. 3. Hohmann, Sandra: <i>Einfach Schreiben! Deutsch als Zweit-und Fremdsprache A2-B1</i> , Ernst Klett Verlag Stuttgart, 2016. ISBN 978-3-12-676231-1 4. Tripon, Mona: <i>Faszination Technik. Sprachtrainer Deutsch für Studenten technischer Universitäten</i> . Editura Napoca Star, Cluj-Napoca, 2012. ISBN 978-973-647908-3			

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

Improving the skills of writing technical texts in German will contribute to increasing employability opportunity with companies using German language as a communication means.

10. Evaluation

Activity type	10.1 Assessment criteria	10.2 Assessment methods	10.3 Weight in the final grade
Course	Assessment and homework completion in due time; Ability to write, summarise and synthesise short sized texts, with respect to layout, language structures and discourse structures used.	Oral presentation of homework and assignment tasks, end-term written test	Assignment/homework= 50% Written test = 50%
10.4 Minimum standard of performance			
Minimum 60% of the final test, regarding language, lexical and discourse structures used in the technical discourse, linking words, verbs in impersonal moods, nominal groups, revision and correction of written texts.			

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