

### BSc. program, Biomedical Engineering Department

<b>Course Unit Title</b>	ENGLISH COMMUNICATION SKILLS
<b>Course Unit Code</b>	ENG 210
<b>Type of Course Unit</b>	Compulsory
<b>Level of Course Unit</b>	2 <sup>nd</sup> year
<b>National Credits</b>	3
<b>Number of ECTS Credits Allocated</b>	6
<b>Theoretical (hour/week)</b>	4
<b>Practice (hour/week)</b>	2
<b>Laboratory (hour/week)</b>	-
<b>Year of Study</b>	2
<b>Semester when the course unit is delivered</b>	3
<b>Course Coordinator</b>	Heran Çiftçi, MA
<b>Name of Lecturer (s)</b>	Heran Çiftçi, MA
<b>Name of Assistant (s)</b>	-
<b>Mode of Delivery</b>	Face to Face
<b>Language of Instruction</b>	English
<b>Prerequisites</b>	ENG102
<b>Recommended Optional Programme Components</b>	-
<b>Course description:</b>  To reinforces and consolidates the language and 4 skills that students have learned from earlier courses, as well as developing their level of knowledge, communicative capacity, and ability to analyse and reflect on language. Course on upper -intermediate AND ADVANCED levels include interesting and up-to-date topics, encouraging students to recognize the importance of acquiring a foreign language in a modern context, prepare them to for their future professional life.	

### Objectives of the Course:

- **Reading:** to develop the skill of reading for information from a wide variety of authentic Engineering texts. These include longer specialist reading texts to provide challenging reading for students already proficient in this field, and gain the ability to read and understand vacancy announcements and write an appropriate cover letter/letter of intent, CV to deliver an academic presentation in English.
- **Speaking:** to develop the ability to participate in exchanges of information and opinions in the context of IT and Engineering, provide explanations of features of Mechanical, Computer, Electronics, Biomedical, Food and Automotive Engineering. To develop communication skills for the job market which is becoming increasingly common to have given presentation in English.
- **Writing:** to write instructions, descriptions and explanations about topics in Engineering. Write a cover letter and interview winning C.V.
- **Language :**to consolidate and extend the student's understanding and use of structures and function common to Engineering at intermediate and advanced levels. Through the chosen texts they can learn also the vocabulary and expression that need when giving oral presentation. Giving a presentation in a foreign language is real challenge, even for those who have a good knowledge of the language.

### Learning Outcomes

At the end of the course the student should be able to		Assessment
1	Achieve the advance level of English, to be able to cope with the subjects of engineering; an ability to communicate effectively	1-2-3
2	Define/elaborate a problem(using linking words) and suggestions for solution including personal views and argumentation	1-2-3-4
3	Personalize a research and viewpoints to prevent plagiarism.	3-4
4	Have team-work opportunities besides self-study/individual study	3-4
5	Write an academic essay with proper documentation	1-2-3-4
6	Write a interview winning CV and a successful job interview	1-2
7	To use power- point for presenting the written projects.	2-3-4

Assessment Methods: 1. Written Exam, 2. Assignment, 3. Project/Report, 4. Presentation,

### Course's Contribution to Program

		CL
1	Apply knowledge of mathematics, natural science with relevant to life science and multidisciplinary context of engineering science.	
2	Analyse, design and conduct experiments, as well as to analyse and interpret data.	
3	Design a system, component or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability and sustainability.	
4	Function on multidisciplinary teams.	
5	Control in design work, by using simulation, modelling and tests and integration in a problem solving oriented way.	
6	Display an understanding of professional and ethical responsibility.	

7	Communicate effectively aware of the non-technical effects of engineering.		
8	Search technical literature and other information sources.		
9	Recognize of the need for, and an ability to engage in life-long learning.		
10	Exhibit a knowledge of contemporary issues.		
11	Use the techniques, skills and modern engineering tools necessary for engineering practice to develop marketable products for the global market.		
CL: Contribution Level (1: Very Low, 2: Low, 3: Moderate, 4: High, 5: Very High)			
<b>Course Contents</b>			
Week	Chapter	Topics	Exam
1	1.1	Tips for Note-Taking	3
2	1.2	Focusing on Academic Presentation skills	2-3-4
3	1.3	Some signposts in oral presentation	2-3-4
4	1.4	Focusing on Vocabulary	2-3
5	2.1	Word Studies	2-3
6	2.2	Adjectives and perspectives on personality	2-3
7	2.3	Proverbs and Conversation Questions	2-3-6
8		MID-TERM EXAMS (17-21 Nov.2014)	2Hrs.Exam
9	3.1	Focusing on Job Market Requirements	1-3-4-6
10	3.2	Focusing on CV writing	1-6
11	3.3	Study of Application Forms/Letters	1-3-6
12	3.4	Cover letters and Vacancy announcements	1-3-6
13	3.5	Study of Sample Letters, team work on interviews	1-3-6
14	3.6	Study of Power Phrases and Action Verbs.	1-3-5-6
15		Revisions/deadline for Termite Project submission	5
16		FINAL EXAMS (05-16 Jan. 2015)	2 h

**1- final exam 2-mid-term exam 3- assignments 4-oral academic presentation 5- written project 6-team working in class**

**Recommended Sources**

**TEXTBOOK(S):**

1. Jason, Davis. Rhonda, Lisa (2006), *Effective Academic Writing 3*, Oxford university Press: Oxford, New York.
2. Çiftçi, Heran (2013), *English 210 Communication Skills For Engineering Students course hand-outs*, Yakın Doğu University : Nicosia, Cyprus
3. Boatload, I., Rein art, Ü. Mending , E. Stagnant Ö., (2005) *Academic Oral Presentation Skills*, METU Press. Ankara.
4. Düsseldorf, Marion (2007) *English for Presentation*, Oxford University Press: Oxford, New York
5. Fried-Booth, D. (2002), *Project Work*, Oxford University Press : Oxford, New York
6. Apiarist Flannel, D. (1999), *Skills Builder*, Oxford: England
7. McGowan, J.& Glen Dinning, H. E. ( 1998), *Information Technology*, Oxford: New York
8. Wall work, A. (2002), *Business Vision*, Oxford University Press: Oxford, New York.
9. Glen Dinning, H.E. and Kohl Alison, *Technology 2*,(2008)Oxford English for careers, Oxford University Press: Oxford, New York

**Assessment**

Attendance	5%	Less than 25% class attendance results in NA grade
Assignment-Midterm Project	20%	
Midterm Exam	30%	Written Exam
Final Exam	45%	Written Exam
Total	100%	

**Assessment Criteria**

Final grades are determined according to the Near East University Academic Regulations for Undergraduate Studies

## Course Policies

1. Students are expected to attend each class on time. Attendance will be recorded if the students fail to attend %30 of the lectures they will get N. A. equal to F.F
2. Homework and assignments should be delivered on time.
3. A Mid- Term Project (written and oral presentation) should be submitted on time. For oral presentation student should be registered on the oral presentation list given in class. Non-show of registered date for oral presentation student will get directly FF from the mid- term project and a second chance will not be given to students unless the proof of medical report.
4. Student are expected to do an oral presentation of **10-15** min. in class on the chosen written topic project before they submit their written project.
5. Any mid-term project without oral presentation in class will not be accepted.
6. The task for Mid-Term Project( oral presentation in class) can be done individually or team work can be accepted (Max.3 students) from the same department
7. For oral presentation in class student are expected to narrowing down the topic and make the oral presentation listener-friendly, easier to understand than written text.
8. Oral presentation have the aim to gain the ability to research, to develop topical vocabulary, to organize material clearly, to overcome stage fright and to deliver confidently which the students will serve them well throughout their careers.
9. The task for Mid- Term Project is to write an abstract/review on an article, chosen from your field of study.
10. The review/abstract of chosen article should be no less than **750** words and a maximum of **1000** words.

The written Mid-Term Project should be submitted at announced deadline, it must be include a completed and signed coversheet.

11. Cheating and plagiarism will not be tolerated. Cheating will be penalized according to the Near East University General Student Discipline Regulations.

### ECTS allocated based on Student Workload

Activities	Number	Duration (hour)	Total Workload(hour)
Course duration in class (including Exam weeks)	16	4	64
Labs/Tutorials	-	-	-
Assignments	5	3	15
Project/Presentation/Report	1	20	20
E-learning	-	-	-
Quizzes	-	-	-
Midterm Examination (study)	1	10	10
Final Examination (study)	1	14	14
Self-Study	15	2	30
Total Workload			153
Total Workload/30(h)			5.03
ECTS Credit of the Course			5

