

DEPARTMENT OF CIVIL ENGINEERING
COURSE SYLLABUS

Course Details				
Code	Academic Year			Semester
ENG101	1			Fall
Title	T	A	L	ECTS
English I	3	0	0	2
Language	English			
Level	Undergraduate	✓	Graduate	Postgraduate
Department / Program	Civil Engineering			
Forms of Teaching and Learning	Formal			
Course Type	Compulsory	✓	Elective	
Objectives	<p>This course helps the students build the technical English and business communication skills who need to succeed as an engineer. The lessons and quizzes in this course help them communicate effectively with co/workers, clients, or suppliers. Start with the technical language they need. The students will build the vocabulary and grammar that are common for engineers, giving them the ability to talk about all the parts of your job. They will also develop the business communication skills required for anyone in the global economy. This includes topics like delivering presentations, writing emails, or speaking in meetings. This gives them the ability to communicate across departments with a strong ability in reading, writing, speaking, and listening. They will also work on the common English functions for engineers, such as giving instructions or explaining a process. They will be prepared next time you need to complete a task in English. More than just language, they will develop strategies for polite communication. Learn how to work with others, including working in teams or managing conflict. It is especially important for engineers to learn to communicate with non-technical employees, which they will learn in this course.</p>			
Content	<p>This course gives you the language skills and strategies they need for professional success as an engineer. When they are done you will be more confident and more prepared to handle the challenges you face in the workplace.</p> <p>Below I have listed the target audience for this course which will be ENG101 students at Turkish-German University,</p> <ul style="list-style-type: none"> • English Learners • Engineers Learning English • Technical Professionals • Engineering students 			
Prerequisites	-			
Coordinator				
Lecturer(s)				
Assistant(s)				
Work Placement				
Recommended or Required Reading				
Books / Lecture Notes	<p>Ibbotson, M. (2008). Cambridge English for engineering.[1]. Student's book. Ernst Klett Sprachen.</p> <p>Riemer, M. J. (2002). English and communication skills for the global engineer. Global J. of</p>			

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	Engng. Educ, 6(1), 91-100. Teacher's supplementary materials and handouts		
Other Sources	-		
Additional Course Material			
Documents	-		
Assignments	-		
Exams	-		
Course Composition			
Mathematics und Basic Sciences			%
Engineering			%
Engineering Design			%
Social Sciences			%
Educational Sciences	100		%
Natural Sciences			%
Health Sciences			%
Expert Knowledge			%
Assessment			
Activity	Count	Percentage (%)	
Midterm Exam	1	40	
Quiz			
Assignments			
Attendance			
Recitations			
Projects			
Final Exam	1	60	
		Total	100
ECTS Points and Work Load			
Activity	Count	Duration	Work Load (Hours)
Lectures	14	3	42
Self-Study			
Assignments			
Presentation / Seminar Preparation			
Midterm Exam	1	1	1
Recitations			
Laboratory			
Projects			
Final Exam	1	2	2

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Total Work Load	45
ECTS Points (Total Work Load / Hour)	2

Learning Outcomes

1	Improving technical English and business communication skills
2	Making presentations, writing emails or speaking at meetings

Weekly Content

1	Introduction to the course and description of the course outline
2	Numbers and Mathematics/ Measurements
3	Discussing Change/ Products and Inventory
4	Safety in the Workplace
5	Polite Business Language
6	Managing Conflict
7	Simplifying a Description
8	Communicating with a Non-Technical Audience
9	Midterm Exam
10	Email Writing Assignment / Telephone Skills
11	Giving Instructions/ Reporting Customer Needs
12	Explaining a Process
13	Presentation Skills/ Offers and Requests
14	Advice and Suggestions
15	Advice and Suggestions

Contribution of Learning Outcomes to Program Objectives (1-5)

	P1	P2	P3	P4	P5	P6	P7
1	5	4	4				
2	5	4	4				
3	5	4	4				
4	5	4	4				
5	5	4	4				

Contribution Level 1: Low 2: Low-intermediate 3: Intermediate 4: High 5: Very High

Compiled by:

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