

Course Title	English Communication and Writing				
Course Code	CENG-105				
Course Type	Required				
Level	Diploma				
Year / Semester of study	1 st Year/ 1 st Semester				
Lecturer's Name	TBA				
ECTS	6	Lectures/Week	3 hours per week	Laboratories/Week	N/A
Course Aim	<p>The course aims to develop mainly the vocabulary, communication and comprehension (reading, listening) skills of students while teaching them field-specific language necessary for working as a Domestic Household Assistant. It is also concerned with the improvement of writing skills whether this is composition/essay, application letter or report writing. Students are also encouraged to participate actively in class by the means of presentations and discussions help in class, thus, reinforcing their speaking skills.</p>				
Learning Outcomes	<p>By the end of the course, students will be able to :</p> <p>write in English using accurate and appropriate language structures starting from sentence to paragraph production and ending with the production of complete texts such as descriptions, instructions etc.</p> <p>They will be able to demonstrate the ability to write clearly and logically in well organized, well developed, mechanically correct papers.</p> <p>Additionally, students will be able to reconstruct texts by analyzing various aspects of the language used in different kinds of writing.</p> <p>They will also be able to write compositions, reports, letters, instructions, memos and research papers using accurate and appropriate language at a more advanced level.</p> <p>Vocabulary enrichment tasks include matching words from the text to their definitions of synonyms, finding word partnerships, and word-building</p> <p>Listening material consisting of recorded interviews with business people. Reading authentic texts taken from prominent business publications and the media.</p>				

	Speaking which will include activities such as discussion, problem-solving, role-play using a variety of business skills.		
Prerequisites	NONE	Corequisites	NONE
Course Content	<p>Communication</p> <p>Introduction</p> <p>Basic Vocabulary</p> <p>Workplace Communication</p> <p>Intercultural Communication</p> <p>Meetings-Conducting and Participating</p> <p>Persuasive Speaking</p> <p>Writing</p> <p>Writing skills</p> <p>Reports</p>		
Lecturing Methodology	The course is delivered through lectures, discussion, assignments, presentations, case studies and laboratory applications.		
Bibliography	<p>Required:</p> <p>Alexander L.G., Longman English Grammar, Longman London.</p>		
Assesment Policy	<p>Final Exam 50%</p> <p>Midterm Exam 30%</p> <p>Attendance, participation and coursework 20%</p>		
Language	ENGLISH		