



## COURSE SYLLABUS

### 1. Information about the program

1.1 Higher Education Institution	Babeş-Bolyai University Cluj-Napoca
1.2 Faculty	European Studies
1.3 Department	European Studies and Governance
1.4 Field of study	International Relations and European Studies
1.5 Study level	Master
1.6 Programme of study/ Qualification	International Communication

### 2. Information about the discipline

2.1 Module	<b>English language applied to social sciences</b>						
2.2 Course holder							
2.3 Seminar holder	<b>Assist. Prof. Roxana Nistor, PhD</b>						
2.4 Year of study	1	2.5 Semester	2	2.6. Type of assessment <sup>1</sup>	C	2.7 Type of module <sup>2</sup>	OB

### 3. Total estimated time (teaching hours per semester)

3.1 No. of hours per week	2	3.1 of which for course	0	3.3 of which for seminar	2
3.4 Total no. of hours in the curriculum	28	3.5 of which for course	0	3.6 of which for seminar	28
Time distribution:	5 X 25 = 125/14 = 9				Hours
Study by using handbook, reader, bibliography and course notes					2
Additional library/specialised online research, field research					2
Preparation of seminars/laboratories, homework, projects, portfolios and essays					2
Tutoring					1
Examinations					1
Other activities: .....					1
3.7 Total no. of hours for individual study					5
3.8 Total no. of hours per semester					125
3.9 No. of ETCS credit points					5

### 4. Prerequisites (where applicable)

4.1 of curriculum	•
4.2 of competencies	• English – B1/B2

<sup>1</sup> E - exam, ME - multi-term examinations, C - collocutional examination/assessment test

<sup>2</sup> OB - core module, OP - elective module, F - extracurricular module

## 5. Conditions (where applicable)

5.1 For the development of the course	<ul style="list-style-type: none"> <li>minimal attendance: 75%</li> </ul>
5.2 For the development of the seminar/laboratory	<ul style="list-style-type: none"> <li>minimal attendance: 75%</li> </ul>

## 6. Specific skills acquired

<b>Professional skills</b>	<ul style="list-style-type: none"> <li>To utilize English terminology specific to the domain of social sciences, at an advanced level</li> <li>To perform successfully in an English-speaking professional environment</li> <li>To express advice and personal opinions with supporting information</li> <li>To be able to apply the rules of grammar in free and controlled production</li> <li>To provide assistance in the management of relations within organisations and institutions involved in European and international processes</li> </ul>
<b>Interdisciplinary skills</b>	<ul style="list-style-type: none"> <li>To manage information pertaining to the resolution of complex tasks in context (reception, transmission, modification and storage of information in specific documents), also by using an international language at an intermediate or advanced level</li> <li>To apply effective multidisciplinary team work techniques at various hierarchical levels</li> <li>To objectively perform a self-assessment of the need for professional training aimed at insertion and adaptability to the requirements of the labour market</li> </ul>

## 7. Course objectives (based on list of acquired skills)

7.1 General objective	<ul style="list-style-type: none"> <li>Upon completing the course, the student will have an expanded vocabulary, both generally and in their chosen field of expertise, an ability to communicate both orally and in writing, and an increased ability to understand texts in their chosen field of expertise.</li> </ul>
7.2 Specific objectives	<ul style="list-style-type: none"> <li>to increase students' adaptability to a wide range of communication situations,</li> <li>to develop the range of vocabulary utilised by students in the domain of social sciences,</li> <li>to produce/compose clear, detailed essays on a wide range of subjects in English,</li> <li>to develop practical abilities necessary in applying English to different work-related situations .</li> </ul>

## 8. Contents

8.1 Course	Teaching methods	Observations
8.2 Seminar / Laboratory	Teaching methods	Observations
Seminar introduction and language level assessment	Presentation of contents, student feedback	
Managing others – tasking, delegating and feedback	Cases for class analysis, group work, identification, explanations, factsheets	
Planning and scheduling in English	Cases for class analysis, group work, identification,	

	explanations	
Migration and brain drain	Individual contributions, group work, listening, speaking, reading, and writing exercises	
Using English to communicate with remote teams	Simulation, group work, individual presentations, brainstorming, listening, speaking, reading, and writing exercises	
Expressing preferences, discussing current events and describing trends	Cases for class analysis, group work, listening, speaking, reading, and writing exercises	
Tourism and business travel	Individual contributions, group work, listening, speaking, reading, and writing exercises	
English for diplomacy/Using tactful language	Individual contributions, group work, listening, speaking, reading, and writing exercises	
Presentations: delivering a presentation about an influential politician, statesman, diplomat or revolutionary of the past or present	Individual contributions, group work, brainstorming	
Talking about skills and experience	Individual contributions, group work, listening, speaking, reading, and writing exercises	
Rules and regulations at work	Individual contributions, group work, listening, speaking, reading, and writing exercises	
Discussing and clarifying roles, responsibilities and accountability	Individual contributions, group work, listening, speaking, reading, and writing exercises	
Final revision	Individual presentations, feedback session	
<p>Compulsory bibliography</p> <ol style="list-style-type: none"> <li>1. Cleland, David, and Gareis, Roland, <i>Global Project Management Handbook: Planning, Organizing and Controlling International Projects, Second Edition : Planning, Organizing, and Controlling International Projects</i>, McGraw Hill Professional, 2006.</li> <li>2. <i>Longman Dictionary of Contemporary English</i>, Longman, 2003</li> <li>3. <i>Market Leader Series</i></li> <li>4. Murphy, Raymond, <i>English Grammar in Use</i>, 3rd edition, Cambridge, 2004</li> <li>5. Talbot, Fiona, <i>Make an Impact with Your Written English. How to Use Word Power to Impress in Presentations, Reports, PR and Meetings</i>, Kogan Page, 2009.</li> <li>6. Wallwork, Adrian, <i>Meetings, Negotiations, and Socializing: A Guide to Professional English</i>, Springer, 2014.</li> <li>7. <a href="http://www.equalityhumanrights.com">www.equalityhumanrights.com</a></li> <li>8. <a href="http://www.europa.eu">www.europa.eu</a></li> <li>9. Wyatt, Rawdon, <i>Check Your English Vocabulary for Business and Administration</i>, 4<sup>th</sup> edition, London, A &amp; C Black Publishers Ltd, 2007.</li> </ol>		

**9. The correspondence between the content of the course and the expectations of the academic community, professional associations and representative employers in the field:**

- This course aims to develop essential abilities meant to foster the students' integration into the professional environment, by means of developing their English language knowledge in the domain of social sciences. Presented in an interactive manner, the contents are up-to-date, the teaching methods are modern and the involvement of students is constant. Moreover, the course makes use of knowledge students have acquired from other courses within the curriculum and it is meant to facilitate the comprehension of other subjects in the field, from a terminological/linguistic point of view.

**10. Assessment**

Type of activity	10.1 Assessment criteria	10.2 Assessment methods	10.3 Percentage of the final grade
10.4 Course	-		
10.5 Seminar/Laboratory	Activity during seminars	Continuous evaluation	3p.
	Individual presentation	Oral evaluation	1p. + 1 point
	Knowledge about the seminar	Written exam (listening, reading, writing)	5p. + 1 point
10.6 Minimum standard of performance			
<ul style="list-style-type: none"> <li>• active attendance at 25% of seminars</li> <li>• accurate presentation and ability to answer medium-difficulty questions</li> </ul>			

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Course holder signature  
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Seminar holder signature  
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Date of departmental approval  
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Head of department signature  
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