Universitatea Naţională de Ştiinţă şi Tehnologie Politehnica Bucureşti
Facultatea de Electronică, Telecomunicaţii şi
Tehnologia Informaţiei

COURSE DESCRIPTION

1. Program identification information

1.1 Higher education institution	**National University of Science and Technology Politehnica Bucharest**
1.2 Faculty	**Electronics, Telecommunications and Information Technology**
1.3 Department	**Applied Electronics and Information Engineering**
1.4 Domain of studies	Electronic Engineering, Telecommunications and Information Technology
1.5 Cycle of studies	Bachelor/Undergraduate
1.6 Programme of studies	Applied Electronics

2. Date despre disciplină

2.1 Course name (ro) (en)				Limba străină 3 Foreign language 3 - English			
2.2 Course Lecturer							
2.3 Instructor for practical activities				Associate professor PhD Elisabeta Simona CATANĂ			
2.4 Year of studies	2	2.5 Semester	I	2.6. Evaluation type	V	2.7 Course regime	F
2.8 Course type		C	2.9 Course code	04.C.03.L.025		2.10 Tipul de notare	Nota

3. Total estimated time (hours per semester for academic activities)

3.1 Number of hours per week	2	Out of which: 3.2 course	0.00	3.3 seminary/laboratory	2
3.4 Total hours in the curricula	28.00	Out of which: 3.5 course	0	3.6 seminary/laboratory	28
Distribution of time:					hours
Study according to the manual, course support, bibliography and hand notes Supplemental documentation (library, electronic access resources, in the field, etc) Preparation for practical activities, homework, essays, portfolios, etc.					20
Tutoring					0
Examinations					2
Other activities (if any):					0

3.7 Total hours of individual study	22.00
3.8 Total hours per semester	50
3.9 Number of ECTS credit points	2

4. Prerequisites (if applicable) (where applicable)

4.1 Curriculum	-

4.2 Results of learning	The seminars of ***Foreign Language 3 English*** are designed for the students whose level of competence is at least B1 – according to the Common European Framework of Reference for Languages

5. Necessary conditions for the optimal development of teaching activities (where applicable)

5.1 Course	-
5.2 Seminary/ Laboratory/Project	Compulsory attendance at the seminars according to the rules and regulations of Bachelor Studies in the National University of Science and Technology POLITEHNICA Bucharest

6. General objective *(Reffering to the teachers' intentions for students and to what the students will be thought during the course. It offers an idea on the position of course in the scientific domain, as well as the role it has for the study programme. The course topics, the justification of including the course in the currcula of the study programme, etc. will be described in a general manner)*

The main objective of the *Foreign Language 3 English* seminar for the 2nd year students in the 1st semester of Bachelor Studies in the field of *Electronic Engineering, Telecommunications and Information Technology* is to develop the fundamental skills that are necessary for professional communication at the B2-C1 level according to the Common European Framework of Reference for Languages: reading and listening comprehension at the B2-C1 level, the fluent and accurate speaking, the accurate writing of reports in the formal register.

7. Competences *(Proven capacity to use knowledge, aptitudes and personal, social and/or methodological abilities in work or study situations and for personal and proffesional growth. They refflect the empolyers requirements.)*

Specific Competences	• The students' capacity to speak fluently and accurately in contexts of communication related to simulated formal meetings in a company, having a certain role in the company meeting and respecting all interlocutors; • The students' capacity to argue for their opinions, to make decisions, to agree/disagree with their interlocutors in a diplomatic, respectful manner; • The students' capacity to use their knowledge of English for writing an accurate report on a meeting in a company.
Transversal (General) Competences	· The polite, ethical behaviour, observing the rules of the university and the legislation in force, developing their reputation in accordance with the students' status and with the requirements of their future profession; · Establishing a successful professional communication in an academic environment; Proving their ability to take initiative and action to enhance their English language knowledge using printed and electronic documentary resources in English.

8. Learning outcomes *(Synthetic descriptions for what a student will be capable of doing or showing at the completion of a course. The learning outcomes reflect the student's acomplishments and to a lesser extent the teachers' intentions. The learning outcomes inform the students of what is expected from them with respect to performance and to obtain the desired grades and ECTS points. They are defined in concise terms, using verbs similar to the examples below and indicate what will be required for evaluation. The learning outcomes will be formulated so that the correlation with the competences defined in section 7 is highlighted.)*

Knowledge	*The result of knowledge aquisition through learning. The knowledge represents the totality of facts, priciples, theories and practices for a given work or study field. They can be theoretical and/or factual.* The students will advance their knowledge of grammar, general vocabulary and their skills of fluent and accurate speaking, their skills of academic writing for professional verbal and written communication at the B2-C1 level.
Skills	*The capacity to apply the knowledge and use the know-how for completing tasks and solving problems. The skills are described as being cognitive (requiring the use of logical, intuitive and creative thinking) or practical (implying manual dexterity and the use of methods, materials, tools and intrumentation).* • The students' capacity to use their knowledge of English in any context of verbal and written communication in their future career in the field of *Electronic Engineering, Telecommunications and Information Technology;* • The students' capacity to understand a written text or a listened conversation, solving specific exercises at the B2-C1 level; • The students' capacity to use a wide range of vocabulary at the B2-C1 level including collocations and idioms and using their creative and logical thinking in contexts of communication that are specific to their future career in their domain of studies; • The students' capacity to communicate fluently, having an accurate pronunciation; • The students' capacity to express their opinions in a formal manner and argue for their viewpoints in an accurate and professional manner in written and verbal contexts, respecting their interlocutor, being polite and using an adequate vocabulary in the formal register.
Responsability and autonomy	*The student's capacity to autonomously and responsably apply their knowledge and skills.* • The students' capacity to use their knowledge of English in a responsible manner in any context of professional communication at the B2-C1 level; • The students' capacity to observe the rules of academic ethics, accurately citing all the resources used for accomplishing their seminar activities and for writing their papers in English; • The students'capacity to cooperate and work in a team during the seminars of ***Foreign Language 3 English***, making sensible decisions, using an adequate vocabulary, being polite and respecting all interlocutors; • The students' capacity to observe the deadlines for the seminar activities.

9. Teaching techniques *(Student centric techniques will be considered. The means for students to participate in defining their own study path, the identification of eventual fallbacks and the remedial measures that will be adopted in those cases will be described.)*

Taking into consideration the fact that the general objective ***of the Foreign Language 3 English*** seminar is to develop the students' competence of professional communication in verbal and written contexts at the B2-C1 level, we will use the student-centred approach and the communicative method. The student-centred approach will get the students involved in the seminar activities, enhancing their critical and creative thinking in their communication activities during the seminars and in other professional communication contexts in English in their future career. The student-centred approach will enable the students to discover the meaning of the new words and of certain language structures based on the contexts, answering the concept questions asked by the professor according to the methodology of teaching English based on the Cambridge standards. We will use methods of lecturing, textbooks and we will solve various types of exercises.

10. Contents

SEMINARY		
Crt. no.	**Content**	**No. hours**
1	Professional communication in a company meeting. Codes of behaviour in a company meeting. The participants' roles in a meeting. a) Chairing a meeting. The chairman's role; b) Presenting the agenda, opening and closing the meeting; c) Reading, vocabulary, listening practice. Conversation practice.	6
2	Making and presenting one's decisions in a company meeting. Agreeing and disagreeing with one's interlocutors in a formal company meeting. Vocabulary practice: collocations, idioms a) The language of diplomacy using modal verbs. Revision of modal verbs; b) Grammar, vocabulary, reading practice. Role play.	6
3	Typical grammar structures in technical English and in general English: a) The indirect speech for reporting the discussions in a meeting. Taking the minutes of the meeting using the rules of reported speech. b) The Passive Voice c) The Conditional c) Verbs followed by prepositions. d) Phrasal Verbs e) Grammar, reading, vocabulary, writing activities.	6
4	Reports. Writing a report on a company meeting	2
5	Project Work. Teamwork activity: holding a simulated meeting based on a given scenario.	4
6	Revision	2
7	Final written test	2
	Total:	28

Bibliography:
1. ***Effective Professional Communication in English***. Autori: Cristina Mihaela Nistor (coordonator), Burghelea-Arabu Alexandra, Elisabeta Simona Catană, Anca Greculescu, Mihaela Lăcrămioara Ivan, Popa Fabiola, Alexandra Georgiana Sălcianu, Simona Mazilu, Mihaela Pricope, Brânduşa Răileanu, Silvana Diana Stoica, Isabel Tischer. Bucureşti: Editura Printech, 2024.
2. Betsis, Andrew. Windsor, Maria. Lethem, Linda. ***Vocabulary Success. C1 Advanced***. Global ELT, 2020.
3. Brieger, Nick. Pohl, Alison. ***Technical English. Vocabulary and Grammar***. Hampshire: National Geographic Learning as part of Cengage Learning, 2012.
4. Cotton, David. Falvey, David. Kent, Simon. ***Upper Intermediate Market Leader. Business English Coursebook.*** Third Edition. Pearson Education Limited, 2011.
5. Evans Virginia. Dooley, Jenny. Taylor, Carl. ***Career Paths. Electronics.*** Express Publishing, 2012.
6. Hewings, Martin. Haines, Simon. ***Cambridge English Grammar and Vocabulary for Advanced with Answers.*** Cambridge University Press, 2015.
7. Michael McCarthy, Felicity O'Dell. ***Academic Vocabulary in Use***. ***Advanced.*** Third Edition. Cambridge University Press, 2017.
8. O'Dell, Felicity, McCarthy, Michael. ***English Idioms in Use. Advanced.*** Cambridge: Cambridge University Press, 2010.
9. O'Dell, Felicity, McCarthy, Michael. ***English Collocations in Use. Advanced***. Second Edition. Cambridge University Press, 2017.
10. ***English for Professional Communication***. Autori: Mihaela Blându, Simona Catană***,*** Yolanda Catelly, Doina Comaneţchi, Camelia Constantinescu, Simona Cosoreci, Dariana Cristea, Simona Grosu, Cristina Iliescu, Simona Mihai, Viorela Nestor, Fabiola Popa, Monica Pricope, Lacrămioara Radeş, Brânduşa Răileanu, Elena Savu, Doina Simion, Sabina Stănilă, Dana Urs. Project coordinator& copy editor: Mihaela Blându. Bucureşti: Editura Printech, 2004.

11. Evaluation

Activity type	11.1 Evaluation criteria	11.2 Evaluation methods	11.3 Percentage of final grade
11.4 Course			
11.5 Seminary/laboratory/project	1) Language acquisition. Grammar and vocabulary knowledge for understanding a written text and for a clear argumentation of viewpoints. 2) Knowing the rules of writing a report: the structure of a report. 3) Knowing the rules of organizing a meeting in a company. Knowing the interlocutors' different codes of behaviour in a meeting, knowing the participants' roles and mastering the formal, diplomatic language for a diplomatic, respectful interaction in a meeting.	Checking the way the exercises are solved, the way the seminar tasks are accomplished during each seminar.	80
	Final written test	Final written test	20
11.6 Passing conditions			
scoring 50 % out of the total.			

12. Corroborate the content of the course with the expectations of representatives of employers and representative professional associations in the field of the program, as well as with the current state of knowledge in the scientific field approached and practices in higher education institutions in the European Higher Education Area (EHEA)

Developing their communicative competence by focusing on fluency and accuracy, the students will be able to use English successfully in their future career in their domain. Knowing a series of communication and argumentation strategies, they will be able to successfully take part in a formal meeting in a company.

Developing their skills of academic writing in English, the students will be able to accomplish a series of writing tasks included in their job description. For example, they will know how to write a report.

Date	Course lecturer	Instructor(s) for practical activities
21.09.2026		Conf. Dr. Elisabeta Simona Catana

Date of department approval	Head of department
	Conf. dr. ing. Bogdan Cristian Florea

Date of approval in the Faculty Council	Dean
22.09.2026	Prof. Dr. Mihnea Udrea