

Department	International College of Liberal Arts		
Semester	Spring 2024	Year Offered (Odd/Even/Every Year)	Every Year
Course Number	LANG110		
Course Title	English for Specific Purposes		
Prerequisites	None		
Course Instructor	RAFIEYAN Vahid	Year Available (Grade Level)	1
Subject Area	Interdisciplinary Arts: Language Arts	Number of Credits	3
Class Style	Lecture	Language of instruction	English

(NOTE 1) Depending on the class size and the capacity of the facility, we may not be able to accommodate all students who wish to register for the course

Course Description	<p>This course will provide students with practical skills for communicating with other people in the workplace, business, schools, and other institutions, where effective and appropriate professional interaction in English is required. Both writing and speaking skills will be modeled, practiced, and evaluated. The course will combine what is often taught in technical writing courses with the content and activities often taught in speech communication courses or presentation courses. Some of the writing topics and practices include writing appropriate emails, writing minutes and summaries of meetings, writing cover letters for a CV, and the like. Some of the speaking topics and activities include communicating in group meetings and giving oral presentations with PowerPoint or some other presentation methodology. The main focus of this course is to provide practical guidelines and practice for effective writing and speaking in professional contexts, which requires not only clear and logical organization of content, accurate grammatical usage, and clear articulation of words and sentences, but also proper register that reflect appropriate degrees of politeness, formality, and informality.</p>
Class plan based on course evaluation from previous academic year	<p>Group works and presentations will be used to engage students in practical experiences and increase their motivation.</p>

Course related to the instructor's practical experience (Summary of experience)	My main practical experience is various writing practices for professional purposes including preparing a cover letter and resume for job applications. I will apply the know-how I have gained to the course.
Learning Goals	<p>The main objective of this course is to prepare students to communicate effectively in both writing and speaking in various professional contexts. In order to do this, students will also strive to achieve the following:</p> <p>(1) Learn the forms and proper register for writing emails, reports, minutes of meetings, and the preparation of letters of introduction to accompany Curriculum Vitae for job applicants; and</p> <p>(2) Learn the forms and proper register for communication, greetings, introductions, and formal and informal presentations.</p>

iCLA Diploma Policy	DP1/DP3
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## iCLA Diploma Policy

(DP1) To Value Knowledge – Having high oral and written communication skills to be able to both comprehend and transfer knowledge

(DP2) To Be Able to Adapt to a Changing World – Having critical, creative, problem-solving, intercultural skills, global and independent mindset to adopt to a changing world

(DP3) To Believe in Collaboration – Having a disposition to work effectively and inclusively in teams

(DP4) To Act from a Sense of Personal and Social Responsibility – Having good ethical and moral values to make positive impacts in the world

Active Learning Methods	Group Work/Presentation
More details/supplemental information on Active Learning Methods	None
Use of ICT	UNIPA Functions

Contents of class preparation and review	Before and after each class, students are expected to review the instructional materials specified for that session to enhance their understanding.	Hours expected to be spent preparing for class (hours per week)	2 hours	Hours expected to be spent on class review (hours per week)	4 hours
Feedback Methods	Exams will be graded and returned. Individual meetings will be held if students request an explanation.				

Grading Criteria		
Grading Methods	Grading Weights	Grading Content
Class Activity	25%	
Mid-Term Quiz	30%	
Final Quiz	30%	
Assignments	15%	

Required Textbook(s)	Lisboa, M., & Handford, M. (2012). Business Advantage: Student's Book Advanced. UK: Cambridge University Press. ISBN: 978-0-521-18184-6
Other Reading Materials/URL	None
Plagiarism Policy	Plagiarism is when someone presents another person's work as their own, which is dishonest. Submitting the same work to multiple assignments is also considered plagiarism. Depending on the type of plagiarism, you may fail the assignment or even the entire course. Repeated acts of plagiarism will be reported to the University, which may result in further consequences.

Other Additional Notes (Outline crucial policies and info not mentioned above)	To achieve a good grade, attending classes regularly, participating actively in class activities, and paying attention to lectures are important.
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(NOTE 2) Class schedule is subject to change

Class Schedule	
Class Number	Content
Class 1	Introduction to the Course Unit 1: Market Entry Strategies
Class 2	Unit 1: Market Entry Strategies
Class 3	Unit 1: Market Entry Strategies
Class 4	Unit 1: Market Entry Strategies
Class 5	Writing 1: Writing notes for Presentation Slides
Class 6	Unit 2: Standardization and Differentiation

Class 7	Unit 2: Standardization and Differentiation
Class 8	Unit 2: Standardization and Differentiation
Class 9	Unit 2: Standardization and Differentiation
Class 10	Writing 2: Business Plan and Executive Summary
Class 11	Unit 3: Competitions within Industries
Class 12	Unit 3: Competitions within Industries
Class 13	Unit 3: Competitions within Industries
Class 14	Unit 3: Competitions within Industries
Class 15	Quiz#1: Units 1, 2, 3

Class 16	Writing 5: Writing for Meetings
Class 17	Unit 4: Entrepreneurship
Class 18	Unit 4: Entrepreneurship
Class 19	Unit 4: Entrepreneurship
Class 20	Unit 4: Entrepreneurship
Class 21	Writing 6: Reporting Statistical Information
Class 22	Unit 7: International Communication
Class 23	Unit 7: International Communication
Class 24	Unit 7: International Communication

Class 25	Unit 7: International Communication
Class 26	Writing 7: Writing a Covering Letter for a CV
Class 27	Unit 8: International Outsourcing
Class 28	Unit 8: International Outsourcing
Class 29	Unit 8: International Outsourcing
Class 30	Quiz#2: Units 4, 7, 8