



Ministry of Higher Education and
Scientific Research - Iraq
Northern Technical University
College of Oil & Gas Techniques
Engineering/Kirkuk
Department of Fuel and Energy
Engineering



MODULE DESCRIPTOR FORM

نموذج وصف المادة الدراسية

Module Information				
معلومات المادة الدراسية				
Module Title	ENGLISH		Module Delivery	
Module Type	BASIC		Class Lecture Seminar	
Module Code	NTU101			
ECTS Credits	2			
SWL (hr/sem)	50			
Module Level	1	Semester of Delivery		1
Administering Department	FEK	College	COGTEK	
Module Leader	Noor Saad Abd Aljalil		e-mail	Noor_English@ntu.edu.iq
Module Leader's Acad. Title	Lecturer Assistant	Module Leader's Qualification	M.Sc.	
Module Tutor	None		e-mail	None
Peer Reviewer Name		e-mail		
Review Committee Approval	01/06/2023	Version Number	1.0	

Relation With Other Modules

العلاقة مع المواد الدراسية الأخرى

Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents

أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية

Module Aims أهداف المادة الدراسية	<ol style="list-style-type: none">1. Developing Vocabulary and Terminology: Expand students' technical vocabulary and terminology specific to their field of study or profession, enabling them to accurately communicate technical concepts and ideas.2. Improving Reading and Comprehension Skills: Enhance students' ability to read and understand technical texts, such as manuals, reports, and research papers, by improving their reading comprehension strategies and techniques.3. Enhancing Writing Skills: Improve students' ability to write clear and concise technical documents, such as reports, proposals, and technical specifications, ensuring effective communication within technical contexts.4. Developing Listening and Speaking Skills: Enhance students' listening and speaking skills in technical settings, enabling them to comprehend technical discussions and participate actively in meetings, presentations, and technical conversations.5. Cultivating Effective Communication: Foster students' ability to communicate effectively in professional technical environments, emphasizing clarity, coherence, and appropriate language usage in various communication contexts.6. Promoting Cross-Cultural Communication: Develop students' awareness and understanding of cultural differences in technical communication, enhancing their intercultural competence and enabling effective communication with colleagues and clients from diverse cultural backgrounds
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	<ol style="list-style-type: none">1. Demonstrating Proficiency in Technical Vocabulary and Terminology: Acquire and demonstrate a strong command of technical vocabulary and terminology specific to the student's field of study or profession, enabling effective communication and comprehension of technical concepts.2. Comprehending and Analyzing Technical Texts: Read and comprehend various technical texts, including manuals, reports, and research

	<p>papers, applying appropriate reading strategies to extract key information and analyze complex technical content.</p> <ol style="list-style-type: none"> 3. Producing Effective Technical Writing: Produce well-structured and coherent technical documents, such as reports, proposals, and technical specifications, demonstrating the ability to organize information logically, use appropriate technical language, and convey technical concepts accurately. 4. Engaging in Effective Oral Communication: Engage in effective oral communication in technical contexts, including participating in discussions, presenting technical information, and explaining complex concepts clearly and concisely. 5. Adapting Language and Communication Styles: Adapt language and communication styles to suit different technical communication contexts, demonstrating an understanding of professional norms and cultural sensitivities in diverse technical environments
<p>Indicative Contents المحتويات الإرشادية</p>	<ol style="list-style-type: none"> 1. Technical Vocabulary and Terminology: Introduction to technical vocabulary and terminology relevant to the student's field of study or profession. Focus on acquiring and practicing the use of technical terms, jargon, and specialized language. 2. Reading and Comprehending Technical Texts: Strategies for effectively reading and comprehending technical texts, such as manuals, research papers, and technical articles. Practice extracting key information, understanding technical concepts, and summarizing technical content. 3. Writing Technical Documents: Techniques for writing clear and concise technical documents, including reports, proposals, and technical specifications. Emphasis on organizing information, using appropriate language and structure, and ensuring clarity and coherence in technical writing. 4. Oral Communication in Technical Contexts: Developing oral communication skills specific to technical environments. Practice participating in technical discussions, presenting technical information, and explaining complex concepts effectively in oral presentations. 5. Documentation and Technical Reports: Understanding the structure and content of technical documentation, including technical reports and manuals. Practice creating well-organized and accurate technical documentation for various purposes. 6. Effective Presentation Skills: Developing effective presentation skills for technical topics. Focus on delivering clear and engaging presentations, using visual aids effectively, and effectively communicating complex technical concepts to a diverse audience. 7. Cross-Cultural Communication in Technical Settings: Exploring the importance of cross-cultural communication in technical environments.

	<p>Discussing cultural differences and strategies for effective communication with colleagues and clients from diverse cultural backgrounds.</p>
<p>Learning and Teaching Strategies استراتيجيات التعلم والتعليم</p>	
<p>Strategies</p>	<ol style="list-style-type: none"> 1. Lectures: Traditional lectures delivered by the instructor can provide an overview of key concepts, theories, and historical developments in the field. Lectures can help students build foundational knowledge and understand the broader context of the subject matter. 2. Discussions and Debates: Facilitating class discussions and debates allows students to actively engage with the course material, share their perspectives, and critically analyze different viewpoints. This can promote critical thinking, enhance communication skills, and encourage students to explore the complexities of human rights and democracy. 3. Case Studies: Using real-life case studies and examples can help students apply theoretical knowledge to practical situations. Analyzing specific cases can deepen understanding, highlight challenges, and stimulate discussions on the implementation of human rights and democratic principles in different contexts. 4. Group Projects and Presentations: Assigning group projects or presentations on specific topics within the course can encourage collaboration, research skills, and in-depth understanding. Working in groups allows students to explore different aspects of the subject matter and present their findings to the class. 5. Guest Speakers: Inviting guest speakers who are experts in the field of human rights, democracy, or international law can provide students with practical insights, real-world experiences, and diverse perspectives. Guest speakers can also share their expertise on specific topics or case studies related to the course. 6. Interactive Workshops and Simulations: Conducting interactive workshops or simulations can provide students with hands-on experiences related to human rights and democracy. This can include activities such as role-playing exercises, mock trials, or model United Nations sessions, allowing students to understand the practical application of concepts and engage in problem-solving. 7. Multimedia Resources: Incorporating multimedia resources such as videos, documentaries, and online platforms can enhance students' understanding and engagement with the course material. Multimedia resources can provide visual and audio representations of complex topics, showcase real-world examples, and stimulate discussions. 8. Independent Research and Critical Analysis: Assigning research projects or essays that require independent research and critical analysis can foster self-directed learning, research skills, and the ability to critically evaluate sources of information. This can deepen students' understanding of

	<p>specific topics and encourage them to develop their own arguments and perspectives.</p> <p>9. Assessments and Feedback: Providing regular assessments, such as quizzes, exams, or essays, can help students gauge their understanding of the material and receive feedback on their progress. Constructive feedback can guide students in improving their knowledge and skills throughout the course.</p>
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Student Workload (SWL)			
الحمل الدراسي للطالب			
Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	35	Structured SWL (h/w) الحمل الدراسي المنتظم للطالب أسبوعياً	2
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	15	Unstructured SWL (h/w) الحمل الدراسي غير المنتظم للطالب أسبوعياً	1
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	50		

Module Evaluation					
تقييم المادة الدراسية					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (10)	5, 10	LO #1, 2, and 3
	Assignments	2	10% (10)	2, 12	LO # 3, 4,
	Projects / Lab.	1	10% (10)	Continuous	
	Report	1	10% (10)	13	LO # 3, 4 and 6
Summative assessment	Midterm Exam	2 hr	10% (10)	7	LO # 1-4
	Final Exam	2hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
المنهاج الأسبوعي النظري	
	Material Covered
Week 1	<p><i>Introduction to Technical English</i></p> <ul style="list-style-type: none"> • <i>Overview of the module objectives, assessment criteria, and expectations</i>

	<ul style="list-style-type: none"> • <i>Introduction to technical vocabulary and terminology in the student's field of study or profession</i>
Week 2	<p><i>Reading and Comprehending Technical Texts</i></p> <ul style="list-style-type: none"> • <i>Reading strategies for technical texts, including skimming, scanning, and identifying key information</i> • <i>Comprehension exercises and discussions on selected technical articles or manuals</i>
Week 3	<p><i>Writing Clear and Concise Technical Documents</i></p> <ul style="list-style-type: none"> • <i>Understanding the structure and components of technical documents</i> • <i>Practice in organizing information, using appropriate language, and ensuring clarity in technical writing</i>
Week 4	<p><i>Oral Communication in Technical Contexts</i></p> <ul style="list-style-type: none"> • <i>Effective communication techniques for technical discussions and presentations</i> • <i>Role-play activities and group discussions on technical topics</i>
Week 5	<p><i>Documentation and Technical Reports</i></p> <ul style="list-style-type: none"> • <i>Exploring the purpose and elements of technical reports and documentation</i> • <i>Practice in writing technical reports based on provided scenarios or case studies</i>
Week 6	<p><i>Presenting Technical Information</i></p> <ul style="list-style-type: none"> • <i>Techniques for delivering effective presentations on technical topics</i> • <i>Preparing and delivering individual or group presentations on assigned technical subjects</i>
Week 7	<i>Mid-term exam</i>
Week 8	<p><i>Cross-Cultural Communication in Technical Settings</i></p> <ul style="list-style-type: none"> • <i>Understanding cultural differences in technical communication</i> • <i>Case studies and discussions on effective cross-cultural communication strategies in technical contexts</i>
Week 9	<p><i>Review and Revision</i></p> <ul style="list-style-type: none"> • <i>Consolidation of language skills and concepts covered in the previous weeks</i> • <i>Review exercises, quizzes, and revision activities to reinforce learning</i>
Week 10	<p><i>Grammar and Language Focus</i></p> <ul style="list-style-type: none"> • <i>Focus on specific grammar structures and language skills relevant to technical communication</i>

	<ul style="list-style-type: none"> Practice exercises and activities targeting grammar and language usage in technical contexts
Week 11	<p>Technical Vocabulary Expansion</p> <ul style="list-style-type: none"> Building a broader technical vocabulary through activities, exercises, and word usage practice Vocabulary acquisition exercises and discussions related to the student's field of study or profession
Week 12	<p>Writing Technical Proposals</p> <ul style="list-style-type: none"> Understanding the structure and components of technical proposals Practice in writing technical proposals for specific projects or scenarios
Week 13	<p>Effective Technical Documentation</p> <ul style="list-style-type: none"> Techniques for creating effective technical documentation, such as user manuals or technical guides Practice in drafting technical documentation and ensuring accuracy and usability
Week 14	<p>Final Presentations and Wrap-up</p> <ul style="list-style-type: none"> Final presentations by students on assigned technical topics Module review, reflection, and discussion of key takeaways and future learning opportunities
Week 15	Preparatory Week
Week 16	Final Exam

Learning and Teaching Resources مصادر التعلم والتدريس		
	Text	Available in the Library?
Required Texts	Headway 1-3	Yes
Recommended Texts		No
Websites		

APPENDIX:

GRADING SCHEME

مخطط الدرجات

Group	Grade	التقدير	Marks (%)	Definition
Success Group (50 - 100)	A - Excellent	امتياز	90 - 100	Outstanding Performance
	B - Very Good	جيد جدا	80 - 89	Above average with some errors
	C - Good	جيد	70 - 79	Sound work with notable errors
	D - Satisfactory	متوسط	60 - 69	Fair but with major shortcomings
	E - Sufficient	مقبول	50 - 59	Work meets minimum criteria
Fail Group (0 - 49)	FX – Fail	مقبول بقرار	(45-49)	More work required but credit awarded
	F – Fail	راسب	(0-44)	Considerable amount of work required

Note:

NB Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.



ملاحظة: هذا النموذج تم وضعه وتقديمه من قبل مديرية ضمان الجودة في وزارة التعليم العالي والبحث العلمي