

Course Profile

Course Name:-	Technical English (1)
Course Code:-	ENG 114
Academic Year:-	2014
Semester:-	Second

Course Overview

This course includes the following topics:

- 1) Meeting people, introducing yourself and others
- 2) Exchanging information, using forms,
- 3) Using checklists, ordering by phone, using voicemail,
- 4) Describing a product, describing components, using a product review,
- 5) Talking about people's jobs,
- 6) Describing direction of movement, giving and following instructions
- 7) Explaining fluid movement around a system, using a flow chart,
- 8) Explaining how cooling system works
- 9) Properties of materials, Material testing
- 10) Specifying dimensions, using a specification chart
- 11) Buying using a customer call form,
- 12) future projects,
- 13) taking an emergency call, reporting damage, dealing with a costumer
- 14) Report writing:
 Descriptive Reports (Agenda, Minutes, Progress report, contracts,)
 Analytic Reports (Feasibility Studies, Recommendation reports, Proposals and Submissions)

Course Details

Level:-	Undergraduate
Credit:-	2
Pre-Requisites:-	None
Co- Requisites:-	None

Learning Outcomes of Course

After successful completion of this course, student will demonstrate their abilities to do the following:

- 1) Communicate using work and major-related technical terms and vocabulary.
- 2) Understand simple dialogues, instructions, and descriptions about simple technical topics, objects and processes.

- 3) Read various types of technical texts and charts with reasonable comprehension using a variety of reading skills such as skimming, scanning, and reading for details
- 4) Utilize all available information such as graphs, charts, diagrams, and pictures to understand text. Write short guided texts using relevant vocabulary, basic sentence structure, reasonably correct spelling, and, punctuation.

Course Assessment

Name of Assessment Task	Weight of Assessment	Week Due
1. Midterm Exam-1	20%	6th
2. Midterm Exam-2	20%	10th
3. Assignments	20%	13th
4. Final Exam	40%	15th

Assessment Task and Learning Outcomes Alignment

Assessment Task Name	Course Learning Outcomes				
	1	2	3	4	5
1. Midterm Exam-1	√	√			
2. Midterm Exam-2	√	√	√		
3. Assignments	√	√	√		
4. Final Exam	√	√	√	√	√

Teaching Contact Details

Name of Course Coordinator:-	Dr. Bibhuti Bhusan Mahapatra
Email of Course Coordinator:-	b.mahapatra@mu.edu.sa
Lab/Tutorial Instructor:-	
Email of Lab/Tutorial Instructor:-	
Office Hours:-	8 a.m. -- 2.30 p.m.
Office Number:-	024-1-18-1
Office Phone Number:-	5386

Details of Required Text Book

Book Name	Authors Name	Publisher	Year	Edition
1. Technical English 1 (Course book)	David Bonamy	Pearson Longman	2008	1st

Details of Required Reference Books

Book Name	Authors Name	Publisher	Year	Edition
1. English for Mechanical Engineering	MILENA ŠTROVS GAGIČ	Ljubljana	2009	1st
2. Oxford English for Information Technology	E. Glendinning & J. McEwan	Oxford	2009	Second
3. Professional Writing	Sky Marsen	Palgrave Macmillan	2003	1st
4. Report Writing: A guide to organisation and style	David Rudd	University of Bolton	2005	1st

IT Resources

Students are required to access the following IT Resources

1. Majmaah University Student Email
2. Internet
3. Course Website (Module)

Course Schedule

Course Topics	Book's Chapter	Event Name	Week Due
Meeting people, introducing yourself and others, Exchanging information, using forms	Technical English-1 (unit-1); English for Mechanical Engineering: (Unit-1),		Week-1
Using checklists, Ordering by phone, using voicemail,	Technical English-1 (unit-2);		Week-2
Describing a product, describing components, using a product review, Talking about people's jobs,	Technical English-1 (unit-3); English for Mechanical Engineering: (Unit-2),		Week-3
Describing direction of movement, giving and following instructions,	Technical English-1 (unit-4); English for Mechanical Engineering: (units-2.5 & 3.4)		Week-4
explaining fluid movement around a	Technical English-1		Week-5

system, using a flow chart,	(unit-5)		
Explaining how cooling system works,	Technical English-1 (unit-5);	1st midterm exam	Week-6
properties of materials, material testing,	Technical English-1 (unit-6); English for Mechanical Engineering (unit 5.2)		Week-7
Buying using a customer call form,	Technical English-1 (unit-7);		Week-8
Specifying dimensions, using a specification chart,	Technical English-1 (unit-7); English for Mechanical Engineering (unit- 4.3)		Week-9
Future Projects	Technical English-1 (unit-7)	2nd midterm exam	Week-10
Taking an emergency call, Reporting damage,	Technical English-1 (unit-8)		Week-11
Report writing: Descriptive Reports (Agenda, Minutes, Progress report)	Professional Writing (Chapter-7)		Week-12
Analytic Reports (Feasibility Studies, Recommendation reports)	Professional Writing (Chapter-7)	Assignment	Week-13
Analytic Reports (Proposals and Submissions)	Professional Writing (Chapter-7)		Week-14
Review week			Week-15
		Final Exam	Exam Week

Referencing Style

The **American Psychological Association (APA)** referencing style must be used for all submissions of this course.

Course Assessment Task

Assessment Name:-	Mid-term-1
Description of Task Assessment:-	This assignment is aligned to learning outcomes, 1 and 2. In that regard, the assignment contains questions that assess the students' ability to: (1) Communicate using work and major-related technical terms and vocabulary. (2) Understand simple dialogues, instructions, and descriptions about simple technical topics, objects and processes.
Task Assessment Due Week/Date:-	Week-6
Return Week/Date to Students:-	Week-8
Weight of Task Assessment:-	20%
List of Learning Outcomes Assessed:-	Outcomes mentioned in 1 & 2

Assessment Name:-	Mid-term-2
Description of Task Assessment:-	This assignment is aligned to learning outcomes, 1, 2 and 3. In that regard, the assignment contains questions that assess the students' ability to: (1) Communicate using work and major-related technical terms and vocabulary. (2) Understand simple dialogues, instructions, and descriptions about simple technical topics, objects and processes. (3) Read various types of technical texts and charts with reasonable comprehension using a variety of reading skills such as skimming, scanning, and reading for details
Task Assessment Due Week/Date:-	Week-10
Return Week/Date to Students:-	Week-12
Weight of Task Assessment:-	20%
List of Learning Outcomes Assessed:-	Outcomes mentioned in 1, 2 & 3.

Assessment Name:-	Assignment
Task Assessment Due Week/Date:-	Week 12
Return Week/Date to Students:-	Week-14
Weight of Task Assessment:-	20%
Duration:-	2 weeks
List of Learning Outcomes Assessed:-	Outcomes mentioned 1, 2, 3 & 4

Assessment Name:-	Final Exam
Weight of Task Assessment:-	40%
Duration:-	2h.30m
Warning:-	
List of Learning Outcomes Assessed:-	Outcomes mentioned 1, 2, 3 & 4.