

**DESCRIPTION OF THE STUDY SUBJECT**

**Title**

|                                      |
|--------------------------------------|
| <b>PROFESSIONAL ENGLISH LANGUAGE</b> |
|--------------------------------------|

**Scope of the subject**

| Semester | Mode of studies | Structure* |    |    | Total number of hours | Number of credits | Group and type of subjects                    |
|----------|-----------------|------------|----|----|-----------------------|-------------------|---|
|          |                 | PS         | C  | S  |                       |                   |   |
| II       | Full-time       | 66         | 12 | 81 | 159                   | 6                 | General compulsory subject of college studies |
| I        | Part-time       | 18         | 21 | 40 | 159                   | 6                 |   |
| II       |                 | 18         | 21 | 41 |                       |                   |   |

\*L – lectures, PS – practical activities, seminars, LW – laboratory work, PR – practice, CP – course paper, C – consultations, S – self-study

**Aim of the subject**

|   |
|---|
| To improve general practical and communicative English language abilities, to form the professional vocabulary. |
|---|

**Necessary background knowledge for studying the subject**

|                              |
|------------------------------|
| B1/B2 English language level |
|------------------------------|

**Content of the subject**

| Title of the topic and description of the content  | Number of contact hours |           | S         | Total number of hours |
|--|-------------------------|-----------|-----------|-----------------------|
|  | PS                      | C         |           |                       |
| 1. Introduction. Job search. Employment. Letter of application. Curriculum vitae. Business correspondence. E-mail. Junk.   | 10                      | 2         | -         | 12                    |
| Preparation of employment documents (CV, letter of application)  | -                       | -         | 10        | 10                    |
| 2. Talks over the phone. Organisation of the business meeting.   | 6                       | 2         | -         | 8                     |
| Dialogue (talk over the phone)   | -                       | -         | 6         | 6                     |
| 3. Computer. Computer history. Computer application areas.   | 8                       | 2         | -         | 10                    |
| Talk on a topic chosen by the student (Computer history. Computer application areas.)  | -                       | -         | 13        | 13                    |
| 4. Computer hardware (Basic computer elements. Information input and output, accumulation, storage, processing equipment).   | 18                      | 2         | -         | 20                    |
| Presentation (modern computer technologies)  | -                       | -         | 12        | 12                    |
| 5. Types of computers. Ergonomics. Software. Operating systems. Graphical user interface. Text editors. Spreadsheets. Databases. Internet. Viruses. Information protection. Programming. | 24                      | 4         | -         | 28                    |
| Tests (1,2)  | -                       | -         | 16        | 16                    |
| <b>Preparation for the examination, taking the examination</b>   | -                       | -         | 24        | 24                    |
| <b>Total number of hours</b>   | <b>66</b>               | <b>12</b> | <b>81</b> | <b>159</b>            |

**Assessment of learning outcomes**

|  |
|--|
| Ten-point criteria-based assessment system as well as cumulative assessment using individual cumulative index (ICI) are applied. The overall grade is the sum of grades for intermediate accountings and examination (E) multiplied by weighted coefficients<br>$ICI = 0,1 ED + 0,1 D + 0,1 T + 0,1 PR + 0,1 T1 + 0,1 T2 + 0,4 E$ , where ED – employment documents, D – dialogue, T – talk, PR – presentation, T1, T2 – tests |
|--|

**Recommended literature**

| Key literature |                    |  |                         |                                       |                |                   |
|----------------|--------------------|--|-------------------------|---------------------------------------|----------------|-------------------|
| No.            | Year of publishing | Author(s) and title of the publication                                   | Publishing house        | Number of copies and/or internet link |                |                   |
|                |                    |  |                         | ŠSC library                           | Other premises | Other libraries * |
| 1.             | 2009               | Glendinning, E. H., Mc Evan J. Basic English for Computing               | Oxford University Press | 2                                     | 1              | 1                 |
| 2.             | 2006               | Glendinning, E. H., Mc Evan J. Oxford English for Information Technology | Oxford University Press | 2                                     | -              | 1                 |

**Additional literature**

| <b>No.</b> | <b>Year of publishing</b> | <b>Author(s) and title of the publication</b>                                 | <b>Publishing house and/or internet link</b> |
|------------|---------------------------|---|--|
| 1.         | 2007                      | Chapman, R. English for Emails  | Oxford University Press                      |
| 2.         | 2007                      | Santiago Remacha Esteras, Elena Marco Fabre. Professional English in use. ICT | Cambridge University Press                   |
| 3.         | 2007                      | Smith, D. G. English for Telephoning  | Oxford University Press                      |
| 4.         | 2003                      | Clarke, S. In Company   | Macmillan                                    |
| 5.         | 2003                      | Demetriades, D. Information Technology  | Oxford University Press                      |

\* ŠAVB – Šiauliai Region Povilas Višinskis Public Library, ŠU – library of Šiauliai University

**Required material resources and their short description**

|  |
|--|
| <ul style="list-style-type: none"><li>• <b>Equipment (devices):</b> a computer with Internet access, multimedia projector, audio player.</li><li>• <b>Software:</b> English-Lithuanian, Lithuanian-English computer dictionary Anglonas, MS Office 2013 or later, OpenOffice.org 4.1 or later, MS Windows 10 or later.</li></ul> |
|--|

**The description prepared by:**

Lecturer Jelena Korosteliova