Polytechnic University of the Philippines
College of Languages and Linguistics
DEPARTMENT OF ENGLISH AND FOREIGN LANGUAGES AND LINGUISTICS

COURSE TITLE : TECHNICAL REPORT WRITING
COURSE CODE : ENGL 1053/EN 230
COURSE CREDIT : 3 units

COURSE DESCRIPTION:

This is a course that deals with the study of the rhetorical techniques in English for Science and Technology and the application of principles of technical and scientific reporting in the writing of technical reports in engineering and other specialized fields.

PRE-REQUISITE COURSE/S: EN 111 Writing in the Discipline

PUP Vision
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PUP: Eight-Point Agenda
1. **Pursuing Academic Excellence through Disciplinal Integrity**
   o Research development through disciplinal integrity
   o Coupling of Research and Instruction
   o Faculty and Student development through fellowships, exchanges and research involvements (establishing research foundations)
2. **Embedding a Culture of Research in PUP**
   o Doing away with the "turf mentality" in the academic and research sectors
   o Developing and implementing a sound research capability program in each of the colleges and campuses through the collaboration of the academic and research sectors
   o Encouraging and supporting talented faculty members to embark on research-based graduate programs in reputable universities
   o Recruit promising and established faculty members to spark research ideas and projects and to link the colleges with the research communities of their disciplines
   o Properly reward achievers in research (research-track professorship, society of scientists and writers)
3. **Assuring Transparency and Participatoriness in Giving Rewards and Sanctions**
   o Placing the right people in right positions
   o Institutionalizing change of status and promotion processes (rational but just)
   o Continuous upgrading of capabilities of faculty and staff for right career paths
   o Providing equal opportunities for faculty academic exchange
   o Empowering and democratizing the employees and faculty unions
4. **Modernization and Upgrading of Physical Facilities, Equipment, Library and Campus Development**
   o Starting up an open-shelves library system to complement an upgraded e-Library
   o Upgrading physical facilities and laboratory
   o Build and refurbish classrooms and new facilities for students, faculty and staff
   o State-of-the-art Information Communication Technology
   o Clean environment/Proper waste disposal management system
5. **Reconceptualization of Academic Freedom**
   o Institutionalize student and faculty government and publication
   o Review of student and faculty development programs
   o Allowing students to participate in knowledge production
   o Creation of venues for sectoral involvement in decision making
   o Expansion of scholarship and exchange programs
6. **Institutionalizing Civil Society Engagement and Involved Extension Service Program**
   o Engaging social issues in both discourse and practice

- o Embedding a good social conscience in the sectors of PUP
- o Expanding extension and community involvement
- o Expanding academic and institutional linkages
- o Redefining our involvement in LGUs and their communities

7. **Fiscal Responsibility**
   - o Involving the publics of PUP in funds management and appropriation
   - o Conscientious observance of fiduciary rules
   - o Prudent allocation of funds - academic and research concerns must be prioritized
   - o Transparency in all fiscal transactions

8. **Assessment of Institutional Processes and Critical-Rational Review of the Entire Organization**
   - o Review of current organizational structures, personnel positions and qualifications, status of the faculty (academic qualifications, research involvements and specialization) and academic programs
   - o Review of policies on faculty and personnel recruitment and new student entrants

GOALS OF THE ACADEMIC UNIT

- Proficiency in Language Learning and Teaching
  To equip students with a solid foundation of knowledge, skills, tools, attitude and values needed in the advancement of students' receptive and active communication ability towards a critical, creative, and effective expression of ideas.

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  To strengthen the sense of values and strong national solidarity of purpose among students and become a lead advocate in the use of the national language and other Philippine languages as well as proficiency in other major foreign languages (foremost English) as contributory to an evolving Filipino culture.

- Turning Information into Relevant Knowledge
  To provide the students with skills and insights in gathering, processing, and judicious utilization of information accessed through the latest available technologies.

- Excellence in Research
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The department is tasked to provide training and practice that will enable students to:
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- use technology as a basis for continued knowledge construction, both academic and lifelong;
- strengthens their skills and competencies in the use of English as medium of instruction;
- keep abreast of the current research findings, issues, and directions in language teaching and linguistics;
- advance, create, and disseminate knowledge in the fields of languages and linguistics through research, linkages, networking programs; and
- pass the licensure examinations for teachers.

COURSE OBJECTIVES

At the end of the course, the students should be able to:

1. write technical reports;
2. use ICT resources for data gathering and reporting;
3. prepare a portfolio of written projects;
4. evaluate a proposal;
5. foster team spirit through collaborative work;
6. cite the social nature of technical communication; and
7. recognize the value of technical writing in business and in society

COURSE CONTENT

SCHEDULE	LIST OF TOPICS
Week 1	Overview of the Course. (Discussion of the Syllabus) Introduction to ICT resources Nature and concepts in Technical Writing Review of Research Skills (note-taking, outlining, documentary)
Week 2	Grammar review Modern Day Communication
Week 3	Analysis of Technical Articles: scope, format, content, tone, style, language & methods of production
Week 4	Technical Correspondence: Parts Style Examples of common business letters (transmittal letter, incident letter, claim & adjustment, etc.)
Week 5	Employment Letters and Resume
Weeks 6	Review of Research Skills (note taking, outlining, documenting)
Week 7	Report lay-out and styles
Week 8	MIDTERM EXAMINATION
Week 9	Expository techniques in Technical: Methods of Definition, description of Mechanism, Process, Classification & Partition and Interpretation
Week 10	Visual Rhetoric (graphic aids)
Weeks 11-12	Technical Reports a. progress report b. accomplishment report c. field report d. feasibility report e. recommendation report f. laboratory report g. research report h. project study
Weeks 13-16	Project Report/ Project Proposal
Week 17	Oral presentation of reports
Week 18	FINAL EXAMINATION

COURSE REQUIREMENTS

- Individual Report (assigned topic)
- Group Presentation (PowerPoint)
- Portfolio (compilation of technical correspondence and reports)
- Reading assignments (abstract and summary)

EVALUATION TECHNIQUES

- Timely completion and submission of all assigned papers, examination, and class
- Activities
- Regular and prompt class attendance and preparation

- Preparation of all written assignments according to criteria provided.
- Participation in class discussions and activities as directed by the instructor.

COURSE GRADING SYSTEM

Class Standing   70%
      Recitation
      Individual/Group Discussion
      Assignments
      Projects
      Quizzes
      Attendance
Midterm/Final Examinations   30%

                                      100%

$$\frac{\text{Midterm grade} + 2^{nd}\ \text{grading grade}}{2} = \text{FINAL GRADE}$$

SUGGESTED TEACHING METHODOLOGIES/ STRATEGIES
- Library researching/net surfing
- Field researching/interviewing
- Reporting/ note taking
- Group working/working with Peers
- Listening of lectures/reports
- Individual writing tasks
- Lecture-discussion
- Small group discussion
- In-class/out-class participation

SUGGESTED LEARNING ACTIVITIES
- Lecture/Discussion
- Group Work/Dynamics
- Research

Approved by:

Dr. EVANGELINA S. SERIL
Dean, CLL

DEPARTMENT OF ENGLISH AND FOREIGN LANGUAGES
AND LINGUISTICS

COURSE TITLE **:** SPEECH COMMUNICATION/SPEECH AND ORAL
COMMUNICATION
COURSE CODE **:** ENGL 1033/EN 120/123
COURSE CREDIT : 3 units

COURSE DESCRIPTION:

Effective Speech deals with the study of the speech communication process and its application in various communication situations. It also aims to enhance learners' listening competence and improve their verbal and nonverbal skills in order for them to build self-confidence.

PRE-REQUISITE COURSE/S:

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   - o Embedding a good social conscience in the sectors of PUP
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   - o Expanding academic and institutional linkages
   - o Redefining our involvement in LGUs and their communities

7. **Fiscal Responsibility**
   - o Involving the publics of PUP in funds management and appropriation
   - o Conscientious observance of fiduciary rules
   - o Prudent allocation of funds - academic and research concerns must be prioritized
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- pass the licensure examinations for teachers.

COURSE OBJECTIVES

At the end of the course, the students should be able to:

1. Show appreciation of the nature of speech communication process;
2. Listen attentively and purposively.
3. Recognize, assess, and remedy/solve communication problem at all levels;
4. Use thought, verbal and nonverbal symbols effectively toward ethical speech communication; and
5. Participate in all kinds of communicative situations with confidence

COURSE CONTENT

SCHEDULE	LIST OF TOPICS

Week 1	The Speech Communication Process: An Overview
	    Nature of Speech Communication Process
	    Functions of Speech Communication
	    Types and Levels of Communication
	    Models of Communication

Weeks 2-3	Listening
	    Nature and Process of Listening
	    Models of Listening
	    Barriers to effective Listening
	    Overcoming the Barriers

Weeks 4-8	Symbols Systems
	    Verbal Symbols
	    Nonverbal Symbols

Weeks 9	MIDTERM EXAMINATION

Week 10-11	Intrapersonal Communication
	    Nature and Process of Intrapersonal Communication
	    The Self Concept
	    The Self-Fulfilling Prophecy
	    Ethos

Week 12-15	Interpersonal Communication
	    Dyadic Communication
	    Small Group Communication

Week 16-18	Public Communication
	    Nature of Public Communication
	    Speech Preparation
	    Types of Speech

EVALUATION TECHNIQUES

- Group activities
- Informative speech-lecture-demonstration
- Interview/panel forum
- Suggestopedia / communicative language teaching

SUGGESTED TEACHING METHODOLOGIES/STRATEGIES

- Pantomimes
- Speech delivery

- Oral interpretation

SUGGESTED LEARNING ACTIVITIES
- Group Discussion
- Group activities
- Informative speech-lecture demonstration
- Interview/panel forum
- Listening

COURSE GRADING SYSTEM

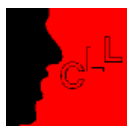Class Standing   70%
      Recitation
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      Assignments
      Projects
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                                 100%

$$\frac{\text{Midterm grade} + 2^{nd} \text{ grading grade}}{2} = \text{FINAL GRADE}$$

Approved by:

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Dean, CLL

Polytechnic University of the Philippines

College of Languages and Linguistics
**DEPARTMENT OF ENGLISH AND FOREIGN
LANGUAGES AND LINGUISTICS**

COURSE TITLE   :   ARGUMENTATION AND DEBATE
COURSE CODE   :   ENGL 3063 / EN 310
COURSE CREDIT   :   3 units

COURSE DESCRIPTION:

This course is designed to develop the students' capacity for rational thinking and to enhance their skills for effective, logical and analytical oral communication with comprehensive opportunities for practice and experience in intensive argumentation and debate.

PRE-REQUISITE COURSE/S: ENGL 1023 / EN 111 Writing in the Discipline

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   - Expanding academic and institutional linkages
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COURSE OBJECTIVES
At the end of the course, the students should be able to:

1. apply thee principles and techniques of debating;
2. differentiate the various types of debate;
3. construct a coherent, logically –sequenced argument;
4. demonstrate the qualities of a critical and analytical communicator;
5. use the skills of persuasion and conviction;
6. utilize research skills in constructing persuasive speeches;
7. employ effective public communication skills; and
8. use debate as an educational tool, an instrument of advocacy, and a means for change.

COURSE CONTENT

SCHEDULE	LIST OF TOPICS

Week 1	Course Orientation
	Introduction to Debate
	    Definition of Argumentation and Debate
	    Brief History of Debate

Week 2	Propositions, Motions and Issues
	    Interpreting a motion/proposition
	    Finding key issues in the debate

Week 3	Arguments, Proofs and Fallacies
	    Establishing arguments and proofs
	    Distinguishing fallacies and wrong contentions

Week 4	Debate Basic Rules and Rudiments
	Debate Formats
	    Oregon-Oxford
	    Austral-Asian
	    Parliamentary

Weeks 5-6	Case Building: Matter
	    Speaker roles
	    Types of Speeches
	    Matter Loading
	    Case construction
	    Rebuttals and Refutation

Weeks 7-8	Manner and Method
	    Elevation, Extension and Illustrative examples
	    Responsiveness and Dynamism
	    Individual and Team Consistency
	    Persuasion and Rapport

Week 9	MIDTERMS
Week 10	Adjudication Basic Rules
Week 11	Current Issues and Events
Weeks 12-17	Actual Debate Demonstration
Week 18	FINAL EXAMINATION

COURSE REQUIREMENTS
- Attendance
- Recitation
- Actual Classroom Debate
- Midterm and final examination

EVALUATION TECHNIQUES
- Quizzes
- Recitation
- Exams
- Course Grading System

COURSE GRADING SYSTEM

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    Recitation
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    Assignments
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SUGGESTED TEACHING METHODOLOGIES/ STRATEGIES
- Lecture
- Demo-debate
- Discussion

SUGGESTED LEARNING ACTIVITIES
- Public speaking/ Impromptu
- JAM sessions
- Film Showing
- Group Discussions

Approved by:

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Dean, CLL

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DEPARTMENT OF ENGLISH AND FOREIGN LANGUAGES AND LINGUISTICS

COURSE TITLE : WRITING IN THE DISCIPLINE
COURSE CODE : ENGL 1023/EN 111
COURSE CREDIT : 3 units

COURSE DESCRIPTION:

This three-unit course is designed to develop basic research and writing skills of students in their specific discipline utilizing interview or survey as research tool; and learning and applying the principles of business correspondence. Old title: English Communication Skills, P-2.

PRE-REQUISITE COURSE/S: ENGL 1013/EN 110 Study and Thinking Skills in English

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COURSE OBJECTIVES

At the end of the course, the students should be able to:

1. write coherent research paper by following the steps involved;
2. use interviews and surveys as tools in research;
3. identify the importance of research in different discipline; and
4. write effective business letters.

COURSE CONTENT

SCHEDULE	LIST OF TOPICS
Week 1	A. Paragraph Review

Weeks 2-3	B. Nature of Research
	   1. Definition
	   2. Characteristics
	   3. Purpose
	   4. Types

Weeks 4-7	C. The Research Paper
	   1. The Library Paper
	     a. Overview
	     b. Parts of Library Research Paper
	     c. Steps
	        1. Choosing appropriate topic for the paper
	        2. Narrowing the topic
	        3. Preparing a tentative bibliography
	        4. Note-taking
	        5. Formulating a thesis statement
	        6. Outlining
	        7. Writing the first draft
	        8. Documenting
	        9. Writing the final copy

Weeks 8-9	2. Field Research
	     a. Parts of a Field research
	     b. Data gathering Techniques
	        1. interview
	        2. survey
	        3. case study
	        4. observation

Week 10	MIDTERM EXAMINATION
Week 11-14	c. Survey Report 1. Objectives 2. Steps 3. Constructing Questionnaires
Week 15-17	D. Business Letter 1. Appearance and Form 2. Qualities of Effective Business Letter 3. Types of Business Letters a. Inquiry and Reply b. Sales c. Employment d. Claim and Adjustment
Week 18	FINAL EXAMINATION

COURSE REQUIREMENTS

- Library/research paper
- Interview/ survey Report
- Business Letters
- Classroom Participations
- Oral Presentation

EVALUATION TECHNIQUES

- Short/long Tests
- Library and Field Research
- Assignments
- Recitation
- Attendance
- Oral/written Reports

SUGGESTED TEACHING METHODOLOGIES/ STRATEGIES

- Group Discussion
- Lecture Demonstration
- Socialized Recitation
- Interviews
- Surveys
- Report Analysis

SUGGESTED LEARNING ACTIVITIES

- Group discussions
- Writing activities
- Individual/group Reporting
- Peer Critiquing
- Data Gathering
- Letter Writing

COURSE GRADING SYSTEM

Class Standing   70%
       Recitation
       Individual/Group Discussion
       Assignments
       Projects
       Quizzes
       Attendance
Midterm/Final Examinations   30%
                                        100%

$$\frac{\text{Midterm grade} + 2^{nd} \text{ grading grade}}{2} = \text{FINAL GRADE}$$

Approved by:

Dr. EVANGELINA S. SERIL
Dean, CLL