

	<b>D. SERIKBAYEV EAST KAZAKHSTAN STATE TECHNICAL UNIVERSITY</b> <b>ВОСТОЧНО-КАЗАХСТАНСКИЙ ГОСУДАРСТВЕННЫЙ</b> <b>ТЕХНИЧЕСКИЙ УНИВЕРСИТЕТ им. Д.СЕРИКБАЕВА</b>		<b>F1 I EKSTU</b> <b>701.01-II</b>
	<b>Quality System Management</b>	<b>Module Curriculum and Syllabus</b>	<b>Page 1 of 12</b>

Қазақстан Республикасының  
Білім және ғылым министрлігі  
Д.Серікбаев атындағы  
ШҚМТУ

Ministry of  
Education and Science of the  
Republic of Kazakhstan  
D.Serikbayev EKSTU



### ШЕТ ТІЛІ (КӘСІБИ)

Жұмыс модульдік оқу бағдарламасы және силлабус

Мамандық: 6M070200 Автоматтандыру және басқару, 6M070300 Ақпараттық жүйелер, 6M070400 Есептеу техникасы және бағдарламалық қамтамасыз ету, 6M070500 Математикалық және компьютерлік модельдеу, 6M071600 Аспап жасау

### ИНОСТРАННЫЙ ЯЗЫК (ПРОФЕССИОНАЛЬНЫЙ)

Рабочая модульная учебная программа и силлабус

Специальности: 6M070200 Автоматизация и управление, 6M070300 Информационные системы, 6M070400 Вычислительная техника и программное обеспечение, 6M070500 Математическое и компьютерное моделирование, 6M071600 Приборостроение


### FOREIGN LANGUAGE (PROFESSIONAL)

Module Curriculum and Syllabus

Specialties: 6M070200 Automation and Control, 6M070300 Information Systems, 6M070400 Computer Engineering and Software, 6M070500 Mathematical and computer modeling, 6M071600 Instrument Engineering


Credit number: 2

Ust-Kamenogorsk  
2018

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The Module Curriculum and Syllabus have been developed by “Foreign Languages” sub-department on the basis of the Standard and Working Curriculum (2016) and Module Curriculum of the specialty

Discussed on FL sub-department staff meeting  
Head of the sub-department  
Record No. 10 of 1.06.2018.

 A. Sarsembayeva

Agreed with the heads of the departments

Dean of School of Information Technology and Energy  N. Erdybayeva

Developed by  
Senior lecturer  
Senior lecturer



S. Semyonova  
I. Golubykh

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## 1 THE COURSE DESCRIPTION, ITS PLACE IN THE ACADEMIC PROCESS

### 1.1 Brief content of the studied course

The course of Foreign Language (Professional) is developed for Master students and consists of 2 credits - 90 hours, (contact -10 hours, Master student autonomous work - 45 hours, autonomous work with the teacher help -15 hours). The course includes grammar review, reading and writing strategies, listening techniques.

### 1.2 The course goals and objectives

The goal of teaching "Foreign language (professional)" is to improve the communicative and intercultural competence to the level of international standards in various fields of professional and scientific activities.

The course objectives:

- The formation and development of communicative competence (linguistic, socio-linguistic, socio-cultural, strategic, discursive and pragmatic) necessary for professional activities;
- The formation of a sufficient level of proficiency in a professional foreign language for written and oral communication required in scientific activities.

### 1.3 The course studying outcomes


#### **Knowledge and understanding:**

- functional features of oral and written professionally-oriented texts including scientific and technical texts;
- world standards of conducting scientific research;

#### **Knowledge and understanding use:**

- documentation requirements (within the program), adopted in professional communication in European countries and in the countries of the target language;
- rules of professional ethics typical for professional communication; generally accepted requirements in Kazakhstan and foreign countries for registration of scientific documentation and other work related to research activities;
- to perform various logical operations (analysis, synthesis, establishment of cause-and-effect relations, argumentation, generalization and conclusion, commenting);



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### Opinion developing:

- to understand and evaluate other people's point of view, to seek cooperation, to reach agreement, to develop a common position under the conditions of different views and beliefs;

### Communicative abilities:

- the ability to use English in new unfamiliar situations of professional communication orally and in a written form.

### Acquiring research skills:

- skills to organize autonomous work with the goal to search, analyze, generalize the specialty material in English.

### 1.3 Pre-requisites

“The English Language” course


### 1.5 Post- requisites

None

## 2 THE COURSE CONTENT


### 2.1 List of topics

Module No. topics	Topic, content	References and other sources	Credits
1	2	3	4
<b>1</b>	<b>Module 1 “Introduction in FP(P)”</b>		
	<b>Classroom practice</b>		
1	1 Globalization in education engineering education today (role, function, career prospects, university degrees, differences in education systems (e.g. Kazakh, Russian; Kazakh and USA); the Bologna Convention and its influence on engineering education development.	1,2,3,4,5,6,7	
2	2 Grant proposal and policy; - grant documents: cover letter, motivation letter, reference letter, application form.	1,2,3,4,5,6,7	
3	3 Business and partnerships; negotiating; -types of documents: goods order, complaint letter, apologizing.	1,2,3,4,5,6,7	
4	- Teamwork as a tool for professional communication and personal development; - how to manage teamworking; stages of teamworking.	1,2,3,4,5,6,7	

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1	2	3	4
5	Organization management; - project work: presentation of own company; - company structure, types of documents: minutes of meeting	1,2,3,4,5,6,7	
6	6 Business ethics - ethical problem solving; - ethics and unwritten rules in the company; - writing proposals, e-mails	1,2,3,4,5,6,7	
7	Project management - teleconferencing - advertising - promotion	1,2,3,4,5,6,7	
8	8. Strategy - report summarizing, - annotation - review	1,2,3,4,5,6,7	

<b>Autonomous work with the teacher help (AWTH)</b>			
1	Passive/Active Voices. Resume, CV		
2	Word Formation . Filling out an application form. Writing a cover letter	3,4,5,6,7	
3	Types of business letters.	3,4,5,6,7	
4	Writing reports (Elliptical structures)	3,4,5,6,7	
5	Presentation of a company	3,4,5,6,7	
6	Writing e-mails	3,4,5,6,7	
7	Advertising. Writing a review	3,4,5,6,7	
8	Writing a summary, a review	3,4,5,6,7	
<b>Student autonomous work (SAW)</b>			
1	The Bologna Convention and its influence on engineering education development. Replying to a formal invitation Consultant interview, language passport	3,4,5,6,7	
2	Linking verbs and phrases. Grant proposal and policy; Filling in grant documents: cover letter, motivation letter, reference letter, application form.	8,9,10,11,12	
3	Writing a goods order, a complaint letter, apologizing	8,9,10,11,12	
4	Modal Verbs. Writing a report	8,9,10,11,12	
5	Preparing and giving presentations of companies	8,9,10,11,12	
6	Attributive Groups. Writing e-mails and proposals	8,9,10,11,12	
7	Teleconferencing . Descriptive Essays.	8,9,10,11,12	
8	Introduction of students' own research work	8,9,10,11,12	
	Module 1, total		<b>1</b>


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<b>2</b>	<b>Module 2 “General EESP Course“</b>		
	<b>Classroom practice</b>		
1	2	3	4
1	Scientific article as a tool of technical communication academic styles; article components; plagiarism: types of plagiarism, paraphrasing.	1,2,3,4,5,6,7	
2	Visuals in written academic text graphs, tables and diagrams; how to use, read and interpret; ethical issues in writing academic papers (copyright compliance)	1,2,3,4,5,6,7	
3	IT and communications - presenting information on a web site work with information recourses	1,2,3,4,5,6,7	
4	Social issues - gathering information - organizing information - round-table discussion	1,2,3,4,5,6,7	
5	Engineering and innovation; expressing purpose Specialty terminology	1,2,3,4,5,6,7	
6	My research work; giving presentations; presentation skills development.	1,2,3,4,5,6,7	
7	Grammar revision, the control test	1,2,3,4,5,6,7	
	<b>Autonomous work with the teacher help (AWTH)</b>		
1	Structure of an article	3,4,5,6,7	
2	Understanding graphs, tables and diagrams	3,4,5,6,7	
3	Preparing a presentation of a web-site	3,4,5,6,7	
4	Organising information for a round-table discussion	3,4,5,6,7	
5	Compiling a terminology glossary	3,4,5,6,7	
6	Writing a review of an article	3,4,5,6,7	
7	Preparing for the control test	3,4,5,6,7	
	<b>Student autonomous work (SAW)</b>		
1	Analyzing an article on students’ specialty	8,9,10,11,12	
2	Giving an oral summary of a text	8,9,10,11,12	
3	Preparing a presentation of a web-site	8,9,10,11,12	
4	Preparing for a round –table discussion	8,9,10,11,12	
5	Reading a text on students’ specialty, compiling a glossary	8,9,10,11,12	
6	Preparing a presentation on research work	8,9,10,11,12	
7	Grammar revision, the control test	8,9,10,11,12	
	<b>Module 2, total</b>		<b>1</b>
	<b>Course, total. RK credits</b>		<b>2</b>

## 2.2 Tasks for autonomous work (AWTH, SAW)

Subject	Task goal and content	Period	Control method	Deadline
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1	2	3	4	5
<b>Module 1 “Introduction into EESP”</b>				
Reading: The Bologna Convention and its influence on engineering education development. Writing: Replying to a formal invitation, language passport	to get acquainted with the principles of the Bologna Convention, to get reading and writing skills	4	recitation, discussion	The 1 <sup>st</sup> week
Reading: Linking verbs and phrases. Grant proposal and policy; Writing: Filling in grant documents: cover letter, motivation letter, reference letter, application form.	to get reading and writing skills	4	interrogatory, discussion	The 2 <sup>nd</sup> week
Writing a goods order, a complaint letter, apologizing	to get reading and writing skills	4	interrogatory, discussion	The 3 <sup>rd</sup> week
Modal Verbs. Writing a report	to get reading and writing skills	4	interrogatory, discussion	The 4 <sup>th</sup> week
Preparing and giving presentations of companies	To get the skills of public speaking	4	interrogatory, discussion	The 5 <sup>th</sup> week
Attributive Groups. Writing e-mails and proposals	to get reading and writing skills	4	interrogatory, discussion	The 6 <sup>th</sup> week
Teleconferencing . Descriptive Essays.	To get the skills of public speaking	4	interrogatory, discussion, a mid-term test	The 7 <sup>th</sup> week
Preparing students’ own research work	to get writing skills and the skills of public speaking	4	recitation, discussion	The 8 <sup>th</sup> week
<b>module 2 “basic course of eesp”</b>				
Scientific article as a tool of technical communication academic styles; article components; plagiarism: types of plagiarism, paraphrasing.	to develop reading and writing skills	4	recitation, interrogatory, discussion	the 9 <sup>th</sup> week
Visuals in written academic text graphs, tables and diagrams; how to use, read and interpret; ethical issues in writing academic papers	to develop reading and writing skills	4	recitation, interrogatory, discussion	the 10 <sup>th</sup> week

(copyright compliance)				
IT and communications - presenting information on a web site work with information recourses	To develop the skills of reading and understanding professional texts.	4	recitation, interrogatory, discussion	the 11 <sup>th</sup> week
Social issues - gathering information - organizing information - round-table discussion	to develop reading, speaking, and writing skills	4	recitation, interrogatory, discussion	the 12 <sup>th</sup> week
Engineering and innovation; expressing purpose Specialty terminology	To develop the skills of reading and understanding professional texts. Expanding the vocabulary.	4	recitation, interrogatory, discussion	the 13 <sup>th</sup> week
My research work; giving presentations; presentation skills development.	To develop the skills of writing and public speaking	4	recitation, interrogatory, discussion	the 14 <sup>th</sup> week
Grammar revision, the control test	To evaluate the skills	4	final test	the 15 <sup>th</sup> week
		<b>60</b>		

### 2.3 The schedule of completing and presenting the course tasks


Control types/ tasks	3 (4) semester, week														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Recitation	*							*	*	*	*	*	*	*	
Test			*		*		*					*			*
Written task	*	*	*	*		*			*	*		*		*	
Midterm and final test								*							*
Total	2	1	2	1	1	1	1	2	2	2	1	3	1	2	2

## 3 LITERATURE

### Basic reading

- 1 Santiago Remacha Esteras Infotech. English for Computer Users: Student's Book/ S.R.Esteras – Cambridge University Press, 2011. – 169 p.
- 2 Macarthy M., O'Dell F. Academic vocabulary in Use. Cambridge University Press, 2008.
- 3 Jackman, V., & McDowell. Insight into IELTS. IELTS Practise 3. Types of writing.
- 4 Mascull B., Business Vocabulary in Use. Cambridge University Press, 2002



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5 Ерохина Л.Н., Семёнова С.Д.: Effective Essay and Resume Writing: Учебное пособие по английскому языку для студентов 2 курса всех специальностей ВКГТУ дневной формы обучения – Усть-Каменогорск, 2004

6 Семёнова С.Д. Writing A Research Paper Методические указания к практическим занятиям, СРСП и СРС по английскому языку для магистрантов всех специальностей, 2008 – 24 стр.

7 Hornby A. S. Oxford Advanced Learner’s Dictionary of Current English, Oxford University Press, 2015

### Additional reading

8 Azar, Betty Schramper. Understanding and using English grammar: textbook / V.S.Azar. - NY : Longman, 2010. - 477 p

9 И.В. Голубых, С.Д. Семенова Английский язык (Профессиональный): Методические указания, курс лекций для магистрантов всех специальностей ВКГТУ - Усть-Каменогорск, 2011

10 С.Д. Семёнова, И.В. Голубых, Т.А. Колесникова, Г.П. Талесник A Guide to Academic Writing in English, методические указания к практическим занятиям, СРМП, СРДП, СРМ, СРД по английскому языку для студентов всех специальностей магистратуры и докторантуры ВКГТУ, - Усть-Каменогорск, 2011;

11 Русско-казахско-английский политехнический словарь = Орысша-қазақша-ағылшынша политехникалық сөздік = Russian-Kazakh-English Polytechnic Dictionary: more than 80000 terms and phrases. / Қазақстан Республикасының Мәдениет министрлігі. - Алматы : Rond&A. – 2010

12 Ресурсы интернет <https://ocw.mit.edu/index.htm> ,  
[https://www.youtube.com/results?search\\_query=MIT+OpenCourseWare](https://www.youtube.com/results?search_query=MIT+OpenCourseWare)

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## 4 KNOWLEDGE ASSESSMENT

### 4.1 Teacher's requirements

- Attending classes according to the time-table is compulsory,
- To be assessed work should be given in according to the dead-line. Late given in work will get lower grade.
- Mobiles must be off during the classes.

### 4.2 The Grade criteria

All tasks are graded by 100 grade system.

The current control is done weekly and includes the attendance of practical classes and doing the autonomous work.

Rating is calculated including the following control types:

Attestation period	Control type, %				Total
	Recitation	Test	Interrogatory	Discussion	
Module 1 - rating 1	25	25	25	25	100
Module 2 - rating 2	25	25	25	25	100

The course exam is during the examination period in written form and orally.

The following skills are checked during the exam:

- 1) Work with special texts;
- 2) Monolog and dialog speech on the studied topics of the professional communication.


The student's total grade in the course includes:

- 40% of the exam result;
- 60% current progress result.

Total grade calculating formula:

$$И = [(P_1 + P_2) / 2] \cdot 0,6 + Э \cdot 0,4$$

where  $P_1$ ,  $P_2$  are number equivalents of the first and second rating correspondingly;  
 $Э$  is the number equivalent of the exam grade.

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### **4.3 The materials for midterm and final controls**

During the examination the skills of working with the text and speaking are checked. The exam cards include special texts and oral topics.



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### 5 MAJOR TEACHING FORMS AND METHODS

<b>Methods and forms of teaching organization</b>	<b>Practical classes</b>	<b>AWT, SAW</b>
Case-study	+	+
Problem teaching methods	+	
Advance autonomous work		+
Project		+
Searching method using ICT		+

### 6 CONSULTATION TIME

- According to the teacher's schedule.