



University Centre Abdelhafid Boussouf E-learning Centre



English - Level 3

Module Syllabus -Semester 06-

<i>Pedagogical Staff</i>			
<i>Name</i>	<i>Grade</i>	<i>Institute</i>	<i>E-mail Address</i>
<i>Djalal Mansour</i>	<i>MCA</i>	<i>Letters and Languages</i>	<i>Djalal.mansour@centre-univ-mila.dz</i>
<i>Ghada Boucharef</i>	<i>-</i>	<i>Letters and Languages</i>	<i>Ghada.boucharef@gmail.com</i>

<i>Students Concerned- Semester 6 -</i>			
<i>Institute</i>	<i>Department</i>	<i>Year</i>	<i>Speciality</i>
<i>Letters et Languages</i>	<i>- Foreign Languages</i>	<i>Licentiate 3</i>	<i>French</i>
<i>Economic Sciences</i>	<i>- Economic Sciences -Commercial Sciences -Management Sciences</i>	<i>Licentiate 3</i>	<i>All specialities</i>

Module Description

By the end of this semester, third-year students will improve their writing skill based on their own ideas by avoiding plagiarism. They will be able to read and understand any piece of writing as fast as possible. As they are exposed to reading skills, they improve their language understanding and grow their vocabulary knowledge. They will also learn to distinguish between formal and informal writing of e-mails, as well as learning how to write professional e-mails. Knowing that helps them to communicate professionally in formal settings such as business settings and academic situations. In addition to this, students will be able to distinguish between curriculum vitae and resumes, which would be helpful to give them the chance to make a memorable first impression on recruiters by showcasing the skills and work experiences they've acquired throughout the years. As they will be able to know how to express their views in English without worrying if they will not come out properly when expressing opinion, argument or disagreement, and think in a critical way which help students to avoid any kind of negative or limiting beliefs, being able to share their thoughts can increase their quality of life.

Module Schedule

<i>Week n°</i>	<i>Lesson Plan</i>
<u>Chapter One: Plagiarism</u>	
<i>Week One</i>	1. What is Plagiarism? How to avoid Plagiarism
<u>Chapter Two: Reading Skills</u>	
<i>Week Two</i>	1. Why Reading? The Importance of Reading
<i>Week Three</i>	2. Reading Techniques
	1.1. Skimming
	1.2. Scanning
	1.3. Intensive reading
	1.4. Extensive reading
<i>Week Four</i>	3. Tips to Improve Reading Skills
<u>Chapter Three: Writing E-mails</u>	
<i>Week Five</i>	1. Writing and Usage of Informal E-mails
<i>Week Six</i>	2. Writing and Usage of Formal/Professional E-mails
<i>Week Seven</i>	3. Tips for Writing Professional E-mails
<i>Week Eight</i>	4. Techniques to Write Effective E-mails in Business Settings
<u>Chapter Four: Curriculum Vitae VS Resume</u>	
<i>Week Nine</i>	1. Curriculum Vitae
	2. Resume
<u>Chapter Five : Critical Thinking</u>	

Week Ten

- 1.** What is critical thinking
- 2.** Expressing opinion, agreement and disagreement

Second-Term Examination