THE INTERNATIONAL QUALIFICATIONS AND ASSESSMENT CENTRE (IQAC)

Programme	International Foundation Year Diploma in Information Technology (RQF)
Unit Number/ Unit Title	Unit 1 Functional English
Cohort Code:	L03FEN-U1
Unit Level	3
Total GLH	Total qualification time 120/ Total Guided learning hours 48/ Self-guided learning hours 72
Credits	12 CATS/ 6 ECTS
Lecturer	
Start Date		End Date	

Unit Aims	The main aim of this unit is to provide students with a comprehensive understanding of fundamental business principles and essential management practices. Students will explore the structure and functions of various types of organizations, focusing on how businesses operate, adapt, and succeed in dynamic environments. This unit will also examine the roles and responsibilities of managers, helping students to appreciate the importance of strategic decision-making, leadership, and effective resource management. By the end of the unit, students will gain insights into the interactions between business functions and the ways in which management contributes to overall organizational success.
Differentiation Strategies *(e.g. planned activities or support for individual learners according to their needs)*	The total number of students to be in the lesson is approximately 20. This is a multicultural group of students predominantly between the ages of 24 – 45, with numerous ethnic, gender, and creed background. These are UK academic level 5 students; hence it is assumed that they have practical, theoretical, or technological knowledge and understanding of a subject or field of work to find ways forward in broadly defined, complex contexts. These students must be able to generate information, evaluate, synthesise the use information from a variety of sources. Various

	approaches to addressing the various identified students needs will be adopted throughout the lesson. Such will include:- 1. Progressive tasks 2. Digital resources 3. Verbal support 4. Variable outcomes 5. Collaborative learning 6. Ongoing assessment 7. Flexible-pace learning
Equality & Diversity	Variety of teaching techniques will be employed to ensure that the needs of each individual learner are met.
Safeguarding & Prevent	Safeguarding policies and the Prevent duty are strictly observed to ensure the safety, well-being, and inclusivity of all students and staff.
Health & Safety	SIRM H&S policies will be maintained.
	Teaching and Learning Materials
Learning Resources	Glendinning, E. H., & McEwan, J. (2006). *Oxford English for Information Technology* (2nd ed.). Oxford University Press. Hill, D. (2003). *English for Information Technology* (D. Bonamy, Series Ed.). Pearson Education Limited.

Learning Outcome	Assessment Criteria
LO1: Demonstrate proficiency in understanding and interpreting written English in various contexts.	1.1 Read and summarize key points from academic and non-academic texts. 1.2 Identify and explain the main ideas and supporting details in given texts. Evaluate the effectiveness of arguments and evidence presented in a text.
LO2: Communicate effectively in spoken English in both formal and informal settings.	2.1 Participate in discussions and debates, presenting clear and coherent arguments. 2.2 Use appropriate language, tone, and register in different communicative situations. Demonstrate active listening skills by responding appropriately to others' contributions.
LO3: Produce clear and coherent written English for various purposes and audiences.	3.1 Write essays and reports that are well-structured and free of significant grammatical errors. 3.2 Develop written arguments with appropriate supporting evidence. Adapt writing style and content to suit different types of writing tasks, such as letters, emails, and articles.

No	Learning Outcome / Topic	Learning and Teaching Activities	Which assessment criteria does the session relate to?	Day/month/ year/ signature
1.	**Reading Strategies for IT Texts**	**Reading Strategies for IT Texts** – Skimming, scanning, and close reading techniques.	LO1: Demonstrate proficiency in understanding and interpreting written English in various contexts.	
2.	**Summarizing Technical & Non-Technical Texts**	**Summarizing Technical & Non-Technical Texts** – Key points extraction and paraphrasing.	LO1: Demonstrate proficiency in understanding and interpreting written English in various contexts.	
3.	**Identifying Main Ideas & Supporting Details**	**Identifying Main Ideas & Supporting Details** – Analyzing IT articles, manuals, and reports.	LO1: Demonstrate proficiency in understanding and interpreting written English in various contexts.	
4.	**Evaluating Arguments in IT Contexts**	**Evaluating Arguments in IT Contexts** – Assessing credibility, logic, and evidence in tech-related texts.	LO1: Demonstrate proficiency in understanding and interpreting written English in various contexts.	
5.	**Reading & Interpreting IT Documentation**	**Reading & Interpreting IT Documentation** – Understanding user manuals, whitepapers, and research papers.	LO1: Demonstrate proficiency in understanding and interpreting written English in various contexts.	
6.	**Critical Reading of Digital Content**	**Critical Reading of Digital Content** – Fact-checking, bias detection, and source evaluation.	LO1: Demonstrate proficiency in understanding and interpreting written English in various contexts.	
7.	**Formal vs. Informal Speech in IT**	**Formal vs. Informal Speech in IT** – Workplace vs. casual tech discussions.	LO2: Communicate effectively in spoken English in both formal and informal settings.	

8.	Half-Term Exam	- Review of LO1 topics - Practice questions and mock assessment - **Half-term assessment** based on LO1 (theory)	LO1 LO2	
9.	**Participating in IT Discussions & Debates**	**Participating in IT Discussions & Debates** – Structuring arguments on tech topics (AI, cybersecurity, etc.).	LO2: Communicate effectively in spoken English in both formal and informal settings.	
10.	**Presentation Skills for IT Professionals**	**Presentation Skills for IT Professionals** – Delivering clear, engaging tech presentations.	LO2: Communicate effectively in spoken English in both formal and informal settings.	
11.	**Active Listening in IT Meetings**	**Active Listening in IT Meetings** – Note-taking, summarizing, and responding effectively.	LO2: Communicate effectively in spoken English in both formal and informal settings.	
12.	**Role-Playing IT Scenarios**	**Role-Playing IT Scenarios** – Client interactions, team meetings, and troubleshooting dialogues.	LO2: Communicate effectively in spoken English in both formal and informal settings.	
13.	**Handling Q&A Sessions**	**Handling Q&A Sessions** – Responding to technical queries confidently.	LO2: Communicate effectively in spoken English in both formal and informal settings.	
14.	Final Exam Preparation & Review	- Comprehensive review of all learning outcomes - Practice questions and revision of key topics		
15.	Final Exam	- **Final-term assessment** covering all learning outcomes (theory and practical elements)		
16.	Feedback & Reflection	- Review of final exam - Individual feedback on performance		

		- Reflective discussion on key learning points		
17.	**Writing Structured IT Reports** .	**Writing Structured IT Reports** – Formatting, headings, and logical flow.	LO3: Produce clear and coherent written English for various purposes and audiences.	
18.	**Technical vs. Non-Technical Writing**	**Technical vs. Non-Technical Writing** – Adapting content for different readers (developers vs. clients).	LO3: Produce clear and coherent written English for various purposes and audiences.	
19.	**Writing Persuasive IT Proposals**	**Writing Persuasive IT Proposals** – Using evidence and logical arguments.	LO3: Produce clear and coherent written English for various purposes and audiences.	
20.	**Email Etiquette in IT Workplaces**	**Email Etiquette in IT Workplaces** – Formal, semi-formal, and informal email writing.	LO3: Produce clear and coherent written English for various purposes and audiences.	
21.	**Creating User Manuals & Guides**	**Creating User Manuals & Guides** – Simplifying complex IT instructions.	LO3: Produce clear and coherent written English for various purposes and audiences.	
22.	**Writing Structured IT Reports**	**Writing Structured IT Reports** – Formatting, headings, and logical flow.	LO3: Produce clear and coherent written English for various purposes and audiences.	
23.	Half-Term Exam	**Project: IT Portfolio** – Includes a report, presentation, and reflective writing.	LO3: Produce clear and coherent written English for various purposes and audiences.	
24.	**Blogging & Article Writing on IT Topics**	**Blogging & Article Writing on IT Topics** – Engaging and informative tech content.	LO3: Produce clear and coherent written English for various purposes and audiences.	
25.	**Case Study Analysis**	**Case Study Analysis** – Reading and summarizing IT case studies.	Applied Exercises & Assessments	
26.	**Group Debate on IT Ethics**	**Group Debate on IT Ethics** – AI, privacy, cybersecurity debates.	Applied Exercises & Assessments	

27.	**Drafting a Technical Report**	**Drafting a Technical Report** – Research-based IT project report.	Applied Exercises & Assessments	
28.	**Peer Review of Written Work and Mock IT Client Meeting**	**Peer Review of Written Work** – Editing and feedback sessions. **Mock IT Client Meeting** – Role-playing communication scenarios.	Applied Exercises & Assessments	
29.	Final Exam Preparation & Review	LO1, LO2, LO3, LO4	LO1, LO2, LO3, LO4	
30.	Final Exam		LO1, LO2, LO3, LO4	