

## Appendix 6F: Understanding Project Requirements (Part III)

*Supplement for Chapter 6 from Language for Specific Purposes: Trends in Curriculum Development, edited by Mary K. Long. Washington, DC: Georgetown University Press, 2017.*

Directions: Read the statements below about tasks you need to complete for your final project in this class. Indicate (X) how confident you are in your ability to complete these tasks. Include any comments you have about each task in the last column.

Tasks and Sub-tasks	Not confident and do not know where to start	Somewhat confident, will need additional help	Confident, but might need occasional help	Very confident, do not need any help	Comments
Understanding job descriptions included in the Appendix					
- Understanding descriptions in English					
- Understand the format of a job announcement					
Determining if a job requires an engineering degree					
Searching for engineering jobs online					
Explaining why you chose this job					
- Explaining your reasons in English					
- Thinking of good reasons to discuss in explanation					
Researching engineering classes that will prepare for the job					
- Navigating the University website and locating information about engineering classes					
- Understanding what students learn in different classes					
- Understanding how the courses are connected to the job					
- Explaining how the course applies to the job in English					

Tasks and Sub-tasks	Not confident and do not know where to start	Somewhat confident, will need additional help	Confident, but might need occasional help	Very confident, do not need any help	Comments
<p>Researching the future of your selected job</p> <ul style="list-style-type: none"> <li>- Using university databases to search for information</li> <li>- Synthesizing and interpreting information that you found</li> <li>- Writing a brief analysis of your sources</li> <li>- Presenting information in English</li> <li>- Presenting information visually</li> </ul>					
<p>Developing a technical problem report</p> <ul style="list-style-type: none"> <li>- Identifying a technical problem for your job description</li> <li>- Understanding the 7-step Problem Presentation procedure</li> <li>- Finding information/ using the software to solve the problem</li> <li>- Presenting information in the report</li> </ul>					
<p>Preparing a pro forma resume</p> <ul style="list-style-type: none"> <li>- Identifying relevant skills, qualifications, and (educational) experiences to include in the resume</li> <li>- Using a template to prepare a resume</li> </ul>					
<p>Preparing a pro forma cover letter</p> <ul style="list-style-type: none"> <li>- Developing a cohesive 2-3 paragraph letter to describe and explain your skills, qualifications and experiences</li> </ul>					