

# Course Specifications

<b>Course Title:</b>	<b>English Language :Writing Skills</b>
<b>Course Code:</b>	<b>141 ENG-2</b>
<b>Program:</b>	<b>PREPARATORY YEAR PROGRAM</b>
<b>Department:</b>	<b>ENGLISH</b>
<b>College:</b>	<b>DEANSHIP OF PREPARATORY YEAR</b>
<b>Institution:</b>	<b>NAJRAN UNIVERSITY</b>



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## A. Course Identification

<b>1. Credit hours:</b>			
<b>2. Course type</b>			
a.	University <input type="checkbox"/>	College <input type="checkbox"/>	Department <input type="checkbox"/>
b.	Required <input checked="" type="checkbox"/>	Elective <input type="checkbox"/>	Others <input type="checkbox"/> <b>PY</b>
<b>3. Level/year at which this course is offered: 1/1</b>			
<b>4. Pre-requisites for this course (if any):</b>			
<b>5. Co-requisites for this course (if any):</b>			

## 6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom		
2	Blended	4	100
3	E-learning		
4	Correspondence		
5	Other		

## 7. Actual Learning Hours (based on academic semester)

No	Activity	Learning Hours
<b>Contact Hours</b>		
1	Lecture	56
2	Laboratory/Studio	
3	Tutorial	
4	Others (specify)	
	<b>Total</b>	56
<b>Other Learning Hours*</b>		
1	Study	28
2	Assignments	20
3	Library	10
4	Projects/Research Essays/Theses	
5	Others (specify)	
	<b>Total</b>	58

\* The length of time that a learner takes to complete learning activities that lead to achievement of course learning outcomes, such as study time, homework assignments, projects, preparing presentations, library times



## B. Course Objectives and Learning Outcomes

### 1. Course Description

The course is designed to introduce learners into basic writing skills which will prepare them for academic writings as well as an adept user of English language. Students will be encouraged to explore different writing sources from online IT sources. Students can also benefit from the e-learning materials uploaded on the blackboard system ,remedial classes, and from the virtual classes as well.

### 2. Course Main Objective

The aim of this course is to develop the students' writing skills for a variety of purposes.

### 3. Course Learning Outcomes

CLOs		Aligned PLOs
1	<b>Knowledge:</b>	
1.1	Students will be able to recognize the proper format of social and personal and academic writings .	
1.2	Students will be able to memorize punctuation, capitalization, contraction and abbreviation .	
2	<b>Skills :</b>	
2.1	Students will be able to write meaningful simple, and compound sentences.	
2.2	Students will be able to use adjectives and adverbs in a sentence.	
2.3	Students will be able to write a paragraph with a reasonable topic sentence, supporting sentences and a concluding sentence.	
2.4	Students will be able to express their ideas and thoughts using appropriate vocabulary and structures for academic and social writings.	
3	<b>Competence:</b>	
3.1		
3.2		
3.3		
3...		

## C. Course Content

No	List of Topics	Contact Hours
1	Part one: Language Use (units 1, 2 & 3)	18
2	Part two: Social & Personal Writing (units 1, 2 & 3)	18
3	Part three: Academic Writing (units 1, 2, 3, & 4)	20
4		
5		
...		
Total		



## D. Teaching and Assessment

### 1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	<b>Knowledge</b>		
1.1	Students will be able to recognize the proper format of social and personal and academic writings .	Lectures and assignments, group work and individual writing tasks.	First Midterm, Second Midterm, Final exam
1.2	Students will be able to memorize punctuation, capitalization ,contraction and abbreviation .	Lectures, tutorials and assignments. Pair work, group work and individual writing tasks.	First Midterm, Second Midterm, Final exam
...			
2.0	<b>Skills</b>		
2.1	Students will be able to write meaningful simple, and compound sentences.	Lectures and assignments. Pair work, group work and individual writing tasks.	First Midterm, Second Midterm, Final exam
2.2	Students will be able to use adjectives and adverbs in a sentence.	Lectures and assignments. Pair work, group work and individual writing tasks.	First Midterm, Second Midterm, Final exam
2.3	Students will be able to write a paragraph with a reasonable topic sentence, supporting sentences and a concluding sentence.	Lectures and assignments. Pair work, group work and individual writing tasks.	First Midterm, Second Midterm, Final exam
2.4	Students will be able to express their ideas and thoughts using appropriate vocabulary and structures for academic and social writings.	Lectures and assignments. Pair work, group work and individual writing tasks.	First Midterm, Second Midterm, Final exam Continuous assessment (zero credit)
3.0	<b>Competence</b>		
3.1			
3.2			
...			

### 2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	First Mid-Term Exam	6	20 marks
2	Second Mid-Term Exam	11	20 marks
3	Final Exam	16	30 marks
4	Contiguous Assessment	1-16	10 marks

\*Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)



## E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice :

- Ten office hours per week
- Academic Advising

## F. Learning Resources and Facilities

### 1. Learning Resources

<b>Required Textbooks</b>	WRITING POWER 1 - PEARSON
<b>Essential References Materials</b>	Internet Sites; YouTube
<b>Electronic Materials</b>	Additional Materials available on the University website
<b>Other Learning Materials</b>	Individual teachers' learning materials on Blackboard

### 2. Facilities Required

Item	Resources
<b>Accommodation</b> (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classrooms/labs at college
<b>Technology Resources</b> (AV, data show, Smart Board, software, etc.)	AV, Computers, Smart Board, Software, etc.
<b>Other Resources</b> (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	Blackboard, E-learning, Smart Classroom and English Lab

## G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of teaching and assessment	Students and teachers	Peer observation , students questionnaire
Extent of achievement of course learning outcomes	Quality Unit/Department	Statistics
Quality of learning resources	Students/Department Unit	Online Observation

**Evaluation areas** (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

**Evaluators** (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

**Assessment Methods** (Direct, Indirect)



## H. Specification Approval Data

Council / Committee	Abdusalam Almashikh
Reference No.	1-18-5-1440
Date	29\2\2019

