**FS/Session 2020-2021**

|  |  |
| --- | --- |
| **Course Title:** | **Writing Skills** |
| **Course Code:** | **141 ENG-2** |
| **Program:** | **Preparatory Year**  |
| **Department:**  | **English Skills** |
| **College:** | **Deanship of Preparatory Year** |
| **Institution:** | **Najran University** |

Table of Contents

[A. Course Identification 3](#_Toc951372)

[6. Mode of Instruction (mark all that apply) 3](#_Toc951373)

[B. Course Objectives and Learning Outcomes 3](#_Toc951374)

[1. Course Description 3](#_Toc951375)

[2. Course Main Objective 3](#_Toc951376)

[3. Course Learning Outcomes 3](#_Toc951377)

[C. Course Content 4](#_Toc951378)

[D. Teaching and Assessment 4](#_Toc951379)

[1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods 4](#_Toc951380)

[2. Assessment Tasks for Students 4](#_Toc951381)

[E. Student Academic Counseling and Support 5](#_Toc951382)

[F. Learning Resources and Facilities 5](#_Toc951383)

[1.Learning Resources 5](#_Toc951384)

[2. Facilities Required 5](#_Toc951385)

[G. Course Quality Evaluation 5](#_Toc951386)

[H. Specification Approval Data 6](#_Toc951387)

# A. Course Identification

|  |  |
| --- | --- |
| **1. Credit hours:** | **2** |
| **2. Course type** |
| **a.** | University | √ | College |  | Department |  | Others |  |  |
| **b.** | Required | √ | Elective |  |  |
| **3. Level/year at which this course is offered:** | **Level 1** |
| **4. Pre-requisites for this course** (if any)**: NA** |
| **5. Co-requisites for this course** (if any)**: NA** |
|  |

## 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** | **Distance learning** |  |  |
| **5** | **Other** |  |  |

**7. Contact Hours** (based on academic semester)

|  |  |  |
| --- | --- | --- |
| **No** | **Activity** | **Contact Hours** |
| **1** | **Lecture** |  |
| **2** | **Laboratory/Studio** | 56 |
| **3** | **Tutorial** |  |
| **4** | **Others** (specify) |  |
|  | **Total** | 56 |

# B. Course Objectives and Learning Outcomes

|  |
| --- |
| 1. Course DescriptionThe course is designed to introduce learners into basic writing skills: sentence, paragraph, and other social and personal writing specimens 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 LMS/blackboard system, remedial classes, and from the virtual classes as well. |
| 2. Course Main ObjectiveThe main objective of the course is to develop the students' writing skills for a variety of purposes. |
|  |

## 3. Course Learning Outcomes

| **CLOs** | **Aligned PLOs** |
| --- | --- |
| 1 | **Knowledge and Understanding** |  |
| 1.1 | To identify correct punctuation, capitalization, contraction and abbreviation in writing. |  |
| 1.2 | To add more information into the sentences using adjectives, adverbs, and pronouns (possessive adjective). |  |
| 1.3 | To write meaningful simple, and compound sentences and paragraphs using appropriate information and language structures for academic and social writings. |  |
|  |  |  |
| **2** | **Skills:** |  |
| 2.1 | To differentiate between types of writings: friendly letters, blogs, emails, postcards, instructions, listing, etc. |  |
| 2.2 | To distinguish sentences in paragraphs with reasonable topics sentence, supporting sentences and concluding sentences. |  |
| 2.3 |  |  |
|  |  |  |
| **3** | **Values:** |  |
| 3.1 | To participate (ethically) in academic tasks (writing ups/ preparing writing portfolio) while learning about the culture of academic and social writing. |  |

# 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** | 56 |

# 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** | **Knowledge and Understanding** |
| 1.1 | To identify correct, punctuation, capitalization, contraction and abbreviation. | Lectures and assignments,Group work and individual writing tasks. | Midterm(s), Continuous assessment, Final exam |
| 1.2 | To add more information into the sentences using adjectives, adverbs, and pronouns (possessive adjective). | Lectures, tutorials and assignments. Pair work, group work and individual writing tasks. | Midterm(s), Continuous assessment, Final exam |
|  1.3 | To write meaningful simple, and compound sentences and paragraphs using appropriate information and language structures for academic and social writings. | Lectures, tutorials and assignments. Pair work, group work and individual writing tasks. | Midterm(s), Continuous assessment, Final exam |
| **2.0** | **Skills** |
| 2.1 | To differentiate between types of writings: friendly letters, blogs, emails, postcards, instructions, listing, etc. | Lectures and assignments.Pair work, group work and individual writing tasks. | Midterm(s), Continuous assessment, Final exam |
| 2.2 | To distinguish sentences in paragraphs with reasonable topics sentence, supporting sentences and concluding sentences. | Lectures and assignments.Pair work, group work and individual writing tasks. | Midterm(s), Continuous assessment, Final exam |
|  |  |  |  |
| **3.0** | **Values** |
| 3.1 | To participate (ethically) in academic tasks (writing ups/ preparing writing portfolio) while learning about the culture of academic and social writing. | * Discussion on morals/responsibilities
* Presentation on motivation/professional ethics
 | Continuous assessment |
| … |  |  |  |

## 2. Assessment Tasks for Students

| **#** | **Assessment task\***  | **Week Due** | **Percentage of Total Assessment Score** |
| --- | --- | --- | --- |
| **1** | **Midterm** | 9  | 30 % |
| **2** | **Continuous assessment** | All along | 20 % |
| **3** | **Final exam** | 16-17-18 | 50 %  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |

**\*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

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

## 2. Facilities Required

| **Item** | **Resources** |
| --- | --- |
| **Accommodation**(Classrooms, laboratories, demonstration rooms/labs, etc.) | Classrooms/labs at college |
| **Technology Resources**(AV, data show, Smart Board, software, etc.) | AV, Computers, Smart Board, Software, etc. |
| **Other Resources** (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 oflearning resources, etc.)

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

**Assessment Methods**: (Direct, Indirect)

# H. Specification Approval Data

|  |  |
| --- | --- |
| **Council / Committee** | **Department Council** |
| **Reference No.** | **SF 41/42 - 1** |
| **Date** | **30/8/ 2020** |