



# Course Specification

(Bachelor)

Course Title: **Writing Skills**

Course Code: **141 ENG-2**

Program: **Preparatory Year**

Department: **English Skills**

College: **Deanship of Preparatory Year**

Institution: **Najran University**

Version: **2023**

Last Revision Date: **21 August 2023**





## Table of Contents

A. General information about the course: .....	3
B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods .....	4
C. Course Content .....	5
D. Students Assessment Activities .....	6
E. Learning Resources and Facilities .....	6
F. Assessment of Course Quality .....	6
G. Specification Approval .....	7





## A. General information about the course:

### 1. Course Identification

1. Credit hours: ( 2 )

#### 2. Course type

- A. ☒ University ☐ College ☐ Department ☐ Track ☐ Others
- B. ☒ Required ☐ Elective

3. Level/year at which this course is offered: ( Level 1 )

#### 4. Course general Description:

The 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.

#### 5. Pre-requirements for this course (if any):

NA

#### 6. Pre-requirements for this course (if any):

NA

#### 7. Course Main Objective(s):

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

### 2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom		
2	E-learning		
3	Hybrid Traditional classroom E-learning	4	100%
4	Distance learning		





### 3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	60
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		60

### B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	To identify correct punctuation, capitalization, contractions, and abbreviation in writing.		Lectures and assignments, Group work and individual writing tasks	Midterm(s), Continuous assessment, Final exam
1.2				
...	To write simple and compound sentences and paragraphs using adjectives, adverbs, and pronouns (possessive adjective) and appropriate information and language structures for academic and social writings.		Lectures and assignments, 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,		Lectures and assignments, Group work and individual writing tasks	Midterm(s), Continuous assessment, Final exam



Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	postcards, instructions, listing, etc			
2.2	To distinguish sentences in paragraphs with reasonable topics sentence, supporting sentences and concluding sentences.		Lectures and assignments, Group work and individual writing tasks	Midterm(s), Continuous assessment, Final exam
...				
<b>3.0</b>	<b>Values, autonomy, and responsibility</b>			
3.1	To participate (ethically) in academic tasks (writing ups/ preparing writing portfolio) while learning about the culture of academic and social writing.		Lectures and assignments, Group work and individual writing tasks	Survey
3.2				
...				

### C. Course Content

No	List of Topics	Contact Hours
1.	Part1 Unit1 Sentence Basics	4
2.	Part1 Unit 2 Adding Information to Sentences	4
3.	Part1 Unit3 Simple and Compound sentences	8
4.	Part 2 Unit1 Friendly Letters and Postcards	4
5.	Part 2 Unit2 Emails	4
6.	Part3 Unit 3 Journals	4
7.	Part3 Unit 1 Paragraph Basics and Topic Sentences	8
8.	Part3 Unit 2 Supporting sentences and concluding sentence	4
9.	Part 3 Unit 3 Listing Paragraphs	4
10.	Part 3 Unit 4 Writing Instructions	4
11.	Part 4 Unit 3 Word Parts	12
<b>Total</b>		<b>60</b>



## D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Continuous Assessment (4 e-assignments)	4,7,12 and 14	20%
2.	Midterm Exam	8 & 9	30%
3.	Final Exam	17,18 &19	50%
...			

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

## E. Learning Resources and Facilities

### 1. References and Learning Resources

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

### 2. Required Facilities and equipment

Items	Resources
<b>facilities</b> (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classrooms/labs at college
<b>Technology equipment</b> (projector, smart board, software)	AV, Computers, Data show, Software, etc.
<b>Other equipment</b> (depending on the nature of the specialty)	Blackboard, E-learning, Smart Classroom and English Lab

## F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Students	students questionnaire
Effectiveness of Students assessment	Teachers	Peer observation
Quality of learning resources	Students/Department Unit	Online Observation
The extent to which CLOs have been achieved	Course Coordinators	Statistics
Other		

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

**Assessment Methods** (Direct, Indirect)





### G. Specification Approval

COUNCIL /COMMITTEE	COUNCIL OF DEPARTMENT OF ENGLISH LANGUAGE SKILLS
REFERENCE NO.	14450228-0533-00001
DATE	2023/09/14 ; 29/02/1445

