



جامعة المجمعة
Majmaah University

Course Specifications



Institution:	Majma'ah University
Academic Department :	Department of English
Programme :	B.A in English
Course :	Eng114-coposition (1)
Course Coordinator :	Dr.M.Fawares
Programme Coordinator :	Dr. Salah Alfarwan
Course Specification Approved Date :	.../ ... / H <input type="checkbox"/>

A. Course Identification and General Information

1 - Course title :	Ready to write 1	Course Code:	Eng 114
2. Credit hours :	(3) <input type="checkbox"/> <input type="checkbox"/>		
3 - Program(s) in which the course is offered:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
4 – Course Language :	<input type="checkbox"/>		
5 - Name of faculty member responsible for the course:			
6 - Level/year at which this course is offered :	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
7 - Pre-requisites for this course (if any) :	None		





8 - Co-requisites for this course (if any) :

- **None**

9 - Location if not on main campus :

(Ramah campus)

10 - Mode of Instruction (mark all that apply)

A - Traditional classroom

What percentage?

..... %

B - Blended (traditional and online)

What percentage?

100 %

D - e-learning

What percentage?

..... %

E - Correspondence

What percentage?

..... %

F - Other

What percentage?

..... %

Comments :

.....

B Objectives

What is the main purpose for this course?

The purpose of the course is to acquaint students with the basic skills required for good writing and to help them become confident and independent writers in English. It expands vocabulary base and successive opportunities to write short and confidence-building pieces effectively.

Briefly describe any plans for developing and improving the and course that are being implemented:

1. Students are encouraged to consult the web to practice more well- formed writing.
2. Students are encouraged to take parts and engage in the writing process.
3. Providing students with web-based exercises for extra training.





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C. Course Description

1. Topics to be Covered

List of Topics	No. of Weeks	Contact Hours
Chapter 1: a- Writing process b- Writing about Yourself	2	6
Chapter 2: Writing about your family and friends	1	3
Chapter 3: Writing about your activities	1	3
Chapter 4: Giving instructions	1	3
Chapter 5: Writing about your day	1	3
Chapter 6: Writing descriptions	2	6
Chapter 7: Writing about places	1	3
Chapter 8: Writing a narrative	1	3
Chapter 9: Expressing your opinion	1	3
Revision	1	3

2. Course components (total contact hours and credits per semester):



<input type="checkbox"/>	Lecture	Tutorial	Laboratory	Practical	Other:	Total
Contact Hours	39 <input type="checkbox"/>	None	none	none	none	39 <input type="checkbox"/>
Credit	3 <input type="checkbox"/>	None	none	none	none	3 <input type="checkbox"/>

3. Additional private study/learning hours expected for students per week.

3 hours per week

4. Course Learning Outcomes in NQF Domains of Learning and Alignment with Assessment Methods and Teaching Strategy

	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
1.0	Knowledge		
1.1	1- The stages of writing such as prewriting and brainstorming 2- The concepts of <i>topic</i> , <i>topic sentence</i> , and <i>controlling idea</i> 3- The importance of unity and coherence in a paragraph 4- The concept of <i>chronological development</i> , and <i>adverbial clauses of time and place</i>	Lectures	Quizzes





	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
1.2		Class discussion	Class exercises and writing assignments
1.3		Mid terms
1.4		Final exam
2.0	Cognitive Skills		
2.1	Students will have the ability to: 1-identify the topic sentence 2-identify the topic and controlling idea within the topic sentence 3-differentiate between the topic and the controlling idea 4-write a coherent unified paragraph 5-write a narrative paragraph 6-write a descriptive paragraph taking into consideration aspects of grammar and vocabulary (e.g. vocabulary concerning describing places and people, adjectives, adverbs... etc)	1- Exercises 2- Class discussions. 3- In-class group presentations. 4-Exercises	Class participation
2.2		Presentation	Home assignments
2.3		Individual meetings	Midterms
2.4	Final exam
2.5	
2.6
3.0	Interactional Skills & Responsibility		





	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
3.1	. Students can complete writing assignments in due time .	. Exercises	class participation
3.3	-Students can act responsibly and ethically in carrying out individual as well as group projects	Exercises	Final exams
3.4	-Students will use the necessary skills to communicate .	Exercises	Individual supervision hours
3.5
3.6
4.0	Communication, Information Technology, Numerical		
4.1	None		
4.2	
4.3	
4.4
4.5
4.6
5.0	Psychomotor		
5.1	None	Conversations	Class discussion
5.2
5.3





	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
5.4
5.5
5.6

5. Schedule of Assessment Tasks for Students During the Semester:

	Assessment task	Week Due	Proportion of Total Assessment
1	1st midterm	Week9	20%
2	Class exercises, assignments and project	All a long	20%
3	Quizzes	Week 6	10%
4	Participation and attendance	All along	10%
5	Final exam	End of the semester	40%
6			





7			
8





D. Student Academic Counseling and Support

Reachable via email or personal attendance.

E. Learning Resources

1. List Required Textbooks : Smalley, Regina L., Refining Composition Skills: Rhetoric and Grammar. 5th ed. Boston: Heinle&Heinle, 2001.

2. List Essential References Material: Blanchard, K. &Root, C. (2010).*Ready to Write 1: A First Composition Text* (3rd Edition).Pearson Education ESL.

3.List Recommended Textbooks and Reference :

4. List Electronic Materials [http://: www.ramahstudents.pbworks.com](http://www.ramahstudents.pbworks.com)

5. Other learning material :

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-
-





F. Facilities Required

1. Accommodation <ul style="list-style-type: none">•••
2. Computing resources <ul style="list-style-type: none">•••
3. Other resources <ul style="list-style-type: none">•••

G Course Evaluation and Improvement Processes

1 Strategies for Obtaining Student Feedback on Effectiveness of Teaching: <ul style="list-style-type: none">• Midterm evaluation feed-back form to increase instructor's awareness of the weak and strong points of the class• End of term college evaluation of course by students (to be collected by the department)• End-of-term debriefing in class of students and teacher regarding what went well and what could have gone better.
2 Other Strategies for Evaluation of Teaching by the Program/Department Instructor : <ul style="list-style-type: none">• Peer observation to benefit from colleagues' objective feedback and suggestions for improvement.





3 Processes for Improvement of Teaching :

- Training sessions
- Workshops to facilitate the exchange of experiences amongst faculty members
- Regular meetings where problems are discussed and solutions given
- Discussion of challenges in the classroom with colleagues and supervisors
- Encouragement of faculty members to attend professional development conferences.
- Keep up to date with pedagogical theory and practice
- Set goals for achieving excellence in teaching at the beginning of each new semester after reviewing last semester's teaching strategies and results

4. Processes for Verifying Standards of Student Achievement

- Check marking of a sample of examination papers either by a resident or visiting faculty member
- Students who believe they are under graded can have their papers checked by a second reader.

5 Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement :

- . Compare syllabus and course description with other universities (including those on the net)
- 2. Bi-annual meetings of faculty members to discuss improvement

Course Specification Approved

Department Official Meeting No (.....) Date ... / ... / H

Course's Coordinator

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Department Head





Name Dr.Fawares

Name : Dr. Salah Alfarwan

Signature :

Signature :

Date : .../ .../ H

Date : .../ .../ H

