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| Institution : | Majma’ah University | |
| Academic Department : | Department of English | |
| Programme : | B.A in English | |
| Course : | **Eng 213 – Composition 2** | |
| Course Coordinator : | Dr.M.Fawares | |
| Programme Coordinator : | Dr. Salah Alfarwan | |
| Course Specification Approved Date : | | …./ … / …… H |

**A. Course Identification and General Information**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. 1 - Course title : | **Ready to Write** | | | | | | Course Code: | | | | Eng 213 | |
| 2. Credit hours : | | (2) | | | | | | | | | | |
| 3 - Program(s) in which the course is offered: | | | | | | | | B.A in English | | | | |
| 4 – Course Language : | | | English | | | | | | | | | |
| 1. 5 - Name of faculty member responsible for the course: Fakhry Muhammad Elieba | | | | | | | | |  | | | |
| 1. 6 - Level/year at which this course is offered : | | | | | | | | Level 3/ 2nd year | | | | |
| 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) | | | | **X** |  | What percentage? | | | | **100 %** | |  |
| D - e-learning | | | |  |  | What percentage? | | | | **……. %** | |  |
| E - Correspondence | | | |  |  | What percentage? | | | | **……. %** | |  |
| F - Other | | | |  |  | What percentage? | | | | **……. %** | |  |
| Comments :  ........................................................................................................... | | | | | | | | | | | | |

**B Objectives**

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| --- |
| * Express in writing personal views, ideas, and feelings. * Write perfect paragraph using the three main steps(prewriting, writing and revising) * Produce a variety of correct sentences in unified and logical paragraphs. * Develop a vocabulary of high-used words * learn to write well and achieve a more complete English proficiency by learning and practicing writing skills. |
| Briefly describe any plans for developing and improving the 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. |

**C. Course Description**

**1. Topics to be Covered**

|  |  |  |
| --- | --- | --- |
| **List of Topics** | **No. of**  **Weeks** | **Contact Hours** |
| Introduction | **1** | **2** |
| Getting organized: the key to good writing | **1** | **2** |
| Understanding paragraph | **1** | **2** |
| Organizing information by time order | **1** | **2** |
| Organizing information by order of importance | **1** | **2** |
| Organizing information by spatial order | **1** | **2** |
| Understanding the writing process | **1** |  |
| Supporting the main idea &Explaining the process | **1** | **2** |
| Writing descriptions & Expressing your opinion | **1** | **2** |
| Comparing and contrasting & analyzing causes and effects | **1** | **2** |
| Writing personal letters and business letters | **1** | **2** |
| Writing summaries | **1** | **2** |
| Revision | **1** | **2** |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Lecture | Tutorial | Laboratory | Practical | Other: | Total |
| **Contact**  **Hours** | **26** | **None** | **none** | **none** | **none** | 26 |
| **Credit** | **.....2.......** | **None** | **none** | **none** | **none** | .......2..... |

|  |  |
| --- | --- |
| **3. Additional private study/learning hours expected for students per week.** | 2 **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** | Identifying strategies and techniques of writing effectively. | Lectures | Quizzes |
| **1.2** | The students should have the confidence to start writing a paragraph | Class discussion | Class exercises and writing assignments |
| **1.3** |  | .................. | Mid terms |
| **1.4** |  | .................. | Final exam |
| **2.0** | **Cognitive Skills** | | |
| **2.1** | write correctly | **Lectures** | **Class participation** |
| **2.2** | Start the writing paragraphs confidently. | **Class discussions** | **Home assignments** |
| **2.3** | **.....................................................................** | **Individual meetings** | **Midterms** |
| **2.4** | **.....................................................................** | .................. | **Final exam** |
| **2.5** | **.....................................................................** | .................. |  |
| **2.6** | **.....................................................................** | .................. | **……………………..** |
| **3.0** | **Interactional Skills & Responsibility** | | |
| **3.1** | **Students should be able to write effectively** | **. Lectures** | class participation |
| **3.2** | **.....................................................................** | .................. | Midterm exam |
| **3.3** | **.....................................................................** | .................. | Final exams |
| **3.4** | **.....................................................................** | .................. | Individual supervision hours |
| **3.5** | **.....................................................................** | .................. | .................. |
| **3.6** | **.....................................................................** | .................. | .................. |
| **4.0** | **Communication, Information Technology, Numerical** | | |
| **4.1** |  |  |  |
| **4.2** | **.....................................................................** | .................. | .................. |
| **4.3** | **.....................................................................** | .................. | .................. |
| **4.4** | **.....................................................................** | .................. | .................. |
| **4.5** | **.....................................................................** | .................. | .................. |
| **4.6** | **.....................................................................** | .................. | .................. |
| **5.0** | **Psychomotor** | | |
| **5.1** | **Build some confidence in writing paragraph.** | Conversations | Class discussion |
| **5.2** | **.....................................................................** | .................. | .................. |
| **5.3** | **.....................................................................** | .................. | .................. |
| **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**

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| **1.** **List Required Textbooks :**  **Blanchard, K. & Root (2010). Ready to Write 2, Perfecting Paragraphs,(4th edition).** |
| **2. List Essential References Materials :**   * **............................................................** |
| **3-List Recommended Textbooks and Reference Material :**   * **............................................................** |
| 1. **List Electronic Materials:**   **1-http://www.members.tripod.com/~lklivingston/essay/**  **2-http://www.essaypunch.com/** |
| **5. Other learning material :**   * **.............................................................** * **.............................................................** * **............................................................** |

**F. Facilities Required**

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| --- |
| **1. Accommodation**   * **.............................................................** * **.............................................................** * **............................................................** |
| **2. Computing resources**   * **.............................................................** * **.............................................................** * **............................................................** |
| **3.** **Other** **resources**   * **.............................................................** * **.............................................................** * **............................................................** |

**G Course Evaluation and Improvement Processes**

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| **1 Strategies for Obtaining Student Feedback on Effectiveness of Teaching:**   * **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 :**   * **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** | |  | **Department Head** | |
| ***Name :*** | Dr.M.Fawares |  | ***Name :*** | Dr. Salah Alfarwan |
| ***Signature :*** | .......................... |  | ***Signature :*** | .......................... |
| ***Date :*** | …./ … / …… *H* |  | ***Date :*** | …./ … / …… *H* |