



Course Specifications



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 <input type="checkbox"/>

A. Course Identification and General Information

1 - Course title :	Ready to Write	Course Code:	Eng 213
2. Credit hours :	(2) <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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
5 - Name of faculty member responsible for the course:	Fakhry Muhammad Elieba		





6 - Level/year at which this course is offered : ☐☐☐☐☐☐☐☐☐☐☐☐☐☐
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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) ☐

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What percentage? ☐

100 % ☐

D - e-learning ☐

☐

What percentage? ☐

..... % ☐

E - Correspondence ☐

☐

What percentage? ☐

..... % ☐

F - Other ☐

☐

What percentage? ☐

..... % ☐

Comments :

..... ☐

B Objectives

- 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):

<input type="checkbox"/>	Lecture	Tutorial	Laboratory	Practical	Other:	Total
Contact Hours	26 <input type="checkbox"/>	None	none	none	none	26 <input type="checkbox"/>
Credit2..... <input type="checkbox"/>	None	none	none	none2..... <input type="checkbox"/>

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

2 hours
per week

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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





	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
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		





	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
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

1. List Required Textbooks :

Blanchard, K. & Root (2010). Ready to Write 2, Perfecting Paragraphs,(4th edition).

2. List Essential References Materials :

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3-List Recommended Textbooks and Reference Material :

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4. List Electronic Materials:

1-<http://www.members.tripod.com/~lklivingston/essay/>

2-<http://www.essaypunch.com/>

5. Other learning material :

-
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F. Facilities Required

1. Accommodation

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-
-

2. Computing resources

-
-
-

3. Other resources

-
-
-

G Course Evaluation and Improvement Processes

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 ☐

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Department Head ☐

Name : ☐ Dr.M.Fawares

[**Name :** ☐ Dr. Salah Alfarwan

Signature : ☐

[**Signature :** ☐

Date : ☐ .../ ... / H ☐

[**Date :** ☐ .../ ... / H

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