|  |  |
| --- | --- |
| Institution : |  Majma’ah University |
| Academic Department : | Department of English |
| Programme : | B.A in English |
| Course : |  **Eng 412-Speech** |
| Course Coordinator : | Dr.M.Fawares |
| Programme Coordinator : | Dr. Salah Alfarwan |
| Course Specification Approved Date :  | …./ … / …… H |

**A. Course Identification and General Information**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. 1 - Course title :
 | Basic Principles of Speech | Course Code: | Eng 412 |
| 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:
 |  |
| 1. 6 - Level/year at which this course is offered :
 | Level 5/ 3rd 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**

|  |
| --- |
| The purpose of the course is to quaint students with elements of speech organization and train students how to apply the principles of speech making to formal and everyday situations. . It trains students to communicate on the topics related to social relations, current events and study matters |
| 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 listening texts. 2. Students are encouraged to take parts in the speaking 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**  |
| Seven Basic Principles of Speech | **1** |  **2** |
| Methods of Speech Presentation | **1** |  **2** |
| Elements of Speechmaking | **1** |  **2** |
| Purposes of Speech | **1** |  **2** |
| Using Supporting Materials |  **1** |  **2**  |
| Organizing the Speech | **1** | **2** |
|  Analyzing the Speech Situation | **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** | * Understand the principles of speech.
* Speak about different topics in different real-life situations.
* have the knowledge of being able to communicate .
* have the confidence to start the conversation.
 |  Lectures  | Quizzes  |
| **1.2** |   |  Class discussion  |  Class exercises and writing assignments  |
| **1.3** |  | .................. |  Mid terms  |
| **1.4** |  | .................. |  Final exam |
| **2.0** | **Cognitive Skills** |
| **2.1** | * Develop their speaking and listening skills through exposing to the particular skills.
* Start the speech confidently
 | **Lectures** |  **Class participation**  |
| **2.2** |   | **Class discussions** |  **Home assignments**  |
| **2.3** | **.....................................................................** | **Individual meetings** |  **Midterms**  |
| **2.4** | **.....................................................................** | .................. |  **Final exam** |
| **2.5** | **.....................................................................** | .................. |  |
| **2.6** | **.....................................................................** | .................. | **……………………..**  |
| **3.0** | **Interactional Skills & Responsibility** |
| **3.1** | * speak and communicate and take part in the conversation.
* take notes while listening to real- life listening tasks.
* present some interesting facts on cultural topics related to the themes of the units.
* present some expressions that will be very useful to the students inside and outside the class.
 | **. 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** | * present some interesting facts on cultural topics related to the themes of the units.
* present some expressions that will be very useful to the students inside and outside the class.
 | **. Lectures** |  |
| **4.2** | **.....................................................................** | .................. | .................. |
| **4.3** | **.....................................................................** | .................. | .................. |
| **4.4** | **.....................................................................** | .................. | .................. |
| **4.5** | **.....................................................................** | .................. | .................. |
| **4.6** | **.....................................................................** | .................. | .................. |
| **5.0** | **Psychomotor** |
| **5.1** |  |  | 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 :**Sarett,L.,Foster,W.,&Sarett,A.(2000).Basic Principles of Speech. |
| **2. List Essential References Materials :*** **............................................................**
 |
| **3-List Recommended Textbooks and Reference Material :*** Richard, J .,Bycina, D. &Wisniewska,I.(2005).Person to Person. New York, Oxford University Press.
 |
| 1. **List Electronic Materials:**

**1-http://www.members.tripod.com/~lklivingston/essay/** **2-http://www.essaypunch.com/**  |
| **5. Other learning material :*** **.............................................................**
* **.............................................................**
* **............................................................**
 |

**F. Facilities Required**

|  |
| --- |
| **1. Accommodation*** **.............................................................**
* **.............................................................**
* **............................................................**
 |
| **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** |  | **Department Head**  |
| ***Name :*** | Dr.M.Fawares |  | ***Name :*** | Dr. Salah Alfarwan |
| ***Signature :*** | .......................... |  | ***Signature :*** | .......................... |
| ***Date :*** | …./ … / …… *H* |  | ***Date :*** | …./ … / …… *H* |