

وصف المقرر Course Description

Course Code: ENGL 1220	الرمز والرقم: نجم 1220
Course Title: Writing Skills	أسم المقرر: مهارات الكتابة
Credit Hours:3	الوحدات الدراسية: 3
Level: 1	المستوى: 1
Prerequisites: None	متطلب سابق: لا يوجد
Course Description:	
This course is an initiation into the general principles of expository writing. It incorporates students' culture and personal experiences to teach them how to organize their thoughts and other aspects of the writing process.	
Course Objectives & Learning Outcomes:	
To develop outlining and summarizing skills and develop general writing skills with special reference to spelling, punctuation, paragraphing, layout, etc.	
The main learning outcomes for students enrolled in the course can be summarized in the following:	
This course aims to equip learners with a solid foundation in basic grammatical concepts, structures, and organization. Students will learn to define and apply fundamental grammatical terms, understand the structures of words, phrases, clauses, and sentences, and identify sentence structures within written texts using correct parts of speech. Additionally, the course focuses on developing the ability to construct simple sentences in various tenses, express ideas clearly in both written and spoken English, and interpret words to convey feelings, opinions, and preferences effectively. Furthermore, it encourages a positive approach to group work, accepting feedback for learning, and emphasizes responsibility and self-learning, including the evaluation of numerical skills for interpreting information.	
4. Course Textbook:	
Q Skills for Success Reading and Writing, Special Edition – level -2, by: Joe McVeigh/ Jennifer Bixby	





T-104
2022

Course Specification

Course Title:	Writing Skills
Course Code:	ENGL 1220
Program:	Bachelor of Science
Department:	Department of English Language and Literature
College:	College of Science and Humanities
Institution:	Prince Sattam Bin Abdulaziz University
Version:	T-104-2022
Last Revision Date:	October 1 st 2023





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A. General information about the course:

Course Identification

1. Credit hours: 3

2. Course type

a. University ☐ College ☒ Department ☐ Track ☐ Others ☐

b. Required ☒ Elective ☐

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

Level 1/First Year

4. Course general Description

This course is an initiation into the general principles of expository writing. It incorporates students' culture and personal experiences to teach them how to organize their thoughts and other aspects of the writing process.

5. Pre-requirements for this course (if any): NONE

6. Co- requirements for this course (if any): NONE

7. Course Main Objective(s)

To develop outlining and summarizing skills and develop general writing skills with special reference to spelling, punctuation, paragraphing, layout, etc.

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	6	100%
2.	E-learning	-	-
	Hybrid		
3.	• Traditional classroom • E-learning	-	-
4.	Distance learning	-	-

2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	48
2.	Laboratory/Studio	-
3.	Field	-
4.	Tutorial	-
5.	Others (Exercises)	-
	Total	48





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

Code	Course Learning Outcomes	Code of CLO aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Define basic grammatical terminologies, structures, and organization	K1	— Lectures — Conduct scientific research. — Seminars Class work & group discussions	— Short answer tests & quizzes — Multiple choice questions — Home assignments — Research work — Scheduled exams
1.2	State basic grammatical structure of words, phrases, clauses, and sentences	K2		
1.3	Identify the basic sentence structure in written text by making use of correct parts of speech.	K3		
2.0	Skills			
2.1	Develop simple sentences in the present, past, present continuous, and past continuous.	S1	— Problem solving strategies. — Using computers and software's and simulation programs. — Blackboard learning — Dialogues & discussions — Lectures Home assignments	— Oral and written tests — Seminars & group discussions — Problem solving questions. — Computational questions — Error questions — Comparing & contrasting — Scheduled exams
2.2	Express ideas in clear and grammatically correct English in written and spoken form.	S2		
2.3	Interpret words correctly to express their feelings, opinions and preferences in simple English.	S3		
3.0	Values, autonomy, and responsibility			
3.1	Demonstrate a positive approach to the issues in a group or teamwork and accept critical feedback from the instructor or a peer and	V1	— Time management-based learning — Student to student & student	— Oral exams — Time bound quizzes





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
3.2	use it for further learning Show responsibility and acceptance of self-learning with steadiness and establish goals for improvement.	V2	to instructor-based learning. — Group assignments — Group work & discussions. — Language Lab. demonstrations Blackboard learning	— Scheduled exams
3.3	Evaluate relevant numerical skills in interpreting information	V3		

C. Course Content

No	List of Topics	Contact Hours
1.	Unit 5 Book 1 / Writing (Q: Skills 1) Page 94-99	6
2.	Unit 1 Book 2 (Q: Skills 2) / Marketing Why does something become popular?	12
3.	Unit 2 Book 2 / Psychology How do colors affect the way we feel?	12
4.	Unit 3 Book 2 / Social Psychology What does it mean to be polite?	12
5.	Unit 4 Book 2 / Sociology What makes a competition unfair?	12
6.	Unit 5 Book 2 / Business What makes a family business successful?	12
7.	Unit 6 Book 2 / Information Technology Do you prefer to get help from a person or a machine?	12
8.	Unit 7 Book 2 / Environmental Studies Is it better to save what you have or buy new things?	6
9.	Unit 8 Book 2 / Public health How can we prevent diseases?	
10.	Revision	
Total		





D. Students Assessment Activities

No	Assessment Activities	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Midterm Exam	9 th - 10 th	20%
2.	Home assignments	Continuous, throughout the term	5%
3.	Class participation	Continuous, throughout the term	5%
4.	Online Practice	Continuous, throughout the term	10%
5.	Quizzes	Tri-weekly	10%
6.	Final Exam	19 th - 20 th	50%
	Total	-	100%

*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	Q Skills for Success Reading and Writing , Special Edition – level -2, by: Joe McVeigh/ Jennifer
Supportive References	<ul style="list-style-type: none"> List Essential References Materials (Journals, Reports, etc.) Multilingual and Monolingual dictionaries.
Electronic Materials	<ul style="list-style-type: none"> Oxford Q skills Online Practice: https://iqse.ouponlinepractice.com/auth/index Black-Board: Link Kahoot website www.kahoot.com
Other Learning Materials	Oxford Q Skills for Success Reading & Writing 2 Special Edition I- tool

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classrooms should be large enough to accommodate 30 students and equipped with a projector
Technology equipment (projector, smart board, software)	<ul style="list-style-type: none"> Built-in electronic teaching stations (Podiums). Smart writing boards. And Wireless internet
Other equipment (depending on the nature of the specialty)	<p>A good quality white board</p> <ul style="list-style-type: none"> Reasonable collection of language learning related audio-video materials. Guidebooks, dictionaries, English newspapers and periodicals Self-access centers prepared with Reference aids. <p>Monolingual and bilingual dictionaries. And Foreign language reading materials. Local and International newspapers</p>





F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Peer Reviewer-observation.	Review of recommended teaching strategies and checking the course topics covered.
Effectiveness of students assessment	Independent member teaching staff	Course evaluation survey on students
Quality of learning resources	Students	Survey
The extent to which CLOs have been achieved	Developmental quality unit	Learning outcomes assessment
Other		

Assessor (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)

Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL
/COMMITTEE

REFERENCE NO.

DATE

