

وصف المقرر  
Course Description

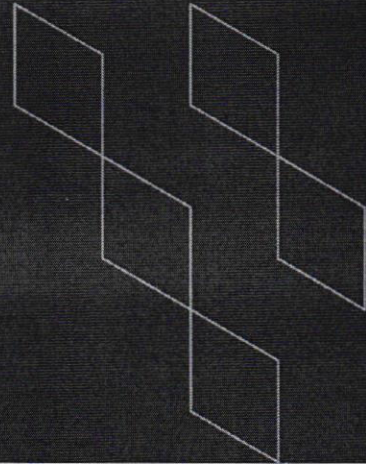
|  |                            |
|--|----------------------------|
| Course Code: ENGL 1220   | الرمز والرقم: نجم 1220     |
| Course Title: Writing Skills   | أسم المقرر: مهارات الكتابة |
| Credit Hours:3   | الوحدات الدراسية: 3        |
| Level: 1   | المستوى: 1                 |
| Prerequisites: None  | متطلب سابق: لا يوجد        |
| <b>Course Description:</b>   |                            |
| 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.  |                            |
| <b>Course Objectives &amp; Learning Outcomes:</b>  |                            |
| 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. |                            |
| <b>4. Course Textbook:</b>   |                            |
| 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 <sup>st</sup> 2023                  |





## Table of Contents:

| Content  | Page |
|--|------|
| A. General Information about the course  | 3    |
| 1. Teaching mode (mark all that apply)   | 3    |
| 2. Contact Hours (based on the academic semester)  | 3    |
| B. Course Learning Outcomes (CLOs), Teaching Strategies and<br><b>Assessment Methods</b> | 4    |
| C. Course Content  | 5    |
| D. Student Assessment Activities   | 6    |
| E. Learning Resources and Facilities   | 6    |
| 1. References and Learning Resources   | 6    |
| 2. Required Facilities and Equipment   | 6    |
| F. Assessment of Course Quality  | 7    |
| G. Specification Approval Data   | 7    |





## 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<br>• 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<br>— Conduct scientific research.<br>— Seminars<br>Class work & group discussions   | — Short answer tests & quizzes<br>— Multiple choice questions<br>— Home assignments<br>— Research work<br>— 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.<br>— Using computers and software's and simulation programs.<br>— Blackboard learning<br>— Dialogues & discussions<br>— Lectures<br>Home assignments | — Oral and written tests<br>— Seminars & group discussions<br>— Problem solving questions.<br>— Computational questions<br>— Error questions<br>— Comparing & contrasting<br>— 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<br><br>— Student to student & student   | — Oral exams<br>— Time bound quizzes   |







| Code | Course Learning Outcomes  | Code of CLOs aligned with program | Teaching Strategies  | Assessment Methods |
|------|---|-----------------------------------|--|--------------------|
| 3.2  | use it for further learning<br>Show responsibility and acceptance of self-learning with steadiness and establish goals for improvement. | V2                                | to instructor-based learning.<br>— Group assignments<br>— Group work & discussions.<br>— Language Lab. demonstrations<br>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<br>Why does something become popular?                   | 12            |
| 3.    | Unit 2 Book 2 / Psychology<br>How do colors affect the way we feel?                             | 12            |
| 4.    | Unit 3 Book 2 / Social Psychology<br>What does it mean to be polite?                            | 12            |
| 5.    | Unit 4 Book 2 / Sociology<br>What makes a competition unfair?                                   | 12            |
| 6.    | Unit 5 Book 2 / Business<br>What makes a family business successful?                            | 12            |
| 7.    | Unit 6 Book 2 / Information Technology<br>Do you prefer to get help from a person or a machine? | 12            |
| 8.    | Unit 7 Book 2 / Environmental Studies<br>Is it better to save what you have or buy new things?  | 6             |
| 9.    | Unit 8 Book 2 / Public health<br>How can we prevent diseases?                                   |               |
| 10.   | Revision  |               |
| Total |   |               |







## D. Students Assessment Activities

| No | Assessment Activities * | Assessment timing<br>(in week no)   | Percentage of Total<br>Assessment Score |
|----|-------------------------|-------------------------------------|---|
| 1. | Midterm Exam            | 9 <sup>th</sup> - 10 <sup>th</sup>  | 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 <sup>th</sup> - 20 <sup>th</sup> | 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,<br>by: Joe McVeigh/ Jennifer   |
| Supportive References    | <ul style="list-style-type: none"> <li>List Essential References Materials (Journals, Reports, etc.) Multilingual and Monolingual dictionaries.</li> </ul>  |
| Electronic Materials     | <ul style="list-style-type: none"> <li>Oxford Q skills Online Practice:<br/><a href="https://iqse.ouponlinepractice.com/auth/index">https://iqse.ouponlinepractice.com/auth/index</a></li> <li>Black-Board: Link<br/>Kahoot website <a href="http://www.kahoot.com">www.kahoot.com</a></li> </ul> |
| Other Learning Materials | Oxford Q Skills for Success Reading & Writing 2 Special Edition I-<br>tool  |

### 2. Required Facilities and equipment

| Items   | Resources  |
|---|--|
| facilities<br>(Classrooms, laboratories, exhibition rooms,<br>simulation rooms, etc.) | Classrooms should be large enough to<br>accommodate 30 students and equipped with a<br>projector   |
| Technology equipment<br>(projector, smart board, software)                            | <ul style="list-style-type: none"> <li>Built-in electronic teaching stations<br/>(Podiums).</li> <li>Smart writing boards. And Wireless internet</li> </ul>  |
| Other equipment<br>(depending on the nature of the specialty)                         | <p>A good quality white board</p> <ul style="list-style-type: none"> <li>Reasonable collection of language learning<br/>related audio-video materials.</li> <li>Guidebooks, dictionaries, English<br/>newspapers and periodicals</li> <li>Self-access centers prepared with.</li> <li>Reference aids.</li> </ul> <p>Monolingual and bilingual dictionaries. And<br/>Foreign language reading materials. Local and<br/>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<br>/COMMITTEE |
| REFERENCE NO.         |
| DATE                  |

