



## 16 Course Specification of English (3)

I. Course Identification and General Information:					
1	Course Title:	English 3			
2	Course Code & Number:	BR101			
3	Credit hours:	C.H			Credit Hours
		Th.	Tu.	Pr.	Tr.
		2	-	-	-
4	Study level/ semester at which this course is offered:	Level 2/Semester I			
5	Pre –requisite (if any):	English 1 & 2			
6	Co –requisite (if any):	N/A			
8	Program (s) in which the course is offered:	Civil Engineering			
9	Language of teaching the course:	English			
10	Location of teaching the course:	Faculty of Engineering			
11	Prepared by:	Shorouq Al-Olofy			
12	Date of Approval				

II. Course Description:
<p>This course emphasizes the role of English Language in the part of Engineering. The topics focus on the basic grammatical structures and language functions needed for the study and communication in the field of civil engineering. It covers a wide range of Engineering subjects, common grammatical structures, specialist vocabulary and basic language functions, which topics include: Ways in to Technology, Food and Agriculture, Bridges and Tunnels, Plastics, Aeronautics, Future Homes, Petroleum Engineering, Environmental Engineering, Robotics, Defense Technology, Career Development. It helps students to understand and apply the English language more effectively and accurately in their studies.</p>

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III. Course Intended learning outcomes (CILOs) of the course		Reference PILOs
a.1	Acquire basic knowledge and English grammar, wide range of vocabulary and basic technical terms.	
a.2	Define about speaking and writing styles as well as communication skills, describe specifications related to different essays	
b.1	Analyze various types of English texts, and sentences using structures and vocabularies taught within the course.	
b.2	Analyze information resources and/or other forms of supporting evidence appropriate to their disciplines.	
c.1	Use a variety of reading strategies effectively for analyzing engineering texts and reading independently and intensively for specific information.	
d.1	Communicate with others effectively in English in both formal and informal situations.	D1
d.2	Apply the acquired skills of English language in using Information and Communication Technology	
d.3	Assess self-learning methodologies.	D5

(A) Alignment Course Intended Learning Outcomes of Knowledge and Understanding to Teaching Strategies and Assessment Strategies:		
Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies
a1. Acquire basic knowledge and English grammar, wide range of vocabulary and basic technical terms.	Lectures Tutorials Self- Directed Learning Group & Individual Activities Analysis and Problem Solving Using Technical Devices	Assignments & Activities, Written and Oral Tests, Group discussion
a2. Define about speaking and writing styles as well as communication skills, describe specifications related to different essays	Lectures Tutorials Self- Directed Learning Group & Individual Activities	Assignments & Activities, Written and Oral Tests, Group discussion

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	Analysis and Problem Solving Using Technical Devices	
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<b>(B) Alignment Course Intended Learning Outcomes of Intellectual Skills to Teaching Strategies and Assessment Strategies:</b>		
Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies
<b>b1.</b> Analyze various types of English texts, and sentences using structures and vocabularies taught within the course.	Lectures Tutorials Self- Directed Learning Group & Individual Activities Analysis and Problem Solving Using Technical Devices	Assignments & Activities, Written and Oral Tests, Group discussion
<b>b2.</b> Analyze information resources and/or other forms of supporting evidence appropriate to their disciplines.	Lectures Tutorials Self- Directed Learning Group & Individual Activities Analysis and Problem Solving Using Technical Devices	Assignments & Activities, Written and Oral Tests, Group discussion

<b>C Alignment Course Intended Learning Outcomes of Professional and Practical Skills to Teaching Strategies and Assessment Strategies:</b>		
Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies
<b>c1.</b> Use a variety of reading strategies effectively for analyzing engineering texts and reading independently and intensively for specific information.	Lectures Tutorials Self- Directed Learning Group & Individual Activities Analysis and Problem Solving Using Technical Devices	Assignments & Activities, Written and Oral Tests, Group discussion

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<b>(D) Alignment Course Intended Learning Outcomes of Transferable Skills to Teaching Strategies and Assessment Strategies:</b>		
Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies
<b>d1.</b> Communicate with others effectively in English in both formal and informal situations.	-lecture -individual work -pair and group work -Using Technical Devices	-Interactive classroom discussion & home assignments, -Written and Oral Tests -online search for information
<b>d2.</b> Apply the acquired skills of English language in using Information and Communication Technology	-lecture -individual work -pair and group work -Using Technical Devices	-Interactive classroom discussion & home assignments, -Written and Oral Tests -online search for information
<b>d3.</b> Assess self-learning methodologies.	-lecture -individual work -pair and group work -Using Technical Devices	-Interactive classroom discussion & home assignments, -Written and Oral Tests -online search for information

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IV. Course Content:					
A – Theoretical Aspect:					
Order	Topics List	Learning Outcomes	Sub Topics List	Week Due	Contact Hours
1	Ways in to Technology	a1, a2, b1, b2, c1, d1, d2, d3	<b>Switch on:</b> Products and courses <b>Speaking:</b> course components <b>Reading:</b> studying technology <b>Problem Solving:</b> A college prospectus <b>It's my job:</b> Engineering Apprentice <b>Grammar:</b> -ing form and to infinitive <b>Pronunciation:</b> Unstressed syllables <b>Vocabulary:</b> word families <b>Make your point:</b> Ordering a presentation	1	2
2	Food and Agriculture	a1, a2, b1, b2, c1, d1, d2, d3	<b>Switch on:</b> Agricultural Inventions <b>Grammar:</b> Past simple & Present Perfect <b>Listening:</b> precision agriculture <b>Speaking: Testing Fruit</b> <b>Problem -solving:</b> Food preservation <b>Make your point:</b> Beginning a presentation <b>Reading: Pedaling water</b>	1	2
3	Bridges and Tunnels	a1, a2, b1, b2, c1, d1, d2, d3	<b>Switch on:</b> Famous bridge <b>Reading:</b> Bridge types <b>Grammar:</b> The passive (all tenses) <b>It's my job:</b> Tunnel Engineer	1	2

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			<b>Problem Solving:</b> bridges for shipping routes <b>Listening:</b> The Great Belt East Bridge		
4	Plastics	a1, a2, b1, b2, c1, d1, d2, d3	<b>Switch on:</b> Properties of plastics <b>Listening:</b> The history and properties of plastics <b>Grammar:</b> Ability and inability <b>Problem -solving:</b> Types and codes of plastics <b>Make your point:</b> Useful language for presenting to visual AIDs <b>Pronunciation:</b> Disappearing sounds and word linking <b>Vocabulary:</b> Collection words in plastics <b>Reading:</b> Packaging technology	1	2
5	Alternative Energy	a1, a2, b1, b2, c1, d1, d2, d3	<b>Switch on:</b> sources of renewable energy <b>Listening:</b> wave energy innovator <b>Grammar:</b> past continuous vs past simple <b>Reading:</b> wind power <b>Project:</b> decentralized energy <b>Vocabulary:</b> Grouping words	1	2
6	Aeronautics	a1, a2, b1, b2, c1, d1, d2, d3	<b>Switch on:</b> controlling a plane <b>It's my job:</b> Air Traffic Controller <b>Grammar:</b> If- conditionals (the four main types) <b>Project:</b> silent aircraft -Jet engines <b>Pair work:</b> gliders and helicopters	1	2

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			<b>Make your point:</b> Making telephone calls		
7	Future Homes	a1, a2, b1, b2, c1, d1, d2, d3	<b>Switch on:</b> Future homes predictions <b>Listening:</b> Earth Homes <b>Grammar:</b> obligation & necessity <b>Vocabulary:</b> Adjectives with –able and –ible <b>Reading:</b> Inside the future homes	1	2
8	Petroleum Engineering	a1, a2, b1, b2, c1, d1, d2, d3	<b>Switch on:</b> identifying oil-based products <b>Reading:</b> A rotary derrick <b>Vocabulary:</b> Collocations in petroleum technology <b>Grammar:</b> Present Tenses (all types) <b>Pronunciation:</b> be with the present Continues <b>Problem Solving:</b> Oil platform	2	4
9	Environmental Engineering	a1, a2, b1, b2, c1, d1, d2, d3	<b>Switch on:</b> causes of environmental pollution <b>Grammar:</b> Reported speech <b>Vocabulary:</b> Reporting verbs <b>Pronunciation:</b> showing disbelief <b>It's my job:</b> Environmental Engineer <b>Pair work:</b> China's echo-city <b>Listening:</b> Cleaning water	1	2
10	Robotics	a1, a2, b1, b2, c1, d1, d2, d3	<b>Switch on:</b> Matching robots to their applications <b>Reading:</b> How robots work <b>Grammar:</b> causing, preventing, and enabling links <b>Speaking:</b> Assessing Explanation	1	2

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			<b>Make your point:</b> Parts of a presentation		
<b>11</b>	Defense Technology	a1, a2, b1, b2, c1, d1, d2, d3	<b>Switch on:</b> civilian uses for defense technologies <b>Reading: Visby:</b> a stealth war ship <b>Grammar:</b> prepositions <b>Pair work:</b> non-lethal weapons <b>Problem solving:</b> Military technology with a civilian application <b>Make your point:</b> Giving a poster presentation	1	2
<b>12</b>	Career Development	a1, a2, b1, b2, c1, d1, d2, d3	<b>Switch on:</b> The stages of a career <b>Listening:</b> Interview with a Network Designer <b>Grammar:</b> Future (all forms and tenses) <b>Vocabulary:</b> key skills <b>Make your point:</b> Preparing for an interview <b>Reading:</b> Job and covering letter <b>Speaking:</b> Second Interview task & Technology game	1	2
<b>13</b>	Revision & Oral Test	a1, a2, b1, b2, c1, d1, d2, d3	Asking the students some questions about the lessons taken after mid-term exam.	1	2
<b>Number of Weeks /and Units Per Semester</b>				<b>14</b>	<b>28</b>

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## V. Teaching strategies of the course:

- Lectures
- Tutorials
- Self- Directed Learning
- Group Activities
- Individual activities
- Analysis and Problem Solving
- Using Technical Devices

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<b>VI. Assignments:</b>				
No	Assignments	Aligned CILOs(symbols)	Week Due	Mark
1	Ways in to Technology	a1, a2, b1, b2, c1, d1, d2, d3	2	0.5
2	Food and Agriculture	a1, a2, b1, b2, c1, d1, d2, d3	3	0.5
3	Bridges and Tunnels	a1, a2, b1, b2, c1, d1, d2, d3	4	0.5
4	Plastics	a1, a2, b1, b2, c1, d1, d2, d3	5	0.5
5	Alternative Energy	a1, a2, b1, b2, c1, d1, d2, d3	6	0.5
6	Aeronautics	a1, a2, b1, b2, c1, d1, d2, d3	7	0.5
7	Future Homes	a1, a2, b1, b2, c1, d1, d2, d3	8	0.5
8	Petroleum Engineering	a1, a2, b1, b2, c1, d1, d2, d3	9	0.5
9	Environmental Engineering	a1, a2, b1, b2, c1, d1, d2, d3	10	0.5
10	Robotics	a1, a2, b1, b2, c1, d1, d2, d3	11	0.5

<b>VII. Schedule of Assessment Tasks for Students During the Semester:</b>				
Assessment	Type of Assessment Tasks	Week Due	Mark	Proportion of Final Assessment
1	Activities & Participation in the class	Through the semester	5	5%
2	Attendance and Reading	Through the semester	5	5%
3	Oral Test	14 <sup>th</sup>	5	5%
4	Mid Term Test	7 <sup>th</sup>	15	15%
5	Final Exam (written)	15 <sup>th</sup>	70	70%
<b>Total</b>			<b>100</b>	<b>100%</b>

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## VIII. Learning Resources:

• Written in the following order: (Author – Year of publication – Title – Edition – Place of publication – Publisher).

### 1- Required Textbook(s) (maximum two ).

1- Glendinning, Eric H. (2008). *Technology 2 (Oxford English for Careers)*, New York: Oxford University Press

### 2- Essential References.

- Azar, B. (2009). Understanding and Using English Grammar, 4th ed., Longman, White Plains, NY, USA.
- Brieger, N. & Pohl, A. Technical English Vocabulary and Grammar. Oxford: Oxford University Press.
- Eastwood, J. (2006). Oxford Practice Grammar – Intermediate. OUP.
- Glendinning and Mc Ewan. (2006). Oxford English for Information Technology. OUP.
- Ibboston, Mark. (2009). Professional English in Use (Engineering). Cambridge: Cambridge University Press.
- L.G. Alexander Longman. Advanced English Reading. (Volume 1/2), 2003.
- Murphy, R. (2012). English Grammar in Use. (4th edition).
- Savage, A. & Mayer, P. (2005). Effective Academic Writing 2. Oxford University Press, New York, NY, USA.
- Swan, M. Practical English Usage. Oxford: Oxford University Press.
- Tanka, J. et al. (2009). Interactions Listening and Speaking 1 Middle Eastern Edition, 6th ed., McGraw- Hill, New York, NY, USA.
- White, L. Engineering Workshop. Oxford: Oxford University Press.

### 3- Electronic Materials and Web Sites etc.

- file:///C:/Users/Acer/Desktop/technical\_english\_for\_civil\_engineers\_construction\_basics.pdf
- <http://www.bbc.co.uk/>
- <http://www.bobthebuilder.com/usa/videos.asp>
- <http://www.ceca.co.uk/>
- <http://www.laces.org/>
- <http://www.youtube.com/watch?v=p1nTeN8SDD4>
- [www.englishlearning.com](http://www.englishlearning.com)
- [www.international.oac.bc.ca/pronunciation/](http://www.international.oac.bc.ca/pronunciation/)
- [www.elfs.com/elfsx.html](http://www.elfs.com/elfsx.html)
- [www.esl-lab.com](http://www.esl-lab.com)
- [www.iteslj.org/questions/](http://www.iteslj.org/questions/)

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<b>IX. Course Policies:</b>	
<b>1</b>	<b>Class Attendance:</b> The students should have more than 75 % of attendance according to rules and regulations of the faculty.
<b>2</b>	<b>Tardy:</b> The students should respect the timing of attending the lectures. They should attend within 1 minutes from starting of the lecture.
<b>3</b>	<b>Exam Attendance/Punctuality:</b> The student should attend the exam on time. The punctuality should be implemented according to rules and regulations of the faculty for midterm exam and final exam.
<b>4</b>	<b>Assignments &amp; Projects:</b> The assignment is given to the students after each chapter, the student has to submit all the assignments for checking on time.
<b>5</b>	<b>Cheating:</b> If any cheating occurred during the examination, the student is not allowed to continue and he/she has to face the examination committee for <b>enquiries</b> .
<b>6</b>	<b>Plagiarism:</b> The student will be terminated from the Faculty, if one student attends the exam on another behalf according to the policy, rules and regulations of the university.
<b>7</b>	<b>Other policies:</b> -All the teaching materials should be kept out the examination hall. -The mobile phone is not allowed. -There should be a respect between the student and his teacher.

<b>Reviewed By</b>	<b><u>Vice Dean for Academic Affairs and Post Graduate Studies</u></b> <b><u>Dr. Tarek A. Barakat</u></b> <b><u>Dr. Riyad A. Muharam</u></b> <b><u>Dr. Mohammad Algorafi</u></b>
	<b><u>Deputy Rector for Academic Affairs Dr. Ibrahim AlMutaa</u></b> <b><u>Dr. Ahmed mujahed</u></b> <b><u>Dr. Munaser Alsubri</u></b>

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## Template for Course Plan (Syllabus)

I. Information about Faculty Member Responsible for the Course:						
Name of Faculty Member	Shorouq Al-Olofy	Office Hours				
Location & Telephone No.	+ 967772156264	SAT	SUN	MON	TUE	WED THU
E-mail	shorouq2alolofy@gmail.com		2		2	

II. Course Identification and General Information:					
1	Course Title:	English 3			
2	Course Code & Number:	BR101			
3	Credit hours:	C.H			
		Th.	Tu.	Pr.	Tr.
		2	-	-	-
4	Study level/ semester at which this course is offered:	Level 2/Semester I			
5	Pre –requisite (if any):	English 1 & 2			
6	Co –requisite (if any):	N/A			
8	Program (s) in which the course is offered:	Civil Engineering			
9	Language of teaching the course:	English			
10	Location of teaching the course:	Faculty of Engineering			
11	Prepared By:	Shorouq Al-Olofy			
12	Date of Approval				

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## I. Course Description:

This course emphasizes the role of English Language in the part of Engineering. Their topics focus on the basic grammatical structures and language functions needed for the study and communication in the field of civil engineering. It covers a wide range of Engineering subjects, common grammatical structures, specialist vocabulary and basic language functions, which topics include: Ways in to Technology, Food and Agriculture, Bridges and Tunnels, Plastics, Aeronautics, Future Homes, Petroleum Engineering, Environmental Engineering, Robotics, Defense Technology, and Career Development. It helps students to understand and apply the English language more effectively and accurately in their studies.

## IV. Intended learning outcomes (ILOs) of the course:

- Brief summary of the knowledge or skill the course is intended to develop:

**a.1** Acquire basic knowledge and English grammar, wide range of vocabulary and basic technical terms.

**a.2** Define about speaking and writing styles as well as communication skills, describe specifications related to different essays

**b.1** Analyze various types of English texts, and sentences using structures and vocabularies taught within the course.

**b.2** Analyze information resources and/or other forms of supporting evidence appropriate to their disciplines.

**c.1** Use a variety of reading strategies effectively for analyzing engineering texts and reading independently and intensively for specific information.

**d.1** Communicate with others effectively in English in both formal and informal situations.  
D1

**d.2** Apply the acquired skills of English language in using Information and Communication Technology

**d.3** Assess self-learning methodologies. D5

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2	Food and Agriculture	a1, a2, b1, b2, c1, d1, d2, d3	<b>Switch on:</b> Agricultural Inventions <b>Grammar:</b> Past simple & Present Perfect <b>Listening:</b> precision agriculture <b>Speaking:</b> Testing Fruit <b>Problem -solving:</b> Food preservation <b>Make your point:</b> Beginning a presentation <b>Reading: Pedaling water</b>	2	2
3	Bridges and Tunnels	a1, a2, b1, b2, c1, d1, d2, d3	<b>Switch on:</b> Famous bridge <b>Reading:</b> Bridge types <b>Grammar:</b> The passive (all tenses) <b>It's my job:</b> Tunnel Engineer <b>Problem Solving:</b> bridges for shipping routes <b>Listening:</b> The Great Belt East Bridge	3	2

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4	Plastics	a1, a2, b1, b2, c1, d1, d2, d3	<b>Switch on:</b> Properties of plastics <b>Listening:</b> The history and properties of plastics <b>Grammar:</b> Ability and inability <b>Problem -solving:</b> Types and codes of plastics <b>Make your point:</b> Useful language for presenting to visual AIDs <b>Pronunciation:</b> Disappearing sounds and word linking <b>Vocabulary:</b> Collection words in plastics <b>Reading:</b> Packaging technology	4	2
5	Alternative Energy	a1, a2, b1, b2, c1, d1, d2, d3	<b>Switch on:</b> sources of renewable energy <b>Listening:</b> wave energy innovator <b>Grammar:</b> past continuous vs past simple <b>Reading:</b> wind power <b>Project:</b> decentralized energy <b>Vocabulary:</b> Grouping words	5	2
6	Aeronautics	a1, a2, b1, b2, c1, d1, d2, d3	<b>Switch on:</b> controlling a plane <b>It's my job:</b> Air Traffic Controller <b>Grammar:</b> If- conditionals (the four main types) <b>Project:</b> silent aircraft -Jet engines <b>Pair work:</b> gliders and helicopters <b>Make your point:</b> Making telephone calls	6	2
7	Future Homes	a1, a2, b1, b2, c1, d1, d2, d3	<b>Switch on:</b> Future homes predictions <b>Listening:</b> Earth Homes <b>Grammar:</b> obligation& necessity <b>Vocabulary:</b> Adjectives with –able and –ible <b>Reading:</b> Inside the future homes	7	2
8	Midterm Exam			8	2

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Yahya Al khattabi

Quality Assurance Unit  
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Algorafi

Dean of the Faculty  
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9	Petroleum Engineering	a1, a2, b1, b2, c1, d1, d2, d3	<b>Switch on:</b> identifying oil-based products <b>Reading:</b> A rotary derrick <b>Vocabulary:</b> Collocations in petroleum technology <b>Grammar:</b> Present Tenses (all types) <b>Pronunciation:</b> be with the present Continues <b>Problem Solving:</b> Oil platform	9,10	4
10	Environmental Engineering	a1, a2, b1, b2, c1, d1, d2, d3	<b>Switch on:</b> causes of environmental pollution <b>Grammar:</b> Reported speech <b>Vocabulary:</b> Reporting verbs <b>Pronunciation:</b> showing disbelief <b>It's my job:</b> Environmental Engineer <b>Pair work:</b> China's echo-city <b>Listening:</b> Cleaning water	11	2
11	Robotics	a1, a2, b1, b2, c1, d1, d2, d3	<b>Switch on:</b> Matching robots to their applications <b>Reading:</b> How robots work <b>Grammar:</b> causing, preventing, and enabling links <b>Speaking:</b> Assessing Explanation <b>Make your point:</b> Parts of a presentation	12	2
12	Defense Technology	a1, a2, b1, b2, c1, d1, d2, d3	<b>Switch on:</b> civilian uses for defense technologies <b>Reading:</b> Visby: a stealth war ship <b>Grammar:</b> prepositions <b>Pair work:</b> non-lethal weapons <b>Problem solving:</b> Military technology with a civilian application <b>Make your point:</b> Giving a poster presentation	13	2

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13	Career Development	a1, a2, b1, b2, c1, d1, d2, d3	<b>Switch on:</b> The stages of a career <b>Listening:</b> Interview with a Network Designer <b>Grammar:</b> Future (all forms and tenses) <b>Vocabulary:</b> key skills <b>Make your point:</b> Preparing for an interview <b>Reading:</b> Job and covering letter <b>Speaking:</b> Second Interview task & Technology game	14	2
14	Revision & Oral Test	a1, a2, b1, b2, c1, d1, d2, d3	Asking the students some questions about the lessons taken after mid-term exam.	15	2
15	Final Exam			16	2
<b>Number of Weeks /and Units Per Semester</b>				<b>16</b>	<b>32</b>

## II. Teaching strategies of the course:

- Lectures
- Tutorials
- Self- Directed Learning
- Group Activities
- Individual activities
- Analysis and Problem Solving
- Using Technical Devices

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### III. Assignments:

No	Assignments	Aligned CILOs(symbols)	Week Due	Mark
1	Ways in to Technology	a1, a2, b1, b2, c1, d1, d2, d3	2	0.5
2	Food and Agriculture	a1, a2, b1, b2, c1, d1, d2, d3	3	0.5
3	Bridges and Tunnels	a1, a2, b1, b2, c1, d1, d2, d3	4	0.5
4	Plastics	a1, a2, b1, b2, c1, d1, d2, d3	5	0.5
5	Alternative Energy	a1, a2, b1, b2, c1, d1, d2, d3	6	0.5
6	Aeronautics	a1, a2, b1, b2, c1, d1, d2, d3	7	0.5
7	Future Homes	a1, a2, b1, b2, c1, d1, d2, d3	8	0.5
8	Petroleum Engineering	a1, a2, b1, b2, c1, d1, d2, d3	9	0.5
9	Environmental Engineering	a1, a2, b1, b2, c1, d1, d2, d3	10	0.5
10	Robotics	a1, a2, b1, b2, c1, d1, d2, d3	11	0.5

### IV. Schedule of Assessment Tasks for Students During the Semester:

Assessment	Type of Assessment Tasks	Week Due	Mark	Proportion of Final Assessment
1	Activities & Participation in the class	Through the semester	5	5%
2	Attendance and Reading	Through the semester	5	5%
3	Oral Test	14 <sup>th</sup>	5	5%
4	Mid Term Test	7 <sup>th</sup>	15	15%
5	Final Exam (written)	15 <sup>th</sup>	70	70%
<b>Total</b>			<b>100</b>	<b>100%</b>

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## V. Learning Resources:

• Written in the following order: (Author – Year of publication – Title – Edition – Place of publication – Publisher).

### 1- Required Textbook(s) (maximum two ).

1- Glendinning, Eric H. (2008). Technology 2 (Oxford English for Careers), New York: Oxford University Press

### 2- Essential References.

- Azar, B. (2009). Understanding and Using English Grammar, 4th ed., Longman, White Plains, NY, USA.
- Brieger, N. & Pohl, A. Technical English Vocabulary and Grammar. Oxford: Oxford University Press.
- Eastwood, J. (2006). Oxford Practice Grammar – Intermediate. OUP.
- Glendinning and Mc Ewan. (2006). Oxford English for Information Technology. OUP.
- Ibboston, Mark. (2009). Professional English in Use (Engineering). Cambridge: Cambridge University Press.
- L.G. Alexander Longman. Advanced English Reading. (Volume 1/2), 2003.
- Murphy, R. (2012). English Grammar in Use. (4th edition).
- Savage, A. & Mayer, P. (2005). Effective Academic Writing 2. Oxford University Press, New York
- Swan, M. Practical English Usage. Oxford: Oxford University Press.
- Tanka, J. et al. (2009). Interactions Listening and Speaking 1 Middle Eastern Edition, 6th ed., McGraw- Hill, New York, NY, USA.
- White, L. Engineering Workshop. Oxford: Oxford University Press.

### 3- Electronic Materials and Web Sites etc.

- file:///C:/Users/Acer/Desktop/technical\_english\_for\_civil\_engineers\_construction\_basics.pdf
- <http://www.bbc.co.uk/>
- <http://www.bobthebuilder.com/usa/videos.asp>
- <http://www.ceca.co.uk/>
- <http://www.laces.org/>
- <http://www.youtube.com/watch?v=p1nTeN8SDD4>
- [www.englishlearning.com](http://www.englishlearning.com)
- [www.international.oac.bc.ca/pronunciation/](http://www.international.oac.bc.ca/pronunciation/)
- [www.elfs.com/elfsx.html](http://www.elfs.com/elfsx.html)
- [www.iteslj.org/questions/](http://www.iteslj.org/questions/)

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VI. Course Policies:	
1	<b>Class Attendance:</b> The students should have more than 75 % of attendance according to rules and regulations of the faculty.
2	<b>Tardy:</b> The students should respect the timing of attending the lectures. They should attend within 1 minutes from starting of the lecture.
3	<b>Exam Attendance/Punctuality:</b> The student should attend the exam on time. The punctuality should be implemented according to rules and regulations of the faculty for midterm exam and final exam.
4	<b>Assignments &amp; Projects:</b> The assignment is given to the students after each chapter, the student has to submit all the assignments for checking on time.
5	<b>Cheating:</b> If any cheating occurred during the examination, the student is not allowed to continue and he/she has to face the examination committee for <b>enquiries</b> .
6	<b>Plagiarism:</b> The student will be terminated from the Faculty, if one student attends the exam on another behalf according to the policy, rules and regulations of the university.
7	<b>Other policies:</b> -All the teaching materials should be kept out the examination hall. -The mobile phone is not allowed. -There should be a respect between the student and his teacher.

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