



Course Specification of Advanced Communication Skills

I. Course Identification and General Information:						
1	Course Title:	Advanced Communication Skills				
2	Course Number & Code:	DR 31				
3	Credit hours:	C.H			Total	
		Theoretical	Practical	Training		Seminar
		3	-	-	-	3
4	Study level/ semester at which this course is offered:	Level 2, Semester 1				
5	Pre –requisite (if any):	Listening and Speaking I & Listening and Speaking II				
6	Co –requisite (if any):	None				
7	Program (s) in which the course is offered:	BA Translation				
8	Language of teaching the course:	English				
9	Location of teaching the course:	Faculty of Languages				
10	Prepared by:	Naseem Al-Naqeeb				
11	Date of approval:					
II. Course description:						
The course aims to train the students to communicate effectively using simple and concise language by improving their verbal and non-verbal communication style, as well as enhancing interpersonal skills. The course also aims to eliminate communication roadblocks and build self-confidence in students through performing presentations and discussions in class. Listening and Speaking I and II are pre-requisites for this course.						
III. Intended learning outcomes (ILOs) of the course:						
(A) Knowledge and Understanding:						
Alignment Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: Knowledge and Understanding.						
Program Intended Learning Outcomes (Sub-PILOs) in: Knowledge and Understanding		Course Intended Learning Outcomes (CILOs) in: Knowledge and Understanding				
After completing this program, students will be able to:		After participating in the course, students will be able to:				
A3-	Reflect an awareness of the basic structures, levels and discourse functions of the English language and the ways in which words and sentences are related to each other and how they combine to create texts of different types.	a1-	Demonstrate active listening, observational skills, and constructive feedback skills.			
A5-	Demonstrate an informed understanding of the social, pragmatic and functional	a2-	Demonstrate advanced verbal and non-verbal communication skills essential in culturally			

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uses of language in various contexts in society.	diverse and individually differential settings.
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Teaching And Assessment Methods For Achieving Learning Outcomes:

Alignment Learning Outcomes of Knowledge and Understanding to Teaching and Assessment Methods:

Course Intended Learning Outcomes (CILOs) in Knowledge and Understanding	Teaching strategies/methods to be used	Methods of assessment
After participating in the course, students will be able to:	<ul style="list-style-type: none"> ▪ Interactive lectures. ▪ Presentations and discussions in class. ▪ Tutorials 	<ul style="list-style-type: none"> ▪ Achievement tests ▪ Presentations ▪ Oral assessment and feedback
a1- Demonstrate active listening, observational skills, and constructive feedback skills.		
a2- Demonstrate advanced verbal and non-verbal communication skills essential in culturally diverse and individually differential settings.		

(B) Intellectual Skills:

Alignment Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: Intellectual skills

Program Intended Learning Outcomes (Sub-PILOs) in Intellectual skills	Course Intended Learning Outcomes (CILOs) of Intellectual Skills
After completing this program, students will be able to:	After participating in the course, students will be able to:
B3- Apply critical thinking and problem solving skills within the subject paradigm, encompassing close reading of texts.	b1- Identify strengths and weaknesses of written and oral communication.
	b2- Explain skills of communication such as introducing oneself and greeting.

Teaching and Assessment Methods For Achieving Learning Outcomes:

Alignment Learning Outcomes of Intellectual Skills to Teaching Methods and Assessment Methods:

Course Intended Learning Outcomes (CILOs) in Intellectual Skills.	Teaching strategies/methods to be used	Methods of assessment
After participating in the course, students will be able to:	<ul style="list-style-type: none"> ▪ A variety of practices and exercises. ▪ Classroom discussions. ▪ Group and pair work ▪ Simulations 	<ul style="list-style-type: none"> ▪ Written examinations. ▪ Presentations ▪ Oral assessment and feedback ▪ Practical lab sessions
b1- Identify strengths and weaknesses of written and oral communication.		
b2- Explain skills of communication such as introducing oneself and greeting.		

(C) Professional and Practical Skills:

Alignment Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: Professional and Practical Skills

Program Intended Learning Outcomes (Sub-PILOs) in Professional and Practical Skills	Course Intended Learning Outcomes (CILOs) in Professional and Practical Skills
After completing this program, students will be able	After participating in the course, students will

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to:		be able to:	
C4-	Apply a range of conceptual tools and communication skills in handling language-based tasks in appropriate contexts, including the ability to present sustained and persuasive written and oral arguments cogently and coherently.	c1-	Use appropriate tactics to handle tasks such as congratulating, complimenting and requesting.
C5-	Successfully utilize strategies to interpret, analyze and critically examine diverse forms of discourse including literary, journalistic, historical and other non-literary texts.	c2-	Perform basic presentation forms, such as delivering short welcome speeches.

Teaching and Assessment Methods For Achieving Learning Outcomes:

Alignment Learning Outcomes of Professional and Practical Skills to Teaching and Assessment Methods:

Course Intended Learning Outcomes (CILOs) in Professional and Practical Skills	Teaching strategies/methods to be used	Methods of assessment
After participating in the course, students will be able to:		
c1- Use appropriate tactics to handle tasks such as congratulating, complimenting and requesting.	<ul style="list-style-type: none"> ▪ Lectures in which these skills are demonstrated and discussed. ▪ Exercises in labs. ▪ Presentations, role plays and discussions in class/lab. ▪ Lab tutorials and practical sessions 	<ul style="list-style-type: none"> ▪ Presentations ▪ Oral assessment and feedback
c2- Perform basic presentation forms, such as delivering short welcome speeches.		

(D) General / Transferable Skills:

Alignment Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: General and Transferable skills

Program Intended Learning Outcomes (PILOs) in General / Transferable skills	Course Intended Learning Outcomes (CILOs) in General / Transferable skills
After completing this program, students will be able to:	After participating in the course, students will be able to:
D1- Engage in a life-long self-learning, time management and leadership with commitment to professional ethics in their job-related tasks and show respect of cultural diversity.	d1- Employ a reflective and rational mind in response to routine life contexts and education-related and job-related issues.
D5- Demonstrate effective skills in research capability, creative thinking and interpersonal relationship skills.	d2- Use interpersonal relationship skills, such as accepting / declining An Invitation, expressing gratitude and apologizing.

Teaching and Assessment Methods For Achieving Learning Outcomes:

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Alignment Learning Outcomes of General and Transferable skills to Teaching and Assessment Methods:

Course Intended Learning Outcomes (CILOs) in General and Transferable Skills		Teaching strategies/methods to be used	Methods of assessment
After participating in the course, students will be able to:		<ul style="list-style-type: none"> ▪ Group and pair work. ▪ Exercises ▪ Group and pair work. ▪ Presentations by students ▪ Learning in groups and team works. ▪ Group projects 	<ul style="list-style-type: none"> ▪ Oral assessment and open presentations ▪ Team work ▪ Interviews ▪ authentic assessment
d1-	Employ a reflective and rational mind in response to routine life contexts and education-related and job-related issues.		
d2-	Use interpersonal relationship skills, such as accepting / declining An Invitation, expressing gratitude and apologizing.		

IV. Course Content:

1 – Course Topics/Items:

a – Theoretical Aspect

Order	Topic List / Units	CILOs (symbols)	Sub-topic List	Number of weeks	Contact hours
1	Introduction	b1,	The process of communication and factors that influence communication: sender, receiver, channel, code, topic, message, context, feedback, noise, filters and barriers.	1	3
2	Verbal and non-verbal communication	a1, b2, d1	Verbal and non-verbal (Body Language) communication	1	3
3	Self-Introduction	a1, b2, c1, c2, d2	3.1 Introducing oneself – in an educational atmosphere. 3.2 Self-introduction – for career 3.3 Model Self-introduction	2	6
4	English for Etiquette		4.1 Greeting 4.2 Introducing 4.3 Congratulating / Complimenting 4.4 Requesting 4.5 Accepting / Declining An Invitation 4.6 Expressing Gratitude 4.7 Apologizing 4.8 Seeking, Granting, Refusing Permission:	2	6
5	Dialogue Building	a1, a2, b1, c1, d2	Dialogue building practice	2	6
6	Speeches	a1, b1, b2, c1, c2,	6.1 Welcome Speech	2	6

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		d1	6.2 Welcome Address 6.3 Vote of Thanks		
7	Group Discussion	a1, a2, b2, c1, d2	Group Discussion Practice	2	6
8	Group presentations	A1, a2, c2		2	6
Number of Weeks /and Units Per Semester				14	42

b- Training Aspect: (NA)

Order	Training Tasks	CILOs (symbols)	Number of weeks	Contact hours	
1					
Number of Weeks /and Units Per Semester					

V. Teaching strategies of the course:

<ul style="list-style-type: none"> Interactive lectures. Presentations and discussions in class. Tutorials. A variety of practices and exercises. Classroom discussions. Group and pair work. Simulations. 	<ul style="list-style-type: none"> Excercises in labs. Presentations, role plays and discussions in class/lab. Lab tutorials and practical sessions. Learning in groups and team works. Group projects. <p>Lectures in which skills are demonstrated and discussed.</p>
Assessment Methods:	
<ul style="list-style-type: none"> Written examinations. Practical lab sessions. Oral assessment and open presentations. 	<ul style="list-style-type: none"> Teamwork. Interviews. Authentic assessment.

VI- Schedule of Assessment Tasks for Students During the Semester:

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes (CILOs symbols)
1	Attendance and participation	1-15	10	10%	
2	Mid-term exam	7	20	20%	A1, a2, b1, b2, c1, d2
3	Group Presentations	14, 15	20	20%	A1, a2, c2,
4	Final Exam	16	50	50%	a1, a2, b2, c1, d1, d2
Total			100	100%	

VII. Learning Resource (MLA style or APA style)s:

1- Required Textbook (s) (maximum two)

- Mishra, M., Petra, R. & Tripathy P. (n.d.). *English Communication Skills (Theory)*. Bhubaneswar: Colle

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	of Engineering and Technology. (Prepared Course) • Santhi, V. & Selvam, R. (2015) <i>Advanced Skills for Communication in English: Book 1</i> . New Century House.
2- Recommended Readings and Reference Materials	
	<i>Communication Skills</i> , (2 nd ed.). (2004) New York: Ferguson.
3- Essential Reference	
4- Electronic Materials and Web Sites etc.	
	skillsyouneed.com/ips/communication-skills.html themuse.com/tags/communication
5- Other Learning Material:	
IX. Course Policies: (Based on the Uniform Students' Bylaw (2007))	
1	Class Attendance: Class Attendance is mandatory. A student is considered absent and shall be banned from taking the final exam if his/her absence exceeds 25% of total classes.
2	Tardiness: A student will be considered late if he/she is not in class after 10 minutes of the start time of class.
3	Exam Attendance/Punctuality: No student shall be allowed to the exam hall after 30 minutes of the start time, and shall not leave the hall before half of the exam time has passed.
4	Assignments & Projects: Assignments and projects must be submitted on time. Students who delay their assignments or projects shall lose the allocated mark.
5	Cheating: Cheating is an act of fraud that results in the cancelation of the student's exam or assignment. If it takes place in a final exam, the Uniform Students' Bylaw (2007) shall apply.
6	Forgery and Impersonation: Forgery/Impersonation is an act of fraud that results in the cancelation of the student's exam, assignment or project. If it takes place in a final exam, the Uniform Students' Bylaw (2007) shall apply.
7	Other policies: The University official regulations in force will be strictly observed and students shall comply with all rules and regulations of the examination set by the Department, Faculty and University Administration.

اللجنة الإشرافية:			
م	الاسم	الصفة الوظيفية	التوقيع
٢	د/ عباس مطهر	نائب العميد للدراسات العليا	
٣	أ.م.د/ أحمد مجاهد	نائب عميد مركز التطوير وضمان الجودة	

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Course Plan of Advanced Communication Skills

I. - Information about Faculty Member Responsible for the Course:

Name of Faculty Member		Office Hours					
Location & Telephone No.		SAT	SUN	MON	TUE	WED	THU
E-mail							

II. Course Identification and General Information:

1-	Course Title:	Advanced Communication Skills					
2-	Course Number & Code:	DR 31					
3-	Credit hours:	C.H				Total	
		Th.	Seminar	Pr.	F. Tr.		
		3	-	-		3	
4-	Study level/year at which this course is offered:	Level 2, Semester 1					
5-	Pre –requisite (if any):	DR 14, DR 24					
6-	Co –requisite (if any):	None					
7-	Program (s) in which the course is offered	BA Translation					
8-	Language of teaching the course:	English					
9-	System of Study:	Regular					
10-	Mode of delivery:	Interactive Lecture					
11-	Location of teaching the course:	Faculty of Languages					

III. Course description:

The course aims to train the students to communicate effectively using simple and concise language by improving their verbal and non-verbal communication style, as well as enhancing interpersonal skills. The course also aims to eliminate communication roadblocks and build self-confidence in students through performing presentations and discussions in class. Listening and Speaking I and II are pre-requisites for this course.

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

After completing this course, students will be able to:

1. Demonstrate active listening, observational skills, and constructive feedback skills.
2. Demonstrate advanced verbal and non-verbal communication skills essential in culturally diverse and individually differential settings.
3. Identify strengths and weaknesses of written and oral communication.
4. Explain skills of communication such as introducing oneself and greeting.
5. Use appropriate tactics to handle tasks such as congratulating, complimenting and requesting.
6. Perform basic presentation forms, such as delivering short welcome speeches.
7. Employ a reflective and rational mind in response to routine life contexts and education-related and job-related issues.
8. Use interpersonal relationship skills, such as accepting / declining An Invitation, expressing gratitude and apologizing.

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V. Course Content:

A – Theoretical Aspect:			
Order	Topics List	Week Due	Contact Hours
1	Introduction to the course: The process of communication and factors that influence communication.	Week 1	3
2	Verbal and non-verbal communication (Body Language)	Week 2	3
3	Self-Introduction (1)	Week 3	3
4	Self-Introduction (2)	Week 4	3
5	English for Etiquette (1)	Week 5	3
6	English for Etiquette (2)	Week 6	3
7	Mid-term Test	Week 7	3
8	Dialogue Building (1)	Week 8	3
9	Dialogue Building (2)	Week 9	3
10	Speeches (1)	Week 10	3
11	Speeches (2)	Week 11	3
12	Group Discussion (1)	Week 12	3
13	Group Discussion (2)	Week 13	3
14	Group Presentations	Week 14	3
15	Group Presentations	Week 15	3
16	Final Exam	Week 16	3
Number of Weeks /and Units Per Semester		16	42

b- Training Aspect:			
Order	Training Tasks	Week Due	Contact hours
1			
Number of Weeks /and Units Per Semester			

VII. Teaching strategies of the course:

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Assessment Methods:

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VI. Schedule of Assessment Tasks for Students During the Semester:

No.	Assessment Method	Week Due	Mark	Proportion of Final
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				Assessment
1	Attendance and participation	1-15	10	10%
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3	Group Presentations	14, 15	20	20%
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2- Recommended Readings and Reference Materials

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3- Essential References

4- Electronic Materials and Web Sites etc.

skillsyouneed.com/ips/communication-skills.html
themuse.com/tags/communication

5- Other Learning Material:

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7	Other policies:

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