



## Course Specification of TEFL

I. Course Identification and General Information:						
1	Course Title:	TEFL				
2	Course Number & Code:	DR 81				
3	Credit hours: 3	C.H				
		Theoretical	Seminar	Practice	Field Training	Total
		3	-	-	-	3
4	Study level/ semester at which this course is offered:	Level 4, Semester 8				
5	Pre –requisite (if any):	DR 54				
6	Co –requisite (if any):	DR 85				
7	Program (s) in which the course is offered:	English				
8	Language of teaching the course:	English				
9	Location of teaching the course:	Faculty of Languages				
10	Prepared by:	Mohamed Naif				
11	Date of approval:					
II. Course description:						
This course introduces students to the basic principles of Teaching English as a Foreign Languages (TEFL). It focuses on giving a historical background about the main teaching methods and effective techniques of teaching listening, speaking, reading and writing. It equips students with basic techniques of teaching English as a foreign language.						
III. Intended learning outcomes (ILOs) of the course:						
(A) Knowledge and Understanding:						
Alignment of 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 completing this course, students will be able to:			
A6	Demonstrate a sound knowledge of contemporary approaches to the study of language, its literature, culture and teaching.		a1	Show understanding of the major TEFL methods and techniques to describe and compare the similarities and differences between them.		

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		a2	Demonstrate knowledge of the various methods and techniques of teaching listening, speaking, reading and writing.
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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"> <li>Interactive lectures and presentations</li> <li>Discussions of reading Materials</li> <li>Showing TEFL videos or conducting demos</li> </ul>	<ul style="list-style-type: none"> <li>Examinations (mid-term and final)</li> <li>Attendance and active participation</li> </ul>
a1	Show Understand the major TEFL methods and techniques to describe and compare the similarities and differences between them.		
a2	Demonstrate knowledge of the various methods and techniques of teaching listening, speaking, reading and writing.		

### (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:	
B5	Compare and contrast competing theories and explanations in the field of English language and linguistics.	b1	Analyze the different TEFL methods and techniques to be aware of their strengths and shortcomings and how to benefit from each.
		b2	Critically differentiate between the specific methods and techniques used in teaching the four English language skills and how and when to integrate such skills.

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### 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"> <li>▪ Interactive lectures and presentations</li> <li>▪ Discussions of reading Materials</li> <li>▪ Showing TEFL videos or conducting demo</li> <li>▪ Pair and Group work activities</li> <li>▪ Problem solving activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Examinations (mid-term and final)</li> <li>▪ Attendance and active participation</li> <li>▪ Short oral/written quizzes</li> </ul>
<b>b1</b>	Analyze the different TEFL methods and techniques to be aware of their strengths and shortcomings and how to benefit from each.		
<b>b2</b>	Critically differentiate between the specific methods and techniques used in teaching the four English language skills and how and when to integrate such skills.		

### (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 to:		After participating in the course, students will be able to:	
<b>C1</b>	Apply their understanding of linguistic concepts, methods and approaches to the construction and analysis of meanings in different literary and nonliterary texts and various modes of communication.	<b>c1</b>	Apply the knowledge they have learned from the readings, discussions, short TEFL videos to begin teaching or tutoring TEFL students.

### 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:	<ul style="list-style-type: none"> <li>▪ Interactive lectures and</li> </ul>	<ul style="list-style-type: none"> <li>▪ Examinations (mid-</li> </ul>

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c1	Apply the knowledge they have learned from the readings, discussions, short TEFL videos to begin teaching or tutoring TEFL students.	<p>presentations</p> <ul style="list-style-type: none"> <li>▪ Discussions of reading Materials</li> <li>▪ Showing TEFL videos or conducting demos</li> <li>▪ Pair and group work activities</li> <li>▪ Problem solving activities</li> </ul>	<p>term and final)</p> <ul style="list-style-type: none"> <li>▪ Attendance and active participation</li> <li>▪ Short oral/written quizzes</li> <li>▪ Group research projects</li> </ul>
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**(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	Teach English as a foreign language on an informed knowledge and keep learning about this profession.
D2	Manage time and prioritize workloads, think and perform under pressure and work to deadlines.	d2	Engage in self- and professional TEFL development by becoming members of active professional groups, attending TEFL conferences, and participating in training sessions whenever accessible and possible.

Course Intended Learning Outcomes (CILOs) in Professional and Practical Skills		Teaching strategies/methods to be used.	Methods of assessment
d1	Teach English as a foreign language on an informed knowledge and keep learning about this profession.	<ul style="list-style-type: none"> <li>▪ Interactive lectures and presentations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Examinations (mid-term and final)</li> </ul>
d2	Engage in self- and professional TEFL development by becoming members of active professional groups, attending TEFL conferences, and participating in training sessions whenever accessible and possible.	<ul style="list-style-type: none"> <li>▪ Discussions of reading Materials</li> <li>▪ Showing TEFL videos or conducting demos</li> <li>▪ Pair and group work activities</li> <li>▪ Problem solving activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Attendance and active participation</li> <li>▪ Short oral/written quizzes</li> <li>▪ Group research projects</li> </ul>

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#### IV. Course Content:

##### a – Theoretical Aspect

Nr	Topic List / Units	CILOs (symbols)	Sub-topic List	Number of weeks	Contact hours
1	Introduction	a1; a2	Presenting an overview of the course (i.e. teaching strategies and assessment, students' required activities and assignments); brainstorming some ideas about the TEFL concept.	1	3
2	A historical overview of TEFL Methods and Approaches	a1; a2; b1; c1; d1	Going over the assigned reading material; showing a video on teaching methods or demonstrating specific teaching methods and discussing them.	1	3
3	The Communicative Approach	a1; a2; b1; b2; c1; d1	Going over the assigned reading; shows a video of the communicative approach or conducting a demo with Ss and discussing it.	1	3
4	Teaching Vocabulary	a1; a2; b1; b2; c1; d1	Going over the assigned reading material; Shows a video on teaching vocabulary or conducting a demo and discussing it.	1	3
5	Teaching Listening	a1; a2; b1; b2; c1; d1;	Reviewing the assigned reading material; presenting a video on teaching listening or conducting a demo and discussing it.	1	3
6	Teaching Speaking	a1; a2; b1; b2; c1; d1	Going over the assigned reading material; presenting a video on teaching speaking or conducting a demo and discussing it.	2	6
7	Teaching Reading	a1; a2; b1; b2; c1; d1	Discussing the assigned reading material; showing a video on teaching reading or giving a demo and discussing it.	2	6
8	Teaching Writing	a1; a2; b1; b2; c1; d1; d2	Presenting the assigned writing material; showing a video on teaching writing or giving a demo and discussing it.	2	6
9	Teaching Grammar	a1; a2; b1; b2; c1; d1; d2	Presenting the assigned reading material; presenting a video on teaching grammar or conducting a demo and discussing it.	1	3
10	Lesson Planning	a1; a2; b1; b2; c1; d1;	Presenting the assigned reading material; showing a video on the importance of lesson planning; showing samples of lesson plans	1	3

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		d2	and discussing them.		
1	Using Authentic Materials	a1; a2; b1; b2; c1; d1; d2	Presenting the assigned reading material; showing a video on the importance of using authentic materials effectively in the real classroom.	1	3
<b>Number of Weeks /and Units Per Semester</b>				<b>14</b>	<b>42</b>

<b>b- Training Aspect:</b>				
Nr	Training Tasks	CILOs (symbols)	Number of weeks	Contact hours
<b>Number of Weeks /and Units Per Semester</b>				

<b>V. Teaching strategies of the course:</b>	
<ul style="list-style-type: none"> <li>Interactive lectures and presentations</li> <li>Discussions of reading materials</li> <li>Showing TEFL videos or conducting demos</li> </ul>	<ul style="list-style-type: none"> <li>Pair and group work activities</li> <li>Problem solving activities</li> </ul>
<b>1-Assessment Methods:</b>	
<ul style="list-style-type: none"> <li>Examinations (mid-term and final)</li> <li>Attendance and active participation</li> </ul>	<ul style="list-style-type: none"> <li>Short oral/written quizzes</li> <li>Group research projects</li> </ul>

<b>VI. Schedule of Assessment Tasks for Students During the Semester:</b>					
No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Outcomes Learning (CILOs symbols)
1	Participation, class reading and short oral/written quizzes	1-14	20	20%	a1; a2; b1; b2; c1
2	Group projects	8-12	10	10%	a1; a2; b1; b2; c1; d1;d2
3	Mid-semester exam	7	20	20%	a1; a2; b1; b2; c1; d1
4	Final Exam	16	50	50%	a1; a2; b1; b2; c1; d1
<b>Total</b>			<b>100</b>	<b>100%</b>	

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VII. Learning Resource (MLA style or APA style)s:	
<b>1- Required Textbook(s) ( maximum two )</b>	
	- An in-house compiled booklet of TEFL readings on all the topics included in the course content/topics mentioned above
<b>2- Recommended Readings and Reference Materials</b>	
	Harmer, J. (2001). <i>The Practice of English Language Teaching</i> (3 <sup>rd</sup> edn.). Longman
<b>3- Essential References</b>	
	Pen-Freeman, D. ( 2000). <i>Techniques and Principles in Language Teaching</i> (2 <sup>nd</sup> edn.). OUP
<b>4- Electronic Materials and Web Sites etc.</b>	
	1- <a href="http://www.oup.com/elt/teachersclub">www.oup.com/elt/teachersclub</a> 2- <a href="http://teachereducation.org.uk">http://teachereducation.org.uk</a> 3- <a href="http://www.elgazettedigital.com">www.elgazettedigital.com</a> 4- <a href="http://www.eslbase.com">www.eslbase.com</a> 5- <a href="http://www.teflalacarte.co.uk">www.teflalacarte.co.uk</a>
<b>5- Other Learning Material.</b>	
	Other supplementary TEFL readings will be provided by the instructor if required from time to time during the course.

VIII. Course Policies: (Based on the Uniform Students' Bylaw (2007))	
1	<b>Class Attendance:</b> 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	<b>Tardiness:</b> A student will be considered late if he/she is not in class after 10 minutes of the start time of class.
3	<b>Exam Attendance/Punctuality:</b> 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	<b>Assignments &amp; Projects:</b> Assignments and projects must be submitted on time. Students who delay their assignments or projects shall lose the allocated mark.
5	<b>Cheating:</b> 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	<b>Forgery and Impersonation:</b> 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	<b>Other policies:</b> 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
١	د/ عباس مطهر	نائب العميد للدراسات العليا	
٢	أ.م.د/ أحمد مجاهد	نائب عميد مركز التطوير وضمان الجودة	
٣	أ.د/ إبراهيم المطاع	نائب رئيس الجامعة للشؤون الأكاديمية	

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## Course Plan of TEFL

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

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

### II. Course Identification and General Information:

1-	Course Title:	TEFL				
2-	Course Number & Code:	DR 81				
3-	Credit hours:	C.H				Total
		Th.	Seminar	Pr.	F. Tr.	
		3	-	-	-	3
4-	Study level/year at which this course is offered:	Level 4, Semester 2				
5-	Pre –requisite (if any):	DR 54				
6-	Co –requisite (if any):	DR 85				
7-	Program (s) in which the course is offered	English				
8-	Language of teaching the course:	English				
9-	System of Study:	Regular				
10-	Mode of delivery:	interactive lectures, discussions, presentations, discussions and TEFL training videos				
11-	Location of teaching the course:	Faculty of Languages				

### III. Course Description:

This course introduces students to the basic principles of Teaching English as a Foreign Languages (TEFL). It focuses on giving a historical background about the main teaching methods and effective techniques of teaching listening, speaking, reading and writing. It equips students with basic techniques of teaching English as a foreign language.

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

**After completing this course, students will be able to:**

- Show understanding of the major TEFL methods and techniques to describe and compare the similarities and differences between them.
- Demonstrate knowledge of the various methods and techniques of teaching listening,

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speaking, reading and writing.

3. Analyze the different TEFL methods and techniques to be aware of their strengths and shortcomings and how to benefit from each.
4. Critically differentiate between the specific methods and techniques used in teaching the four English language skills and how and when to integrate such skills.
5. Apply the knowledge they have learned from the readings, discussions, short TEFL videos to begin teaching or tutoring TEFL students.
6. Teach English as a foreign language on an informed knowledge and keep learning about this profession.
7. Engage in self- and professional TEFL development by becoming members of active professional groups, attending TEFL conferences, and participating in training sessions whenever accessible and possible.

V. Course Content:			
A – Theoretical Aspect:			
Nr	Topics List	Week Due	Contact Hours
1	Presenting an overview of the course (i.e. teaching strategies and assessment, students' required activities and assignments); brainstorming some ideas about the TEFL concept.	1 <sup>st</sup>	3
2	Going over the assigned reading material; showing a video on teaching methods or demonstrating specific teaching methods and discussing them.	2 <sup>nd</sup>	3
3	Going over the assigned reading; shows a video of the communicative approach or conducting a demo with Ss and discussing it.	3 <sup>rd</sup>	3
4	Going over the assigned reading material; Shows a video on teaching vocabulary or conducting a demo and discussing it.	4 <sup>th</sup>	3
5	Reviewing the assigned reading material; presenting a video on teaching listening or conducting a demo and discussing it.	5 <sup>th</sup>	3
6	(1) Going over the assigned reading material; presenting a video on teaching speaking or conducting a demo and discussing it.	6 <sup>th</sup>	3
7	Mid-term	7 <sup>th</sup>	3
8	(2) Going over the assigned reading material; presenting a video on	8 <sup>th</sup>	3

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	teaching speaking or conducting a demo and discussing it.		
9	(1) Discussing the assigned reading material; showing a video on teaching reading or giving a demo and discussing it.	9 <sup>th</sup>	3
10	(2) Discussing the assigned reading material; showing a video on teaching reading or giving a demo and discussing it.	10 <sup>th</sup>	3
11	(1) Presenting the assigned writing material; showing a video on teaching writing or giving a demo and discussing it.	11 <sup>th</sup>	3
12	(2) Presenting the assigned writing material; showing a video on teaching writing or giving a demo and discussing it.	12 <sup>th</sup>	3
13	Presenting the assigned reading material; presenting a video on teaching grammar or conducting a demo and discussing it.	13 <sup>th</sup>	3
14	Presenting the assigned reading material; showing a video on the importance of lesson planning; showing samples of lesson plans and discussing them.	14 <sup>th</sup>	3
15	Presenting the assigned reading material; showing a video on the importance of using authentic materials effectively in the real classroom.	15 <sup>th</sup>	3
16	Final Exam	16 <sup>th</sup>	3
<b>Number of Weeks /and Units Per Semester</b>		<b>16</b>	<b>42</b>

### b- Training Aspect:

Order	Training Tasks	Week Due	Contact hours
<b>Number of Weeks /and Units Per Semester</b>			

### VI. Teaching strategies of the course:

- Interactive lectures and presentations
- Discussions of reading materials
- Showing TEFL videos or conducting demos
- Pair and group work activities
- Problem solving activities

### VII. Assessment Methods:

- Examinations (mid-term and final)
- Attendance and active participation
- Short quizzes oral/written
- Group research projects

No.	Type of Assessment Tasks	Week Due	Mark	Proportion of Final Assessment
1	Participation, class reading and	1-14	20	20%

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	short oral/written quizzes			
2	Group projects	8-12	10	10%
3	Mid-semester exam	7	20	20%
4	Final Exam	16	50	50%
	Total			100

VIII. Learning Resource (MLA style or APA style)s:	
<b>Required Textbook(s) ( maximum two )</b>	
	An in-house compiled booklet of TEFL readings on all the topics included in the course - content/topics mentioned above
<b>Recommended Readings and Reference Materials</b>	
	Harmer, J. (2001). <i>The Practice of English Language Teaching</i> (3 <sup>rd</sup> edn.). Longman
<b>Essential References</b>	
	arsen-Freeman, D. ( 2000). <i>Techniques and Principles in Language Teaching</i> (2 <sup>nd</sup> edn.). OUP
<b>Electronic Materials and Web Sites etc.</b>	
	<ol style="list-style-type: none"> <li>1. <a href="http://www.oup.com/elt/teachersclub">www.oup.com/elt/teachersclub</a></li> <li>2. <a href="http://teachereducation.org.uk">http://teachereducation.org.uk</a></li> <li>3. <a href="http://www.elgazettedigital.com">www.elgazettedigital.com</a></li> <li>4. <a href="http://www.eslbase.com">www.eslbase.com</a></li> <li>5. <a href="http://www.teflalacarte.co.uk">www.teflalacarte.co.uk</a></li> </ol>
<b>Other Learning Material.</b>	
	- Further supplementary TEFL readings provided by the instructor if required from time during the course.

IX. Course Policies: (Based on the Uniform Students' Bylaw (2007))	
1	<b>Class Attendance:</b> 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	<b>Tardiness:</b> A student will be considered late if he/she is not in class after 10 minutes of the start time of class.
3	<b>Exam Attendance/Punctuality:</b> 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	<b>Assignments &amp; Projects:</b>

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	Assignments and projects must be submitted on time. Students who delay their assignments or projects shall lose the allocated mark.
5	<b>Cheating:</b> 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	<b>Forgery and Impersonation:</b> 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	<b>Other policies:</b> 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.