



Course Specification of English (103)

I. Course Identification and General Information:					
١	Course Title:	English (103)			
٢	Course Code & Number:	UR36			
٣	Credit hours:	C.H			
		Th.	Seminar	Pr	Tr.
		2			
٤	Study level/ semester at which this course is offered:	2 nd Level 3 rd Semester			
٥	Pre –requisite (if any):	English 101 & English 102			
٦	Co –requisite (if any):	N/A			
٨	Program (s) in which the course is offered:	BA in Arabic			
٩	Language of teaching the course:	English			
١٠	Location of teaching the course:	Faculty of Languages			
11	Prepared By:	Abdulhameed Ashujaa			
12	Date of Approval				

II. Course Description:
The course provides students with practice on basic English reading and writing skills. Readings skills include skimming and scanning for details, whereas writing skills include constructing complete sentences, developing topic sentences, arranging a logical paragraph and editing punctuation usage in a passage. It also trains students on translating basic English sentences into Arabic.

Course Intended learning outcomes (CILOs) of the course (maximum 8 CILOs)	Referenced PILOs (University General Requirements Program)
On successful completion of the course, students should be able to:	On successful completion of the course, students should be able to:
a.1 Show an awareness of basic skills of reading that enhance their comprehension of what they read, including identifying main ideas of a text.	A4. Demonstrate knowledge and understanding of the English language, its teaching, dissemination and development, and use it for scientific and educational purposes in various fields of science and knowledge.
a.2 Demonstrate knowledge of basic writing skills that enhance their communication, including the writing of well-organized paragraphs.	

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د/ محمد الناصر

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b.1	Identify main ideas of a text using basic reading skills, such as skimming and scanning.	B1. Use various thinking skills systematically and positively in diagnosing problems and issues that they face while working and propose appropriate solutions to them.
b.2	Identify the steps of writing a paragraph, including the use of appropriate grammar and vocabulary.	
c.1	Apply a variety of reading skills to English texts in order to get the main idea and details of the text.	C3. Prepare scientific research and studies in their field of specialization in Arabic and English.
c.2	Translate basic English sentences into Arabic, taking into account similarities and differences between the two languages.	
d.1	Use the skills acquired during the course to communicate with others in writing.	D3. Communicate fluently and effectively in both Arabic and English in their field of specialization.
d.2	Apply the acquired skills of reading to read simple texts in real life situations.	

(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. Show an awareness of basic skills of reading that enhance their comprehension of what they read, including identifying main ideas of a text.	Interactive Lectures Pair & group work Collaborative learning PowerPoint Presentations	Assignments, Quizzes, Tests, and oral presentations
a2. Demonstrate knowledge of basic writing skills that enhance their communication, including the writing of well-organized paragraphs.	Interactive Lectures Pair & group work Collaborative learning PowerPoint Presentations	Written assignments, Quizzes, Tests, and oral presentations

(B) Alignment Course Intended Learning Outcomes of Intellectual Skills to Teaching Strategies and Assessment Strategies:

Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies
b1. Identify main ideas of a text using basic reading skills, such as skimming and scanning.	Interactive Lectures Pair & group work Problem solving Collaborative learning	Assignments, Quizzes, Tests, and oral presentations

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	PowerPoint Presentations	
b2. Identify the steps of writing a paragraph, including the use of appropriate grammar and vocabulary.	Interactive Lectures Pair & group work Problem solving Collaborative learning PowerPoint Presentations	Written assignments, Quizzes, Tests, and oral presentations

(C) Alignment Course Intended Learning Outcomes of Professional and Practical Skillsto Teaching Strategies and Assessment Strategies:

Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies
c1. Apply a variety of reading skills to English texts in order to get the main idea and details of the text.	Pair & group work Problem solving Collaborative learning	Written assignments, Quizzes, Tests, and oral presentations
c2. Translate simple texts from English to Arabic, taking into account similarities and differences between the two languages.	Group & pair work Problem solving Collaborative learning	Written assignments, Quizzes, Tests, and oral presentations

(D) Alignment Course Intended Learning Outcomes of Transferable Skillsto Teaching Strategies and Assessment Strategies:

Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies
d1. Use the skills acquired during the course to communicate with others in writing.	Pair and group work Problem solving Collaborative learning independent study	Written assignments, Quizzes, Tests, and oral presentations
d2. Apply the acquired skills of reading to read simple texts in real life situations.	Pair and group work Problem solving Collaborative learning independent study	Written assignments, Quizzes, Tests, and oral presentations

III. Course Content:

Based on: Haugnes, N.&Maher, B. (2004). *North Star: Basic/Low Intermediate Reading and Writing* (2nd Ed). Pearson/Longman (Units 1-5)

A – Theoretical Aspect:

No.	Units/Topics List	Sub Topics List	No. of Weeks	contact hours	CILOs
1	Unit 1: Finding the ideal Job	Reading Read a bar Make predictions	2	4	a1, a2, b1 c2, d2

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		<p>Read for main ideas Scan for details Relate personal experience to the text Connect concepts between two texts</p> <p>Writing Construct complete sentences Edit incomplete or incorrect sentences Compose a paragraph response Summarize an interview Edit and evaluate a classmate's summary</p>			
2	<p>Unit 2: Country Life vs. City Life</p>	<p>Reading Make predictions Identify main ideas Identify supporting information Locate passages in the text Scan for details React to the reading with personal opinions Synthesize information from two texts</p> <p>Writing Write a paragraph with a topic sentence, supporting sentences and a concluding sentence Develop topic sentences Arrange a paragraph Write a personal letter Compose interview questions Edit and evaluate a classmate's paragraph</p>	2	4	<p>a1, a2 b1, b2 c1, c2, d1, d2</p>
3	<p>Unit 3: Making Money</p>	<p>Reading Make predictions Identify main ideas Search for and locate details Relate previous knowledge to information in the text Understand pronouns Synthesize information from two</p>	2	4	<p>a1, a2 b1, b2 c1, c2, d1, d2</p>



		<p>texts</p> <p>Writing</p> <p>Connect and contrast ideas with transition words</p> <p>Arrange a logical paragraph</p> <p>Write a report using transition words</p> <p>Write sentences of comparison</p> <p>Write a paragraph response</p> <p>Write a business letter</p> <p>Edit and evaluate a classmate's business letter</p>			
4	Unit 4: Save the Elephants	<p>Reading</p> <p>Make predictions</p> <p>Identify main ideas</p> <p>Scan for information</p> <p>Identify the purpose and audience of a text</p> <p>Identify connecting themes between two texts</p> <p>Research an endangered animal</p> <p>Writing</p> <p>Write a cause and effect paragraph</p> <p>Write a personal and business letter</p> <p>Form correct questions</p> <p>Summarize research in a persuasive letter</p> <p>Edit and evaluate a classmate's persuasive letters</p>	2	4	a1, a2 b1, b2 c1, c2, d1, d2
5	Unit 5: Netiquette	<p>Reading</p> <p>Make predictions</p> <p>Summarize a text</p> <p>Identify supporting ideas in a text</p> <p>Connect concepts between two texts</p> <p>Research e-mail etiquette</p> <p>Writing</p> <p>Practice correct use of punctuation</p> <p>Edit punctuation usage in a passage</p> <p>Write a letter of advice</p> <p>Compose an e-mail reply</p> <p>Write a paragraph response</p>	2	4	a1, a2 b1, b2 c1, c2, d1, d2



		Summarize research in a paragraph Edit and evaluate a classmate's summary			
6	Translating basic structures from English to Arabic	Short introduction to the concept of translation with practical exercises Translating verbs Translating conditional sentences Translating relative pronouns and clauses	4	8	a1, a2 b1, b2 c1, c2, d1,d2
Number of Weeks /and Units Per Semester			14	28	

B - Practical Aspect: (if any)				
Order	Tasks/ Experiments	Number of Weeks	contact hours	Learning Outcomes
1				
Number of Weeks /and Units Per Semester				

IV. Teaching strategies of the course:
The main focus is put on students' activity during classes, their interaction with each other and teacher. Communicative method of language teaching is to be used. Exercises are prepared so that they facilitate the understanding of the text and the practice of the vocabulary. Instructors should use a variety of teaching strategies, in-class activities and teaching aids that can create an interesting and motivating learning environment. This includes:
Interactive lectures; pair & group work; problem solving; independent study; Presentations; Collaborative learning

V. Assignments & Activities:				
No	Assignments	Aligned CILOs (symbols)	Week Due	Mark
1	Reading and answering comprehension questions	a1, a2	2; 3; 4; 6; 7; 9; 10; 11; 12;	5
2	Workbook in-class activities	b1,b2,c1,c2,	Every class	5
3	Writing assignments	c1, c2, d1	2; 3; 4; 6; 7; 9; 10	5
4	Basic translation assignments		11; 12; 13; 14	5
Total				20

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

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes
1	Assignments	2; 3; 4; 6; 7; 9; 10; 11; 12; 13; 14	10	10%	a1, a2, b1, b2, c1, c2, d1, d2
2	Activities	Every class	10	10%	a1, a2, c1, c2, d1, d2
3	Mid-term	8	10	10%	a1, a2, b1, b2, c1, c2
5	Final Exam	16	60	60%	a1, a2, b1, b2, c1, c2,
	Total	16	100	100%	

VII. Learning Resources:

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

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

- Haugnes, N.&Maher, B. (2004). *North Star: Basic/Low Intermediate Reading and Writing* (2nd Ed). Pearson/Longman. (Units 1-5)
- Al- Abbasi, A. (2015) *Introduction to Translation*. Sana'a: Al Ameen Publishing House.

2- Essential References.

- Azar, B.S. (2003). *Fundamentals of English Grammar* (3rd• Edition). New York: London.
- Murphy, R. (2012). *English Grammar in Use*. (4th edition).
- Straus, J. (2014). *The Blue Book of Grammar and Punctuation (11th Edition)*, An online version of this book is available through the Dalarna University library website - http://dalbib.du.se/record=b1436269*eng

3- Electronic Materials and Web Sites etc.

- [1. www.cambridge.org/elt](http://www.cambridge.org/elt)
- BBC English Language Learning Webpage
- [3. www.headwayplusonline.com](http://www.headwayplusonline.com)
- Blackboard online Activities
- CNN Learning Resources
- [6. www.longman.com](http://www.longman.com)
- [7. http://llet.oup.com](http://llet.oup.com)
- [8. www.onestopenglish.com](http://www.onestopenglish.com)



VIII. 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	
٤	أ.د/ إبراهيم المطاع	نائب رئيس الجامعة للشئون الأكاديمية	

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عميد مركز التطوير
أ.م.د/ هدى العماد

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Course Plan of English 103

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:	English 103				
2-	Course Number & Code:	UR36				
3-	Credit hours:	C.H				Total
		Th.	Seminar	Pr.	F. Tr.	
		2				2
4-	Study level/year at which this course is offered:	2 nd Level 3 rd Semester				
5-	Pre –requisite (if any):	English 101 & 102				
6-	Co –requisite (if any):	N/A				
7-	Program (s) in which the course is offered	BA in Arabic				
8-	Language of teaching the course:	English				
9-	System of Study:	Regular, Fulltime				
10-	Mode of delivery:	Regular interactive classes				
11-	Location of teaching the course:	Faculty of Languages				

III. Course Description:

The course provides students with practice on basic English reading and writing skills. Readings skills include skimming and scanning for details, whereas writing skills include constructing complete sentences, developing topic sentences, arranging a logical paragraph and editing punctuation usage in a passage. It also trains students on translating basic English sentences into Arabic.

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

On successful completion of the course, students should be able to:

1. Show an awareness of basic skills of reading that enhance their comprehension of what they read, including identifying main ideas of a text.
2. Demonstrate knowledge of basic writing skills that enhance their communication, including the writing of well-organized paragraphs.
3. Identify main ideas of a text using basic reading skills, such as skimming and scanning.
4. Identify the steps of writing a paragraph, including the use of appropriate grammar and

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vocabulary.

5. Apply a variety of reading skills to English texts in order to get the main idea and the details of the text.
6. Translate basic English sentences into Arabic, taking into account similarities and differences between the two languages.
7. Use the skills acquired during the course to communicate with others in writing.
8. Apply the acquired skills of reading to read simple texts in real life situations.

V. Course Content:

Based on: Haugnes, N.&Maher, B. (2004). *North Star: Basic/Low Intermediate Reading and Writing* (2nd Ed). Pearson/Longman(Units 1-5)

A – Theoretical Aspect:

No	Topics	Sub-topics	Week Due	Contact Hours
1	Unit 1: Finding the ideal Job (A)	Reading Read a bar Make predictions Read for main ideas Scan for details Relate personal experience to the text Connect concepts between two texts	1 st	2
2	Unit 1: Finding the ideal Job (B)	Writing Construct complete sentences Edit incomplete or incorrect sentences Compose a paragraph response Summarize an interview Edit and evaluate a classmate's summary	2 nd	2
3	Unit 2: Country Life vs. City Life (A)	Reading Make predictions Identify main ideas Identify supporting information Locate passages in the text Scan for details React to the reading with personal opinions Synthesize information from two texts	3 rd	2
4	Unit 2: Country Life vs. City Life (B)	Writing Write a paragraph with a topic sentence, supporting sentences and a	4 th	2

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		concluding sentence Develop topic sentences Arrange a paragraph Write a personal letter Compose interview questions Edit and evaluate a classmate's paragraph		
5	Unit 3: Making Money (A)	Reading Make predictions Identify main ideas Search for and locate details Relate previous knowledge to information in the text Understand pronouns Synthesize information from two texts	5 th	2
6	Unit 3: Making Money (B)	Writing Connect and contrast ideas with transition words Arrange a logical paragraph Write a report using transition words Write sentences of comparison Write a paragraph response Write a business letter Edit and evaluate a classmate's business letter	6 th	2
7	Unit 4: Save the Elephants (A)	Reading Make predictions Identify main ideas Scan for information Identify the purpose and audience of a text Identify connecting themes between two texts Research an endangered animal	7 th	2
8	Mid-term exam		8 th	2
9	Unit 4: Save the Elephants (B)	Writing Write a cause and effect paragraph Write a personal and business letter Form correct questions Summarize research in a persuasive letter	9 th	2



		Edit and evaluate a classmate's persuasive letters		
10	Unit 5: Netiquette (A)	Reading Make predictions Summarize a text Identify supporting ideas in a text Connect concepts between two texts Research e-mail etiquette	10 th	2
11	Unit 5: Netiquette (B)	Writing Practice correct use of punctuation Edit punctuation usage in a passage Write a letter of advice Compose an e-ma reply Write a paragraph response Summarize research in a paragraph Edit and evaluate a classmate's summary	11 th	2
12	Translating basic structures from English to Arabic	Short introduction to the concept of translation with practical exercises	12 th	2
13		Translating verbs	13 th	2
14		Translating conditional sentences	14 th	2
15		Translating relative pronouns and clauses	15 th	2
16	Final examination		16 th	2
Number of Weeks /and Units Per Semester			16	32

B - Practical Aspect: (if any)				
Order	Tasks/ Experiments	Number of Weeks	contact hours	Learning Outcomes
1				
Number of Weeks /and Units Per Semester				

VI. Teaching strategies of the course:
The main focus is put on students' activity during classes, their interaction with each other and teacher. Communicative method of language teaching is to be used. Exercises are prepared so that they facilitate the understanding of the text and the practice of the vocabulary. Instructors should use a variety of teaching strategies, in-class activities and teaching aids that can create an interesting and motivating learning environment. This includes:
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VII. Assignments & Activities:

No	Assignments	Week Due	Mark
1	Reading and answering comprehension questions	2; 3; 4; 6; 7; 9; 10; 11; 12;	5
2	Workbook in-class activities	Every class	5
3	Writing assignments	2; 3; 4; 6; 7; 9; 10	5
4	Basic translation assignments	12; 13; 14; 15	5
Total		20	

Schedule of Assessment Tasks for Students during the Semester:

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment
1	Assignments	Every class	10	10%
2	Activities	Every class	10	10%
3	Mid-term	8	20	20%
4	Final Exam	16	60	60%
Total			100	100%

VIII. Learning Resources:

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

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3- Electronic Materials and Web Sites etc.

- www.cambridge.org/elt
- BBC English Language Learning Webpage



	<p>3. www.headwayplusonline.com</p> <p>4- Blackboard online Activities</p> <p>5- CNN Learning Resources</p> <p>6. www.longman.com</p> <p>7. http://llet.oup.com</p> <p>8. www.onestopenglish.com</p>
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IX. Course Policies:(Based on the Uniform Students' Bylaw (2007))	
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5	<p>Cheating:</p> <p>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.</p>
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