







الجمهورية اليمنية وزارة التعليم العالي والبحث العلمي كلية اللغات وحدة ضمان الجودة

Course Specification of Communicative Grammar

I. Course Identification and General Information:							
1	Course Title:	Communica	tive Gramm	ar			
2	Course Number & Code:	DR 34	DR 34				
			C.H	I		Total	
3	Credit hours:	Theoretical	Practical	Training	Seminar	Total	
		3	-	-	-	3	
4	Study level/ semester at which this course is offered:		Level 2	2, Semester 3			
5	Pre –requisite (if any):		DR 1	11, DR 21			
6	Co –requisite (if any):			None			
7	Program (s) in which the course is offered:		ВАТ	Translation			
8	Language of teaching the course:		E	English			
9	Location of teaching the course:		Faculty	of Language	es		
10	Prepared by:		Naseen	n Al-Naqeeb)		
11	Date of approval:						
]	I. Course description:						
tea as	s advanced course employs a communicative rath ching students that grammatical structures are sy those involving time, duration and frequency. Grarse.	stematically rela	ated to mean	ings, uses an	d situations	, such	
I	I. Intended learning outcomes (II	LOs) of the o	course:				
(A)	Knowledge and Understanding:						
_	Alignment of Course Intended Learning Outcomes (CILOs) to Prog						
Pr	ogram Intended Learning Outcomes (Sub-	Course Intended Learning Outcomes (CILOs) in:					
	PILOs) in: Knowledge and Understanding	K	nowledge ar	nd Understa	inding		
A fto	r completing this program, students will be	After complete	ting this cou	rca student	e will be al	olo to:	
	ole to:	Arter complete	ing this cou	irse, student	s will be at	ne to.	
A3-	Show an awareness of the basic structures, levels and discourse functions of English and Arabic and the ways in which words and sentences are related to each other and how they combine to create texts of	such a inform a2- Identify	ze concepts s written an al English an English i	d spoken End impersona	nglish, forn al style.		
	different types.	pattern	S.				

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عميد الكلية د/ محمد الناصر نائب العميد لشؤون الجودة أ.م.د/ عبدالحميد الشجاع رئيس القسم

رئيس الجامعة أ.د/ القاسم عباس









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Teaching and Assessment Methods for Achieving Learning Outcomes:						
Alignment of Learning Outcomes of Knowledge and Understanding to Teaching and Assessment Methods:						
Cou	rse Intended Learning Outcomes (CILOs) in and Understanding	ı Knov	wledge	Teaching strategies/meth to be used	ods	Methods of assessment
Afte	r completing this course, students will be ab	le to:		 Interactive Lec 	tures	Quizzes
a1- a2-	Recognize concepts related to varieties of I as written and spoken English, formal a English and impersonal style. Identify English intonation, stress, and tone p	and in	formal	 Presentations Group activitie build knowledg various topics 		ExamsEvaluativePresentationsHome
						assignments
(B)	Intellectual Skills:					
_	Alignment of Course Intended Learning Outcomes (CILOs)					
Pro	gram Intended Learning Outcomes (Sub- PILOs) in Intellectual skills	(Course 1	Intended Learning Intellectua		
	r completing this program, students will be	Afte	r comp	leting this course, s	studen	its will be able to:
_	e to:					
B1-	Critically examine and evaluate evidence in relation to communication and language use in a variety of modes, genres and contexts, in different technical and non-technical texts in both English and Arabic.	b1-		al and informal Eng ning, and restric	glish, d	and spoken English, lefinite and indefinite and non-restrictive
В6-	Examine the ways in which English and Arabic encode identity, social relationships and attitudes in view of translation theories and approaches.	b2- Inspect grammar-related social and attitudinal applications, such as describing emotions, influencing people and friendly communications.				
	Teaching and Assessment Met	hods f	or Ach	ieving Learning	Outco	omes:
Alig	nment of Learning Outcomes of Intellectual	Skills	to Tea		l Asse	essment Methods:
Course Intended Learning Outcomes (CILOs Intellectual Skills.			S	Teaching strategies/method s to be used.		thods of assessment
b1- Differentiate between written and spoken English, formal and informal English, definite and indefinite meaning, and			Classroom discussions Group and pair work Exercises	APrQ	ritten examinations ssignments resentations uizzes ral assessment and	

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نائب العميد لشؤون الجودة

أ.م.د/ عبدالحميد الشجاع

رئيس القسم

د/ محمد العقيلي

عميد الكلية

د/ محمد الناصر









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B2	Inspect grammar-related social and		■ P	Problem solving	feedback.
	attitudinal applications, such as			Brainstorming	■ Report writing/
	describing emotions, influencing people			Role play	projects/ classroom
	and friendly communications.			1 3	practical session
(C)	Professional and Practical Skills.				•
	Alignment of Course Intended Learning Outcomes (CILOs) to Pro	ogram Inten	ded Learnin	ng Outcomes (PILOs) in: P	rofessional and Practical Skills
Prog	gram Intended Learning Outcomes (Sub- Pl	(LOs)	C	ourse Intended L	earning Outcomes
	in Professional and Practical Skills		(CII	LOs) in Profession	nal and Practical Skills
Afte	r completing this program, students will be	able to:		er completing thi le to:	s course, students will be
C4-	Effectively discuss the relationship betwee	n sound	l, c1-	Effectively wr	rite and utter discourse
	image and language in multimedia texts and			applying rules	of reported statements and
	range of electronic tools to handle written	and ora	.1		ial and affirmation, and/or
	Arabic and English texts clearly and cohere	ently.		agreement and	disagreement.
	Teaching and Assessment M	Iethods	s for Ac	chieving Learni	ng Outcomes:
Align Meth	ment of Learning Outcomes of Professio ods:	nal and	d Practi	ical Skills to Te	aching and Assessment
Course Intended Learning Outcomes (CILOs) in Professional and Practical Skills			st	Teaching trategies/methods	Methods of
	1 Totessional and 1 Tactical Skins			be used	assessment
Afte	r completing this course, students will be ab	ole to:	• (be used Classroom	■ Written
After	r completing this course, students will be ab		_		
	r completing this course, students will be ab Effectively write and utter discourse apply	ying rule	es (Classroom	■ Written examinations
	r completing this course, students will be ab Effectively write and utter discourse apply of reported statements and questions, d	ying rule enial ar	es of	Classroom discussions	■ Written examinations
	r completing this course, students will be ab Effectively write and utter discourse apply	ying rule enial ar	es nd • (Classroom discussions Group and pair wo	 Written examinations Assignments
	r completing this course, students will be ab Effectively write and utter discourse apply of reported statements and questions, d	ying rule enial ar	es of	Classroom discussions Group and pair wo Exercises	 Written examinations Assignments Presentations
	r completing this course, students will be ab Effectively write and utter discourse apply of reported statements and questions, d	ying rule enial ar	es of a distribution of the second of the se	Classroom discussions Group and pair wo Exercises Problem solving	 Written examinations Assignments Presentations Quizzes
	r completing this course, students will be ab Effectively write and utter discourse apply of reported statements and questions, d	ying rule enial ar	es of a distribution of the second of the se	Classroom discussions Group and pair wo Exercises Problem solving Brainstorming	 Written examinations Assignments Presentations Quizzes Oral assessment
	r completing this course, students will be ab Effectively write and utter discourse apply of reported statements and questions, d	ying rule enial ar	es of a distribution of the second of the se	Classroom discussions Group and pair wo Exercises Problem solving Brainstorming	 Written examinations Assignments Presentations Quizzes Oral assessment and feedback
	r completing this course, students will be ab Effectively write and utter discourse apply of reported statements and questions, d	ying rule enial ar	es of a distribution of the second of the se	Classroom discussions Group and pair wo Exercises Problem solving Brainstorming	 Written examinations Assignments Presentations Quizzes Oral assessment and feedback Report writing/
(D)	Effectively write and utter discourse apply of reported statements and questions, d affirmation, and/or agreement and disagreed. General / Transferable Skills:	ying rulo enial ar ement.	es	Classroom discussions Group and pair wo Exercises Problem solving Brainstorming Role play	 Written examinations Assignments Presentations Quizzes Oral assessment and feedback Report writing/ projects/ classroom practical session
(D)	Effectively write and utter discourse apply of reported statements and questions, d affirmation, and/or agreement and disagree General / Transferable Skills: gnment of Course Intended Learning Outcomes (CILOs) to Pro	ying rulo enial ar ement.	es C and III III III III III III III III III I	Classroom discussions Group and pair wo Exercises Problem solving Brainstorming Role play	Written examinations Assignments Presentations Quizzes Oral assessment and feedback Report writing/ projects/ classroom practical session General and Transferable skills
(D)	Effectively write and utter discourse apply of reported statements and questions, d affirmation, and/or agreement and disagreed. General / Transferable Skills:	ying rulo enial ar ement.	es C and III III III III III III III III III I	Classroom discussions Group and pair wo Exercises Problem solving Brainstorming Role play	 Written examinations Assignments Presentations Quizzes Oral assessment and feedback Report writing/ projects/ classroom practical session General and Transferable skills Outcomes (CILOs) in
(D) All	Effectively write and utter discourse apply of reported statements and questions, d affirmation, and/or agreement and disagree General / Transferable Skills: General / Transferable Skills: General of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes	ying rulo enial ar ement. ement. Co	es Cond Cond Cond Cond Cond Cond Cond Cond	Classroom discussions Group and pair wo Exercises Problem solving Brainstorming Role play ing Outcomes (PILOs) in tended Learning General / Trans	 Written examinations Assignments Presentations Quizzes Oral assessment and feedback Report writing/ projects/ classroom practical session General and Transferable skills Outcomes (CILOs) in
(D) All	Effectively write and utter discourse apply of reported statements and questions, dustriance affirmation, and/or agreement and disagreed affirmation. General / Transferable Skills: Ignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in General / Transferable skills completing this program, students will	ying rule enial arement. gram Inten Co After	es of one	Classroom discussions Group and pair wo Exercises Problem solving Brainstorming Role play ing Outcomes (PILOs) in tended Learning General / Trans ting this course, see grammatical strue	■ Written examinations ■ Assignments ■ Presentations ■ Quizzes ■ Oral assessment and feedback ■ Report writing/ projects/ classroom practical session □ General and Transferable skills Outcomes (CILOs) in ferable skills

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	Teaching and Assessment Methods for Achieving Learning Outcomes:							
A	Alignment of Learning Outcomes of General and Transferable skills to Teaching and Assessment Methods.							
Cor	urse Intended Learning Outcomes (CILOs) in General and Transferable Skills	Teaching strategies/methods to be used.	Methods of assessment					
After	completing this course, students will be able	Role play	Written					
to:		Group and pair work	assignments					
d1-	Use the grammatical structures they learned during the course to communicate in real life situations.	 Exercises Problem solving Presentations by students Learning in groups and teams. 	 Quizzes Coursework activities Oral assessment and open presentations Team work Authentic assessment 					

IV. Course Content:

1 – Course Topics/Items:

a – Theoretical Aspect

No.	Topic List / Units	CILOs (symbols)	Sub-topic List	Number of weeks	Contact hours
1	Introduction	a1	Overview of the course: review of basic grammar rules.	1	3
2	Varsities of English	a1; b1; d1	Variety labels; the 'common core'; geographical and national verities; written and spoken English; formal and informal English; impersonal style; polite and familiar language; tactful and tentative language; literary; elevated or rhetorical language; levels of usage; selective list of variety references.	2	6
3	Intonation	b1; d1	Stress; nucleus; tone unite; tones; the meaning of tones.	1	3
4	Grammar in Use Section A: Concepts	b1; d1	• Referring to objects, substances, and materials; abstractions; amount or quantity; definite and indefinite meaning; relations between ideas expressed by nouns; restrictive and non-restrictive meaning; time, tense and aspect; time-when; duration; frequency; place, direction and distance; manner, means and instrument; cause; reason; and purpose;	3	9

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				d contrast; degree; role, standard and				
				omparison; addition, exception and				
				ubject matter: about and on				
5	Grammar in Use Section B: Information, reality and belief	c1; d1	Statements, of information; denial and af disagreement degrees of like	2	6			
6	Grammar in Use Section C: Mood, emotion and attitude	b2; d1	emotions; vo	e emphasis in speech; describing olition; permission and obligation; people; friendly communications;	2	6		
7	Grammar in Use Section D: Meaning in connected discourse	b2; d1	• Linking signals; linking constructions; 'general purpose' links; substitution and omission; presenting and focusing information; order and emphasis.		• Linking signals; linking constructions; 'general purpose' links; substitution and omission; presenting and focusing information;		2	6
8	Final overview		•	1	3			
Number of Weeks /and Units Per Semester						42		
	b- Training Aspect:							
	b- Training A	spect:						
Order		spect: ining Tasks		CILOs (symbols)	Number of weeks	Contact hours		
Order	Tra	ining Tasks						
	Tra	ining Tasks	eks /and Units					
	Tra Nun	ining Tasks		Per Semester				
1	Nun Teaching st	ining Tasks there of Wee rategies of all assign stu	of the cours	Per Semester e: or of tasks to enable them to assimilate	of weeks	hours		
1	Nun Teaching st The instructor sha	ining Tasks there of Wee rategies of all assign stu	of the cours	Per Semester e: or of tasks to enable them to assimilate	of weeks	hours		
1 V. Role Grou	Teaching st The instructor shaconcepts and proplay up and pair work	ining Tasks there of Wee rategies of all assign stu	of the cours	Per Semester e: or of tasks to enable them to assimilate onversations. • Classroom discussions • Brainstorming	of weeks	hours		
1 V. Role Grou	Tra Num Teaching st The instructor sha concepts and proper play up and pair work cises	ining Tasks there of Wee rategies of all assign stu	of the cours	Per Semester e: or of tasks to enable them to assimilate onversations. • Classroom discussions • Brainstorming • Interactive Lectures	of weeks	hours		
1 V. Role Grou Exert	Traching st. The instructor shaconcepts and prapar play up and pair work cises lem solving	ining Tasks the of Wee rategies of all assign studentice them in	of the cours	Per Semester e: or of tasks to enable them to assimilate onversations. • Classroom discussions • Brainstorming • Interactive Lectures • Presentations	of weeks	hours		
1 V. Role Grou Exer Prob Prese	Traching st. The instructor share concepts and property and pair work recises lem solving entations by students	ining Tasks aber of Wee rategies of all assign studentice them in	of the cours	Per Semester e: or of tasks to enable them to assimilate onversations. • Classroom discussions • Brainstorming • Interactive Lectures • Presentations • Group activities to build knowledges	of weeks	hours		
Note Role Grou Exert Prob Prese learn	Traching st. The instructor shaconcepts and property and pair work recises lem solving entations by student ing in groups and to	ining Tasks aber of Wee rategies of all assign studentice them in	of the cours	Per Semester e: or of tasks to enable them to assimilate onversations. • Classroom discussions • Brainstorming • Interactive Lectures • Presentations	of weeks	hours		
1 V. Role Grou Exer Prob Prese learn 3-As	Traching st. Teaching st. The instructor shaconcepts and property and pair work cises lem solving entations by studenting in groups and to ssessment Methods	ining Tasks aber of Wee rategies of all assign studentice them in	of the cours	Per Semester e: or of tasks to enable them to assimilate onversations. Classroom discussions Brainstorming Interactive Lectures Presentations Group activities to build knowl Group projects	of weeks	hours		
1 V. Role Grou Exer Prob Prese learn 3-As	Traching st. The instructor share concepts and property and pair work recises lem solving entations by studenting in groups and to seesment Methods ten examinations	ining Tasks aber of Wee rategies of all assign studentice them in	of the cours	Per Semester e: or of tasks to enable them to assimilate onversations. Classroom discussions Brainstorming Interactive Lectures Presentations Group activities to build knowl Group projects Coursework activities	of weeks	hours		
1 V. Role Grou Exer Prob Prese learn 3-As Writt Assig	Traching st. Teaching st. The instructor shaconcepts and property and pair work cises lem solving entations by studenting in groups and to ssessment Methods	ining Tasks aber of Wee rategies of all assign studentice them in	of the cours	Per Semester e: or of tasks to enable them to assimilate onversations. Classroom discussions Brainstorming Interactive Lectures Presentations Group activities to build knowl Group projects	of weeks	hours		

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Quizzes

Oral assessment and feedback

Interviews

Authentic assessment









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Report writing/	■ Exams
 Projects/ classroom practical session 	

V.	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	Participation and quizzes	1-14	10	10%	a1; a2; b1; b2; c1; d1			
2	Assignments	2-14	10	10%	a1; a2; b1; b2; c1; d1			
3	Mid-semester exam	7	20	20%	a1; a2; b1; c1			
5	Final Exam	16	60	60%	a1; a2; b1; b2; c1;			
	Total		100	100%				

Learning Resource (MLA style or APA style)s:

Required Textbook(s) (maximum two)

Leech, G. & Svartik, J (2013). A Communicative Grammar Of English, 3rd ed. Routledge: New York.

2- Recommended Readings and Reference Materials

Quirk, R. & Greenbaum, S. (1973). A University grammar of English. Longman: London.

Essential References

Depraetere, I. & Langford, Ch. (2019) Advanced English Grammar: A Linguistic Appoach. Bloomsbury **Education: London**

4- Electronic Materials and Web Sites etc.

https://www.englishpage.com/

https://elt.oup.cpom/student/practicegrammar/advanced/?cc=ca&selLanguage=en

- 5- Other Learning Material.
 - Extra worksheets provided by the instructor

IX. Course Policies: (Based on the Uniform Students' Bylaw (2007))

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.

Tardiness:

A student will be considered late if he/she is not in class after 10 minutes of the start time of class.

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.

Assignments & Projects:

Assignments and projects must be submitted on time. Students who delay their assignments or projects

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	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.

		اشرافية:	اللجنة الإ
التوقيع	الصفة الوظيفية	الاسم	م
	نائب العميد للدراسات العليا	د/ عباس مطهر	1
	نائب عميد مركز التطوير وضمان الجودة	أ.م.د/ أحمد مجاهد	2
	نائب رئيس الجامعة للشئون الأكاديمية	أ.د/ إبراهيم المطاع	3

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كلية اللغات وحدة ضمان الجودة

Course Plan of Communicative Grammar

I	Information about Facul	y Member Responsible fo	or the	Cour	rse:				
Name of Faculty Member				Office Hours					
Loca	Location & Telephone No.			AT	SUN	MON	TUE	WED	THU
E-m	ail				-	-	-	-	-
II. (Course Identification	and General Inform	natio	n:					
1-	Course Title:		Com	mun	icative C	Grammar			
2-	Course Number & Code	•	DR 3	34					
						С.Н			Total
3-	Credit hours:		Th	١.	Semina	ar P	r.	F. Tr.	Total
			3		-		-		3
4-	Study level/year at which	this course is offered:	Level 2, Semester 3						
5-	Pre -requisite (if any):					DR 11, I	OR 21		
6-	Co -requisite (if any):					Non	e		
7-	Program (s) in which the	course is offered				Transla	ation		
8-	Language of teaching the	e course:				Engl	ish		
9-	System of Study:					Regu	ılar		
10-	Mode of delivery:		Interactive lectures						
11-	Location of teaching the course:			Faculty of Languages					
III.	Course Description:								
	advanced course employs a					_			
teaching students that grammatical structures are systematically related to meanings, uses and situations, such									
as t	those involving time, duration	on and frequency. Gramma	r I and	Grai	mmar II	are Pre –	requisit	es for this	course.
IV.I	intended learning ou	tcomes (ILOs) of the	e com	rse:					

After completing this course, students will be able to:

- 1. Recognize concepts related to varieties of English, such as written and spoken English, formal and informal English and impersonal style.
- 2. Identify English intonation, stress, and tone patterns.
- 3. Differentiate between written and spoken English, formal and informal English, definite and indefinite meaning, and restrictive and non-restrictive meaning.
- 4. Inspect grammar-related social and attitudinal applications, such as describing emotions, influencing people and friendly communications.
- 5. Effectively write and utter discourse applying rules of reported statements and questions, denial and affirmation, and/or agreement and disagreement.
- Use the grammatical structures they learned during the course to communicate in real life situations.

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V. Course Content:				
A – Theoretical Aspect:				
No.	Topics List	Week Due	Contact Hours	
1	Overview of the course: review of basic grammar rules.	1 st	3	
2	Varsities of English (1): Variety labels; the 'common core'; geographical and national verities; written and spoken English; formal and informal English; impersonal style; polite and familiar language; tactful and tentative language; literary; elevated or rhetorical language; levels of usage.	$2^{ m nd}$	3	
3	Varsities of English (2): selective list of variety references.	3 rd	3	
4	Intonation: Stress; nucleus; tone unite; tones; the meaning of tones.	4 th	3	
5	Grammar in Use Section A: Concepts (1): Referring to objects, substances, and materials; abstractions; amount or quantity; definite and indefinite meaning; relations between ideas expressed by nouns; restrictive and non-restrictive meaning; time, tense and aspect.	5 th	3	
6	Grammar in Use Section A: Concepts (2): time-when; duration; frequency; place, direction and distance; manner, means and instrument.	6 th	3	
7	Mid-Term Test	7^{th}	3	
8	Grammar in Use Section A: Concepts (2): cause; reason; and purpose; condition and contrast; degree; role, standard and viewpoint; comparison; addition, exception and restriction; subject matter: about and on.	8 th	3	
9	Grammar in Use Section B: Information, reality and belief (1): Statements, questions and responses; omission of information; reported statements and questions; denial and affirmation.	9 th	3	
10	Grammar in Use Section B: Information, reality and belief (2): agreement and disagreement; fact, hypothesis and neutrality; degrees of likelihood; attitudes to truth	10 th	3	
11	Grammar in Use Section C: Mood, emotion and attitude (1): Emotive emphasis in speech; describing emotions; volition; permission and obligation.	11 th	3	
12	Grammar in Use Section C: Mood, emotion and attitude (2): influencing people; friendly communications; vocatives.	12 th	3	
13	Grammar in Use Section D: Meaning in connected discourse (1): Linking signals; linking	13 th	3	

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رئيس القسم د/ محمد العقيلي









الجمهورية اليمنية وزارة التعليم العالي والبحث العلمي كلية اللغات وحدة ضمان الجودة

	constructions; 'general purpose' links; substitution and omission		
14	Grammar in Use Section D: Meaning in connected discourse (2): presenting and focusing information; order and emphasis	14 th	3
15	Final overview	15 th	3
16	Final Exam	16 th	3
Number of Weeks /and Units Per Semester 16			48

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

VI. Teaching strategies of the course:

The instructor shall assign students a number of tasks to enable them to assimilate the grammatical concepts and practice them in their daily conversations.

- Role play
- Group and pair work
- Exercises
- Problem solving
- Presentations by students
- learning in groups and teams

- Classroom discussions
- Brainstorming
- Interactive Lectures
- Presentations
- Group activities to build knowledge
- group projects

VII. Assessment Methods:

- Written examinations
- Assignments
- Presentations
- Ouizzes
- Oral assessment and feedback
- Report writing/
- projects/ classroom practical session

- Coursework activities
- Team work
- Focus groups
- Interviews
- Authentic assessment
- Exams

No.	Type of Assessment Tasks	Week Due	Mark Proportion of Final Assessment	
1	Participation and quizzes	1-14	10	10%
2	Assignments	2-14	10	10%
3	Mid-semester exam	7	20	20%
4	Final Exam	16	60	60%
5	Total		100	100%

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VII	I. Learning Resource (MLA style or APA style)s:	
1	- Required Textbook(s) (maximum two)	
	Leech, G. & Svartik, J (2013). A Communicative Grammar Of English, 3rd ed. Routledge: New York.	
2	- Recommended Readings and Reference Materials	
	Quirk, R. & Greenbaum, S. (1973). A University grammar of English. Longman: London.	
3	- Essential References	
	Depraetere, I. & Langford, Ch. (2019). Advanced English Grammar: A Linguistic Approach.	
	Bloomsbury Education: London - Electronic Materials and Web Sites etc.	
4		
	https://www.englishpage.com/ https://elt.oup.cpom/student/practicegrammar/advanced/?cc=ca&selLanguage=en	
	- Other Learning Material.	
	- Extra worksheets provided by the instructor	
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:	
3	A student will be considered late if he/she is not in class after 10 minutes of the start time of class. Exam Attendance/Punctuality:	
3	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.	

رئيس القسم نانب العميد لشؤون الجودة عميد الكلية عميد مركز التطوير / محمد العقيلي أ.م.د/ عبدالحميد الشجاع د/ محمد الناصر أ.م.د/ هدى العماد

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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.