



قواعد (1)

Grammar I Course Specification

I. Information about Course Lecturer					
Name	Dr. Fawwaz An-Nashef		Office Hours: 3/weekly		
Place and phone number	Department of English (774847787)				
E-mail:	fawanashef@gmail.com				
II. Course Identification and General Information:					
Course Title:	Grammar I				
Course Code and Number:					
Credit Hours:	Theory	seminar	practice	training	Total
	3				42 hrs
Level & Semester:	Level One – First Semester				
Pre-requisites (if any):	None				
Co-requisites (if any):	None				
Program in which this course is offered:	BA in English Language and Literature				
Language of teaching the course:	English				
Location of teaching the course:	English Department- Faculty of Arts and Humanities – Sana'a University				
Prepared by:	Dr. Fawwaz An-Nashef				
Date of Approval:	2020-2021				

V. Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs)	
PILOs	CILOs
Upon the completion of the BA program, students are expected to:	Upon the completion of this course, students are expected to:
(A) Knowledge & Understanding:	
A1: show knowledge and understanding of different linguistic and literary theories and schools of thought and English and	a1-Demonstrate an awareness of the basic constituents of the English sentence



American linguistics/literature;	structure and the punctuation rules governing them.
A2: expressa knowledge of social values and traditions common in other cultures;	a2-Demonstratea profound knowledge of the different types of tenses, their keywords, forms, rules, their uses, parallel verbs, and the different forms of pronouns.
A3: show a solid background of various communication skills, be it reading, writing, speaking, or translation skills;	a3-Show a clear understanding of the different ways of asking questions, the contractions with question words, and the way for answering questions; and show a clear awareness of the different types of prepositions and their order in a sentence.
(B) Intellectual Skills	
B1: distinguish different literary forms and currents as well as their distinct characteristics;	b1-Explain the different uses, forms and rules of the different tenses as well as the different types of questions.
B2: evaluate linguistic and cultural phenomena and suggest explanations for them;	b2- differentiate between action and non-action verbs, regular and irregular verbs, spelling and pronunciation of final s/ed.
B3: compare different literary, linguistic and translation theories and strategies;	b3-Explore the difference between present simple and present progressive, past simple and past progressive, past simple and present perfect.
B4: distinguish different language skills in terms of reading, writing, and speaking and listening;	b4-Identify the correct pronoun form based on its position in the sentence and recognize the various ways of expressing future time, be it written or spoken.
(C) Professional & Practical Skills	
C1: employ theories, terms and concepts common in literature, linguistics and	c1-Prepare a well-formed and grammatical sentences and small paragraphs.

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translation studies;	
C2: employ different language skills in order to read and write different texts in English and translate them from English into Arabic and vice versa;	c2-Apply the different types of tenses, with their negations and questions in their everyday communication; and express their ideas grammatically using the correct subject-verb agreement rule and correct order of place and time prepositions.
C3: make use of basic technological applications to facilitate learning and research process;	c3- Make use of internet and some technological applications to facilitate and improve their grammar skills.
(D) Transferrable Skills	
D1: make use of the linguistic and cultural knowledge acquired in order to interact efficiently and appropriately with people from different cultures;	d1- Connect the grammatical knowledge acquired to their use of the language in their communication with people of different cultures, be it written or spoken.
D2: manage time, work under pressure, and involve in team activities;	d2-Reflect their confidence in the ability to communicate effectively through English, and in managing their assignments and submitting them on time.
D3: pursue knowledge to improve self-learning;	d3-Make use of some educational websites and tools that improve their knowledge and skills in English language.

VI. Alignment of Course Intended Learning Outcomes (CILOs)		
(A) Alignment of Course Intended Learning Outcomes of Knowledge and Understanding to Teaching Strategies and Assessment Strategies:		
CILOs	Teaching Strategies	Assessment Strategies
Upon the completion of this course, students are expected to:		
a1-Demonstrate an awareness of the basic constituents of the English sentence	<ul style="list-style-type: none"> ✓ Lecture ✓ Class discussion 	<ul style="list-style-type: none"> - Class Participation - Assignment

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structure and the punctuation rules governing them.		- Exams
a2-Demonstrate a profound knowledge of the different types of tenses, their keywords, forms, rules, their uses, parallel verbs, and the different forms of pronouns.	<ul style="list-style-type: none"> ✓ Lecture ✓ Class discussing ✓ Groupwork ✓ Pair work ✓ Role-play 	<ul style="list-style-type: none"> - In- class exercises - Quizzes - Midterm Exam
a3-Show a clear understanding of the different ways of asking questions, the contractions with question words, and the way for answering questions; and show a clear awareness of the different types of prepositions and their order in a sentence.	<ul style="list-style-type: none"> ✓ Lecture ✓ In-class activities ✓ Group work ✓ Communicative drills ✓ Simulation of real situations 	<ul style="list-style-type: none"> - Assignment - In-class exercises - Individual tasks - Midterm Exam - Oral questions - Quick and short quiz

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

CILOs	Teaching Strategies	Assessment Strategies
b1-Explain the different uses, forms and rules of the different tenses as well as the different types of questions.	<ul style="list-style-type: none"> ✓ Lecture ✓ In-class activities ✓ Communicative drills ✓ Pair- work 	<ul style="list-style-type: none"> - Assignment - Exercises
b2- differentiate between action and non-action verbs, regular and irregular verbs, spelling and pronunciation of final s/ed.	<ul style="list-style-type: none"> ✓ Lecture ✓ Describing a list of action and non-action verbs in class ✓ Self-learning ✓ Problem solving strategy. 	<ul style="list-style-type: none"> - Quizzes - Assignment - Exams - In-class exercise
b3-Explore the difference between present simple and present progressive, past simple and past progressive, past simple and present perfect.	<ul style="list-style-type: none"> ✓ Lecture ✓ Class discussion ✓ Collaborative learning/team work 	<ul style="list-style-type: none"> - Quizzes - Assignment and oral discussion - Exams
b4-Identify the correct pronoun form based	<ul style="list-style-type: none"> ✓ Lecture 	<ul style="list-style-type: none"> - Quizzes

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on its position in the sentence and recognize the various ways of expressing future time, be it written or spoken.	<ul style="list-style-type: none"> ✓ Class discussion ✓ In-class activities ✓ Encouraging students to think independently and engage in group discussion. 	<ul style="list-style-type: none"> - Assignment - Exams - In-class exercise
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(C) Alignment of Course Intended Learning Outcomes of Professional and Practical Skills to the Teaching Strategies and Assessment Strategies:

CILOs	Teaching Strategies	Assessment Strategies
c1-Prepare a well-formed and grammatical sentences and small paragraphs.	<ul style="list-style-type: none"> ✓ Lecture ✓ In-class activities ✓ Class discussion - Group- work and discussion 	<ul style="list-style-type: none"> - Quizzes - Exams - Assignment
c2-Apply the different types of tenses , with their negations and questions in their everyday communication; and express their ideas grammatically using the correct subject-verb agreement rule and correct order of place and time prepositions.	<ul style="list-style-type: none"> ✓ Lecture ✓ Class discussion ✓ Group work ✓ Pair- work ✓ Communicative drills 	<ul style="list-style-type: none"> ✓ Assignment ✓ Midterm exam ✓ In-class exercises ✓ Final exam ✓ Book exercises
c3- Make use of internet and some technological applications to facilitate and improve their grammar skills.	<ul style="list-style-type: none"> ✓ Class discussion ✓ Communicative drills ✓ Competitive tasks 	<ul style="list-style-type: none"> ✓ Assignment and oral discussion ✓ In-class exercise ✓ Exam ✓ In-class activities ✓ Quiz

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

CILOs	Teaching Strategies	Assessment Strategies
d1- Connect the grammatical knowledge acquired to their use of the language in their communication with people of different cultures, be it written or spoken.	<ul style="list-style-type: none"> ✓ Class discussion ✓ Competitive tasks ✓ Pair work ✓ Group work 	<ul style="list-style-type: none"> ✓ In-class challenging exercises ✓ Assignment
d2-Reflect their confidence in the ability to	<ul style="list-style-type: none"> ✓ Competitive tasks ✓ Pair work 	<ul style="list-style-type: none"> ✓ Assignments with due-date



communicate effectively through English, and in managing their assignments and submitting them on time.	✓ Group work	<ul style="list-style-type: none"> ✓ Group assignment ✓ Midterm exam ✓ Final exam ✓ Group discussion ✓ Reflecting one's work session during written activities, after term paper/assignments submission or midterm exam
d3-Make use of some educational websites and tools that improve their knowledge and skills in English language.	<ul style="list-style-type: none"> ✓ Lecture ✓ Class discussion ✓ Role play ✓ Group work ✓ Encouraging students to speak confidently ✓ Engaging students in group discussions. 	<ul style="list-style-type: none"> ✓ Assignment ✓ Midterm exam ✓ In-class tasks ✓ Class participation

VII. Course Content:					
1-Theoretical Aspect:					
Order	Units/Topics	Sub-Topics	Number of Weeks	Cont act Hours	Learning Outcomes
1	Introduction	<ul style="list-style-type: none"> - Introduction to the course. - Syllabus and Policies of the course. - Parts of speech 	first	3	
2	Chapter 1: Present Time	<ul style="list-style-type: none"> - The simple present and the present progressive - Frequency adverbs - Spelling of final -s/-es - Non-action verbs - Present verbs: short answers to yes/no questions 	Second	3	a1, a2, b1, b2, b3, c1, c2, c3, d2
3	- Chapter 2: Past Time	<ul style="list-style-type: none"> - Expressing past time: the simple past 	Third & Fourth	6	a1, a2, b1, b2, b3, c2, c3, d2

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		<ul style="list-style-type: none"> - Forms of the simple past: regular verbs - Regular verbs: pronunciation of -ed endings - Spelling of -ing and -ed forms - The simple past and the past progressive - Forms of the past progressive - Expressing past time: using time clauses - Expressing past habit: used to 			
4	- Chapter 3: Future Time	<ul style="list-style-type: none"> - Expressing future time: be going to and will - Forms with be going to /will - Sureness about the future - Be going to vs. will - Expressing the future in time clauses and if-clauses - Using the present progressive to express future time - Using the simple present to express future time - Immediate future: using be about to - Parallel verbs 	Fifth & Sixth	6	a1, a2, b1, b4, c2, c3, d3
5	- Chapter 4: The Present Perfect and the Past perfect	<ul style="list-style-type: none"> - Past participle - Forms of the present perfect - Meanings of the present perfect - Simple past vs. present perfect - Using since and for - Present perfect progressive - Present perfect progressive vs. present perfect 	Seventh & eighth	6	a1, a2, b1, b3, c1, c2, c3, d3

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		- Using already, yet, still, and anymore - Past perfect			
6	- Midterm Exam	- Midterm Exam	Ninth	3	a1, a2, b2, b3, b4, c1, c2, d2, d3
7	- Chapter 5: Asking Questions	- Yes/no questions - information questions - Spoken and written contractions with question words - Length of time: it + take and how long - Using how about and what about - Tag questions	Tenth	3	a1, a3, b1, c2, c3, d1
8	- Chapter 6: Nouns and Pronouns	- Pronunciation of final -s/-es - Plural forms of nouns - Subjects, verbs, and objects - Objects of prepositions - Prepositions of place and time and their orders. - Subject-verb agreement - Using adjectives to describe nouns - Using nouns as adjectives - Personal pronouns: subjects and objects - Possessive nouns - Possessive pronouns and adjectives - Reflexive pronouns - Singular forms of other: another vs. the other - Plural forms of other: other(s) vs. the other(s)	Eleventh & twelfth	6	a3,a2, b2, b4, c1, c2, c3, d1, d2
9	- General Revision	- Reviewing main topics in class	Thirteenth	3	a1,a2,a3, b1,b2,b3,b4



					c1,c2,c3 d1,d2,d3
10	- Final Exams	Final Exams	Fourteenth	3	a1,a2,a3, b1,b2,b3,b4 c1,c2,c3 d1,d2,d3
Number of Weeks and Contact Hours per Semester:			14 weeks	42 hrs	
2. Practical Aspect (if any):					
Order	Tasks/Experiments	Number of Weeks	Contact Hours	Learning Outcomes	
Number of Weeks and Contact Hours per Semester:					

VIII. Teaching Strategies of the Course

- ✓ Lectures
- ✓ Class discussion
- ✓ In - class competitive tasks
- ✓ Pair work
- ✓ Group work
- ✓ Encouraging students to speak confidently
- ✓ Encouraging students to think independently and engage in group discussion
- ✓ Engaging students in group discussions.
- ✓ Class discussion
- ✓ Competitive tasks
- ✓ Book exercises
- ✓ Communicative drills
- ✓ Individual counselling
- ✓ Encouraging prediction skills.
- ✓ Collaborative learning/team work
- ✓ Problem-solving strategies
- ✓ Reflecting one's work session during written activities, after term paper/assignments submission or midterm exam.

IX. Activities/Assignments

No.	Activities/Assignments	Aligned CILOs	Week Due	Mark
1	Attendance and Participation	a1,a2,a3, b1,b2,b3,b4	Weekly	10

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		c1,c2,c3 d1,d2,d3		
2	Assignments	a1,a2,a3, b1,b2,b3,b4 c1,c2,c3 d1,d2,d3	Weekly	10

X. Schedule of Assessment Task for Students During the Semester:

No .	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned CILOs
1	Assignments	Weekly	10	10%	a1,a2,a3, b1,b2,b3,b4 c1,c2,c3 d1,d2,d3
2	Attendance and Participation	Weekly	10	10%	a1,a2,a3, b1,b2,b3,b4 c1,c2,c3 d1,d2,d3
3	Midterm	Week 7	10	10%	a1, a2, b2, b3, b4, c1, c2, d2, d3
4	written final exam	Week 14	70	70%	a1,a2,a3, b1,b2,b3,b4 c1,c2,c3 d1,d2,d3
Total Mark			100	100%	

XI. Learning Resources:

A. Required Textbook(s) (*maximum two*):

1.Azar, Betty S.&Hagen, Stacy A.(1991)*Fundamentals of English Grammar*,Third Edition. Allyn& Bacon.(Chapters 1, 2, 3, 4, 5, 6)

B: Essential References:

1. Fuchs, M. & Bonner, M. (2000) *Focus on Grammar: A high intermediate course for reference and practice*. Longman

2. Murphy, R. (2015) *English Grammar in use*. Cambridge.



C. Electronic Materials and Websites:	
1.	http://www.azagrammar.com/
2.	https://www.grammaraquarium.co.uk/
3.	https://www.grammar.com/

XII. Course Policies:	
1.	<p>Class Attendance: It is determined according to the regulations and the general policy of the college/university.</p> <ul style="list-style-type: none"> - According to Article (21) of the regulations of Students Affairs, the system of study is 'Regular', hence; the student is denied entry to the final exam if his attendance is less than (75%).
2.	<p>Tardy: Tardy students are treated according to the regulations and the general policy of the college/university.</p>
3.	<p>Exam Attendance/Punctuality: It follows the general policy of the College/university which states that: During exams, the following rules will be followed:</p> <ul style="list-style-type: none"> a. In case the student comes at least half an hour late for an exam, the Article (45) of the Student Affairs Regulations states that he/she won't be allowed to take the exam. b. The student is not allowed to leave the examination room/hall until half of the time has passed.
4.	<p>Assignments/Projects: Assignments/projects should be submitted to the instructor of the course on time. In case of late- submission of assignments, the general policy of the department will be in effect.</p>
5.	<p>Cheating: It is subject to the general rules, procedures and regulations of the university which state that, according to Article (72) of the Student Affairs Regulations, the student shall be punished with one of the following:</p> <ul style="list-style-type: none"> a. Canceling the student's exam in the course. b. Depriving the students from one or more coming exams (as determined by the college's penal committee).
6.	<p>Plagiarism: All types of plagiarism are unacceptable and are considered dishonest practices. If some cases are found, the student will be punished with the final dismissal from the college based on the Article (79) of the Student Affairs Regulations.</p>
7.	<p>Other Policies: Students are expected to be punctual, and, as always, to conduct themselves professionally and courteously. Using electronic devices or speaking with each other is not allowed; the student involved shall be expelled out of the class and shall be considered to be absent.</p>



Template for Course Plan

I. Information about Course Lecturer		
Name:	Dr. Fawwaz An-Nashef	Office Hours: 3/weekly
Place and phone number	Dept. of English (774847787)	
e-mail:	fawanashef@gmail.com	

II. Course Identification and General Information:					
Course Title:	Grammar I				
Course Code and Number:					
Credit Hours:	Theory	Seminar	practice	training	Total
	3				42
Level & Semester:	Level One – First Semester				
Pre-requisites (if any):	None				
Co-requisites (if any):	None				
Program in which this course is offered:	BA in English Language and Literature				
Language of teaching the course:	English				
Study system:	Regular / by semester				
Prepared by:	Dr. Fawwaz An-Nashef				
Date of Approval:	2020/2021				

III. Course Description:
<p>This course introduces a survey of the structure of contemporary English. It focuses on the basic grammatical tenses (i.e., present, past, perfect and future), concepts and structures, capitalization and punctuation, asking questions, nouns and pronouns and basic usage of all these grammatical rules. It also focuses on the different use of prepositions.</p> <p>Students will learn to recognize and correct grammatical errors in their writing and in everyday examples. They will also be able to explain why something is grammatically correct or incorrect. The course will also enable students to impart their knowledge of grammar to others in their future professional workplace or classroom.</p>



V. Learning Outcomes

- a1-Demonstrate an awareness of the basic constituents of the English sentence structure and the punctuation rules governing them.
- a2- Demonstrate a profound knowledge of the different types of tenses, their keywords, forms, rules, their uses, parallel verbs, and the different forms of pronouns.
- a3- Show a clear understanding of the different ways of asking questions, the contractions with question words, and the way for answering questions; and show a clear awareness of the different types of prepositions and their order in a sentence.
- b1- Explain the different uses, forms and rules of the different tenses as well as the different types of questions.
- b2- Differentiate between action and non-action verbs, regular and irregular verbs, spelling and pronunciation of final s/ed.
- b3- Explore the difference between present simple and present progressive, past simple and past progressive, past simple and present perfect.
- b4- Identify the correct pronoun form based on its position in the sentence and recognize the various ways of expressing future time, be it written or spoken.
- c1. Prepare a well-formed and grammatical sentences and small paragraphs.
- c2- Apply the different types of tenses , with their negations and questions in their everyday communication; and express their ideas grammatically using the correct subject-verb agreement rule and correct order of place and time prepositions.
- c3- Make use of internet and some technological applications to facilitate and improve their grammar skills.
- d1- Connect the grammatical knowledge acquired to their use of the language in their communication with people of different cultures, be it written or spoken.
- d2- Reflect their confidence in the ability to communicate effectively through English, and in managing their assignments and submitting them on time.
- d3- Make use of some educational websites and tools that improve their knowledge and skills in English language.

VI. Course Content:

1-Theoretical Aspect:

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Order	Units/Topics	Sub-Topics	Number of Weeks	Contact Hours	Learning Outcomes
1	Introduction	<ul style="list-style-type: none"> - Introduction to the course. - Syllabus and Policies of the course. - Parts of speech 	first	3	
2	Chapter 1: Present Time	<ul style="list-style-type: none"> - The simple present and the present progressive - Frequency adverbs - Spelling of final -s/-es - Non-action verbs - Present verbs: short answers to yes/no questions 	Second	3	a1, a2, b1, b2, b3, c1, c2, c3, d2
3	- Chapter 2: Past Time	<ul style="list-style-type: none"> - Expressing past time: the simple past - Forms of the simple past: regular verbs - Regular verbs: pronunciation of -ed endings - Spelling of -ing and -ed forms - The simple past and the past progressive - Forms of the past progressive - Expressing past time: using time clauses - Expressing past habit: used to 	Third & Fourth	6	a1, a2, b1, b2, b3, c2, c3, d2
4	- Chapter 3: Future Time	<ul style="list-style-type: none"> - Expressing future time: be going to and will - Forms with be going to /will - Sureness about the future - Be going to vs. will - Expressing the future in time clauses and if- 	Fifth & Sixth	6	a1, a2, b1, b4, c2, c3, d3

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		<ul style="list-style-type: none"> clauses - Using the present progressive to express future time - Using the simple present to express future time - Immediate future: using be about to - Parallel verbs 			
5	- Chapter 4: The Present Perfect and the Past perfect	<ul style="list-style-type: none"> - Past participle - Forms of the present perfect - Meanings of the present perfect - Simple past vs. present perfect - Using since and for - Present perfect progressive - Present perfect progressive vs. present perfect - Using already, yet, still, and anymore - Past perfect 	Seventh & eighth	6	a1, a2, b1, b3, c1, c2, c3, d3
6	- Midterm Exam	- Midterm Exam	Ninth	3	a1, a2, b2, b3, b4, c1, c2, d2, d3
7	- Chapter 5: Asking Questions	<ul style="list-style-type: none"> - Yes/no questions - information questions - Spoken and written contractions with question words - Length of time: it + take and how long - Using how about and what about - Tag questions 	Tenth	3	a1, a3, b1, c2, c3, d1
8	- Chapter 6: Nouns and Pronouns	<ul style="list-style-type: none"> - Pronunciation of final -s/-es - Plural forms of nouns - Subjects, verbs, and objects - Objects of prepositions - Prepositions of place and time and 	Eleventh & twelfth	6	a3, a2, b2, b4, c1, c2, c3, d1, d2

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		<p>their orders.</p> <ul style="list-style-type: none"> - Subject-verb agreement - Using adjectives to describe nouns - Using nouns as adjectives - Personal pronouns: subjects and objects - Possessive nouns - Possessive pronouns and adjectives - Reflexive pronouns - Singular forms of other: another vs. the other - Plural forms of other: other(s) vs. the other(s) 			
9	- General Revision	- Reviewing main topics in class	Thirteenth	3	a1,a2,a3, b1,b2,b3,b4 c1,c2,c3 d1,d2,d3
10	- Final Exams	Final Exams	Fourteenth	3	a1,a2,a3, b1,b2,b3,b4 c1,c2,c3 d1,d2,d3
Number of Weeks and Contact Hours per Semester:			14 weeks	42 hrs	
2. Practical Aspect (if any):					
Order	Tasks/Experiments	Number of Weeks	Contact Hours	Learning Outcomes	
Number of Weeks and Contact Hours per Semester:					

VII. Teaching Strategies of the Course	
<ul style="list-style-type: none"> ✓ Lectures ✓ Class discussion ✓ In – class competitive tasks ✓ Pair work ✓ Group work 	

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- ✓ Encouraging students to speak confidently
- ✓ Encouraging students to think independently and engage in group discussion
- ✓ Engaging students in group discussions.
- ✓ Class discussion
- ✓ Competitive tasks
- ✓ Book exercises
- ✓ Communicative drills
- ✓ Individual counselling
- ✓ Encouraging prediction skills.
- ✓ Collaborative learning/team work
- ✓ Problem-solving strategies
- ✓ Reflecting one's work session during written activities, after term paper/assignments submission or midterm exam.

VIII. Activities/Assignments				
No.	Activities/Assignments	Aligned CILOs	Week Due	Mark
1	In-class Q & A sessions	a1,a2,a3, b1,b2,b3,b4 c1,c2,c3 d1,d2,d3	Weekly	10
2	In-class individual presentations	-	-	-
3	Group presentations	-	-	-
4	In-class peer and teacher's evaluation			

IX. Schedule of Assessment Task for Students During the Semester:					
No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned CILOs
1	Assignments	Weekly	10	10%	a1,a2,a3, b1,b2,b3,b4 c1,c2,c3 d1,d2,d3
2	Attendance and Participation	Weekly	10	10%	a1,a2,a3, b1,b2,b3,b4 c1,c2,c3 d1,d2,d3
3	Midterm	Week 7	10	10%	a1, a2, b2, b3,

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					b4, c1, c2, d2, d3
4	Written final exam	Week 14	70	70%	a1,a2,a3, b1,b2,b3,b4 c1,c2,c3 d1,d2,d3
Total Mark			100	100%	

XI. Learning Resources:

A. Required Textbook(s) (*maximum two*):

1. Azar, Betty S. & Hagen, Stacy A. (1991) *Fundamentals of English Grammar*, Third Edition. Allyn & Bacon. (Chapters 1, 2, 3, 4, 5, 6)

B: Essential References:

1. Fuchs, M. & Bonner, M. (2000) *Focus on Grammar: A high intermediate course for reference and practice*. Longman
2. Murphy, R. (2015) *English Grammar in use*. Cambridge.

C. Electronic Materials and Websites:

1. <http://www.azargrammar.com/>
2. <https://www.grammaraquarium.co.uk/>
3. <https://www.grammar.com/>

XI. Course Policies:

1.	Class Attendance: It is determined according to the regulations and the general policy of the college/university. - According to Article (21) of the regulations of Students Affairs, the system of study is 'Regular', hence; the student is denied entry to the final exam if his attendance is less than (75%).
2.	Tardy: Tardy students are treated according to the regulations and the general policy of the college/university.
3.	Exam Attendance/Punctuality: It follows the general policy of the College/university which states that: During exams, the following rules will be followed: a. In case the student comes at least half an hour late for an exam, the Article (45) of the Student Affairs Regulations states that he/she won't be allowed to take the exam. b. The student is not allowed to leave the examination room/hall until half of the time has passed.
4.	Assignments/Projects: Assignments/projects should be submitted to the instructor of the course on time. In case of late- submission of assignments, the general policy of the department will be in effect.
5.	Cheating: It is subject to the general rules, procedures and regulations of the university which state that, according to Article (72) of the Student Affairs

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	Regulations, the student shall be punished with one of the following: c. Canceling the student's exam in the course. d. Depriving the students from one or more coming exams (as determined by the college's penal committee).
6.	Plagiarism: All types of plagiarism are unacceptable and are considered dishonest practices. If some cases are found, the student will be punished with the final dismissal from the college based on the Article (79) of the Student Affairs Regulations.
7.	Other Policies: Students are expected to be punctual, and, as always, to conduct themselves professionally and courteously. Using electronic devices or speaking with each other is not allowed; the student involved shall be expelled out of the class and shall be considered to be absent.