



Course Specifications

Course Title:	Writing 2
Course Code:	ENG 117-3
Program:	Bachelor of English
Department:	English
College:	College of Languages and Translation
Institution:	Najran University

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A. Course Identification

1. Credit hours:	3
2. Course type	
a.	University <input type="checkbox"/> College <input type="checkbox"/> Department <input checked="" type="checkbox"/> Others <input type="checkbox"/>
b.	Required <input checked="" type="checkbox"/> Elective <input type="checkbox"/>
3. Level/year at which this course is offered:	Level 2/ 1 st Year
4. Pre-requisites for this course (if any):	ENG 113 – Writing 1
5. Co-requisites for this course (if any):	None

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom		
2	Blended		
3	E-learning	100	100%
4	Distance learning		
5	Other		

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	Lecture	45
2	Laboratory/Studio	
3	Tutorial	
4	Others (specify): Assignment feedback & Discussion forum	55
	Total	100

B. Course Objectives and Learning Outcomes

1. Course Description
The course introduces students to the basics of English language writing components through a gradual and a step by step approach, with an emphasis on the writing process, using pre – writing, topic sentences, supporting sentences, cohesion, editing and drafts.
2. Course Main Objective
Improving students' writing skills through tackling varied topics to expand their thinking processes and transform their thinking and reading skills into written words.

3. Course Learning Outcomes

	CLOs	Aligned PLOs
1	Knowledge and Understanding	
1.1	Identify the stages of sentence and paragraph writing such as prewriting, brainstorming, and editing.	K1
1.2	Recognize the different parts of a paragraph	K1
2	Skills :	
2.1	Write grammatically correct and meaningful sentences.	S3

CLOs		Aligned PLOs
2.2	Write a coherent and cohesive paragraph by applying the theoretical rules.	S3
3	Values:	
3.1	Bear responsibility for self-study and self-improvement.	V1
3.2	Make the right choices about the subjects related to his major.	V2
3.3	Show self-confidence during the activities and tasks assigned to him.	V3

C. Course Content

No	List of Topics	Contact Hours
1	Introduction + Beginning to Work	3
2	Giving and Receiving Presents	3
3	A Favorite Place	6
4	An Exceptional Person	6
5	Trends and Fads	3
6	White lies	3
7	Excuses and Explanations	6
8	Problems	3
9	Strange stories	3
10	Differences	3
11	Difficult Decisions	3
12	Fate or Choice?	3
Total		45

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	Knowledge and Understanding		
1.1	Identify the stages of sentence and paragraph writing such as prewriting, brainstorming, and editing.	1. Lecturing 2. Discussions 3. Presentations	Midterm exams Final Exam
1.2	Recognize the different parts of a paragraph		
2.0	Skills		
2.1	Write grammatically correct and meaningful sentences.	1. Discussions 2. Lecturing 3. Presentations	Midterm exams Final Exam
2.2	Write a coherent and cohesive paragraph by applying the theoretical rules.		
3.0	Values		
3.1	Bear responsibility for self-study and self-improvement.	Self- study	Observation card
3.2	Make the right choices about the subjects related to his major.		
3.3	Show self-confidence during the activities and tasks assigned to him.		

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	1st Mid-term exam	7th week	25%
2	2nd Mid-term exam	13th week	25%
3	Final Exam	16th week	50%

*Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice :

Teaching staff member is available 10 hours per week for student consultations (office hours, in addition to 6 hours for academic advising)

Additionally:

- 1) Students are divided according to their levels among faculty members for academic counseling and consultation.
- 2) Names of distinguished students are given to a particular faculty member for guidance and academic counseling.
- 3) Names of low-performing students are given to a particular faculty member for guidance and academic counseling.
- 4) Complaints and suggestions file is assigned to a particular committee faculty member for discussion and problem solving.
- 5) Academic Advising icon is activated online through the University gate.
- 6) Daily Follow-up is conducted to ensure the availability of teaching staff member to offer consultations and academic advice for students.
- 7) Varied social media means are used to communicate with students (What's app., e-mails, etc., in addition to creating forums for students on the blackboard system)

F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	Zemach, Dorothy E. & Carlos Islam (2005). <i>From Sentence To Paragraph</i> . UK: Macmillan Publishers Limited.
Essential References Materials	<ol style="list-style-type: none"> 1. Hogue, Ann (2013). <i>Longman Academic Writing Series 2: Paragraphs (3rd Edition)</i>. UK: 2. Pearson Education ESL. 3. LaRocque, Paula (2010). <i>The Book on Writing: The Ultimate Guide to Writing Well</i> US: Grey & Guvnor press. 4. Kelly, C. and Gargagliano, A. (2000). <i>Writing from Within</i>. Cambridge: Cambridge University Press
Electronic Materials	http://www2.actden.com/writ_den/index.htm http://www.angelfire.com/wi/writingprocess/ http://depts.gallaudet.edu/englishworks/ http://leo.stcloudstate.edu/index.html http://owl.english.purdue.edu/handouts/ http://www.teacherjoe.us/Write.html http://www.learnenglish.be/learneng.htm http://www.englishclub.com/writing/

	http://www.perfectyourenglish.com/
Other Learning Materials	All learning materials are uploaded to the BlackBoard system in the form of PowerPoint presentations, echo lectures & also electronic versions of available textbooks/references.

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	<ul style="list-style-type: none"> • Large and air-conditioned classrooms
Technology Resources (AV, data show, Smart Board, software, etc.)	<ul style="list-style-type: none"> • Laptop computers • Overhead projectors • Stickers • Language labs
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	<ul style="list-style-type: none"> • None

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of teaching and assessment	Students	Electronic questionnaire
Quality of learning resources	Students	Questionnaire and surveys
Evaluating exam papers	Measurement & Assessment Committee	Review : Editing & proofreading
Extent of achievement of course learning outcomes	Faculty members	Course report

Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

H. Specification Approval Data

Council / Committee	Council of English Department
Reference No.	1
Date	24.12.1440