اعتماد
NCAAA

T4

2020

Course Specifications

Course Title:	Writing 1
Course Code:	ENG 113-3
Program:	Bachelor of English
Department:	English
College:	College of Languages and Translation
Institution:	Najran University

Table of Contents

A. Course Identification

1. Credit hours: 3	

2. Course type

a. University ☐ College ☐ Department ☑ Others ☐

b. Required ☑ Elective ☐

3. Level/year at which this course is offered:

Level I/ First Year

4. Pre-requisites for this course (if any)**:**

None

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
4	Distance learning		
5	Other		

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	Lecture	45
2	Laboratory/Studio	
3	Tutorial	15
4	• **Others** (specify) – Assignment feedback & • Discussion Forum	40
	Total	100

B. Course Objectives and Learning Outcomes

1. Course Description

The course guides students step-by-step towards writing simple and accurate paragraphs, paying close attention to sentence structure, verb formation, punctuation and spelling. Continuous graded practice is provided through a variety of exercise types such as reading comprehension, gap filling, table completion, correction of mistakes and writing sentences and paragraphs using tabular information. All the exercises are based on realistic topics and language functions, which are motivating to students and useful in real life situations.

2. Course Main Objective

To improve students' skills of writing well-formed sentences out of a group of words, writing a grammatically correct, coherent and cohesive paragraph, use punctuation marks, transitional words and capitalization correctly, change pictorial or charts-based information into a well-written paragraph.

3. Course Learning Outcomes

	CLOs	Aligned PLOs
1	**Knowledge and Understanding**	
K1	Recognize the basic grammatical, punctuation & syntactic rules for writing correct English.	K1
K2	Identify the elements of writing a paragraph: the topic sentence & supporting sentences and concluding sentence as well as cohesion and coherence.	K1
2	**Skills :**	
S1	Write well-formed sentences using correct vocabulary, grammar, punctuation & spelling.	S3
S2	Write grammatically correct cohesive and coherent paragraphs about different topics.	S3
3	**Values:**	
V1	Bear responsibility for self-study and self-improvement.	V1
V2	Make the right choices about the subjects related to his major.	V2
V3	Show self-confidence during the activities and tasks assigned to him.	V3

C. Course Content

No	List of Topics	Contact Hours
1	Part 1 – unit 1 – Sentence Basics	6
2	Part 1 – unit 2 – Adding Information to Sentences	6
3	Part 1 – unit 3 – Simple and Compound Sentences	6
4	Part 2 – unit 1 – Friendly Letters and Postcards	6
5	Part 2 – unit 2 – Emails and blogs	3
6	Part 2 – unit 3 – Journals	3
٧	Part 3 – Unit 1 – Paragraph Basics and Topic Sentences	3
٨	Part 3 – Unit 2 – Supporting and Concluding Sentences	6
٩	Part 3 – Unit 3 – Listing Paragraph	3
١٠	Part 3 – Unit 4 – Writing Instructions	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	Recognize the basic grammatical, punctuation & syntactic rules for writing correct English.	• Lecturing • Presentations • Discussion	• Midterm exams • Final exam • Assignments & Quizzes
1.2	Identify the elements of writing a paragraph: the topic sentence & supporting sentences and concluding sentence as well as		

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
	cohesion and coherence.		
2.0	**Skills**		
2.1	Write well-formed sentences using correct vocabulary, grammar, punctuation & spelling.		• Midterm exams • Final exam • Assignments & Quizzes
2.2	Write grammatically correct cohesive and coherent paragraphs about different topics.		
3.0	**Values**		
3.1	Bear the responsibility for self-study and self-improvement.	• Self-learning	• Observation Cards
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	Midterm Exam 1	7	20%
2	Midterm Exam 2	11	20%
3	Final Examination	16/17	50%
4	Online participation & Quizzes	To be decided by teacher	10%

*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-preforming 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	Blanchard, Karen (2012). *Writing Power 1*. USA: Pearson Education.
Essential References Materials	Kelly, Curtis and Arlen Gargagliano (2011). *Writing from Within 1*. 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/
Other Learning Materials	All learning material is uploaded on 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.)	Lecture rooms that accommodate a large number of students.
Technology Resources (AV, data show, Smart Board, software, etc.)	Laptop or desktop computer, data show & smart board.
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	NA

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of Teaching	Students	Indirect
Evaluation of Teaching by the Program/Department Instructor	Self-evaluation report, Peer evaluation, Program Leader	Direct & Indirect

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