



T-104
2022

Course Specification





T-104
2022

Course Specification

Course Title: <i>Enter Course Title.</i> Writing 1
Course Code: 113 Eng -3
Program: <i>Enter Program Name.</i> BA in Translation
Department: <i>Enter Department Name .</i> Translation
College: <i>Enter College Name.</i> Languages and Translation
Institution: <i>Enter Institution Name.</i> Najran University
Version: 2022
Last Revision Date: 26/2/2023



Table of Contents:

Content	Page
A. General Information about the course	3
1. Teaching mode (mark all that apply)	3
2. Contact Hours (based on the academic semester)	3
B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods	5
C. Course Content	6
D. Student Assessment Activities	6
E. Learning Resources and Facilities	7
1. References and Learning Resources	7
2. Required Facilities and Equipment	7
F. Assessment of Course Quality	7
G. Specification Approval Data	8





A. General information about the course:

Course Identification

1. Credit hours: 3

2. Course type

a. University College Department Track Others

b. Required Elective

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

4. Course general 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 exercisetypes 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.

5. Pre-requirements for this course (if any): None

6. Co- requirements for this course (if any): None

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.

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom		
2.	E-learning		
3.	Hybrid <ul style="list-style-type: none"> • Traditional classroom • E-learning 	45	100%
4.	Distance learning		





2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	45
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
	Total	45





B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
K1	Recognize the basic grammatical, punctuation & syntactic rules for writing correct English.	K1	Lecturing Presentations Discussion	Midterm exams Final exam Assignments & Quizzes
1.2				
...K2	Identify the elements of writing a paragraph: the topic sentence & supporting sentences and concluding sentence as well as cohesion and coherence.	K2	Lecturing Presentations Discussion	Midterm exams Final exam Assignments & Quizzes
2.0	Skills			
S1	Write well-formed sentences using correct vocabulary, grammar, punctuation & spelling.	S1	Lecturing Presentations Discussion	Midterm exams Final exam Assignments & Quizzes
S2	Write grammatically correct cohesive and coherent paragraphs about different topics.	S2		
...				
3.0	Values, autonomy, and responsibility			
V.1	Bear responsibility for self-study and self-improvement.	V1	Self-learning	Observation Cards
V.2	Make the right choices about the subjects related to his major.	V2	Self-learning	Observation Cards
V.3...	Show self-confidence during the activities and tasks assigned to him	V2	Self-learning	Observation Cards





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	3
4	Part 2 – unit 1 – Friendly Letters and Postcards	3
5	Part 2 – unit 2 – Emails and blogs	3
6	Part 2 – unit 3 – Journals	3
7	Part 3 – Unit 1 – Paragraph Basics and Topic Sentence	6
8	Part 3 – Unit 2 – Supporting and Concluding Sentence	6
9	Part 3 – Unit 3 – Listing Paragraph	6
	Part 3 – Unit 4 – Writing Instructions	6
Total		45

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Midterm Exams	5/11	40%
2.	Assignments	Ongoing	10%
3.	Final Exam	16/17	50%
...			

*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.)





E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	Kelly, Curtis and Arlen Gargagliano (2011). <i>Writing from Within 1</i> . Cambridge: Cambridge University Press.
Supportive References	Blanchard, Karen (2012). <i>Writing Power 1</i> . USA: Pearson Education..
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. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Lecture rooms that accommodate a large number of students.
Technology equipment (projector, smart board, software)	Laptop or desktop computer, data show & smart board.
Other equipment (depending on the nature of the specialty)	NA

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Students	Indirect
Effectiveness of students assessment	Students / teachers	direct
Quality of learning resources	Students, Faculty, Program Leaders, Peer Reviewers	Direct & Indirect
The extent to which CLOs have been achieved	Faculty, Program Leaders, Peer Reviewers	direct
Other		





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

Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE	TRANSLATION DEPARTMENT
REFERENCE NO.	4
DATE	19/3/2023

