



Course Descriptor
ENGL102A: English Communication Skills 11

Proposed Academic Year	2020/2021	Last Reviewed Academic Year	2019/2020
Course Code	ENGL102A	Course Title	English Communication Skills 11
Credit hours	3	Level of study	Undergraduate
College / Centre	CLFS	Department	
Co-requisites		Pre-requisites	

1. COURSE OUTLINE

CLFS offers English Communication Skills 102 (A) to undergraduate students as an integrated university requirement course. The course covers the language systems and the four English Language skills, with emphasis on oral skills

2. AIMS

This course aims at improving students' general and oral English skills. The learning Outcomes (LOs) attempt to cover a range of Language systems in addition to four language skills at Elementary Level (A2 CEFR). The course employs the Communicative Approach and principled eclecticism informs the teaching methodology. Teachers focus more on oral fluency and beside raising students' awareness of the relevancy of the learning outcomes to real life situations. Assessments are varied and mapped to the course LOs (quizzes, speaking (discussion, debate) , research project and presentations participation, midterm and final exam.)

3. LEARNING OUTCOMES, TEACHING, LEARNING and ASSESSMENT METHODS

Learning Outcomes (Definitive)	Teaching and Learning methods (Indicative)	Assessment (Indicative)
<p>Upon successful completion of this course, students will be able to:</p> <p>1. LANGUAGE SYSTEMS:</p> <ul style="list-style-type: none"> • Revision of different forms of the verb 'to be' and present simple. • Recognize, understand and use different forms of the verb "to be" in the past. 	<p>Worksheet: Moodle integration with Microsoft teams</p>	<p>Moodle quizzes</p>



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<ul style="list-style-type: none"> • Recognize and use question words. • Recognize and use preposition of time / place etc. • Introduce, understand and use object pronouns. • Introduce, understand and use past simple. • Recognize and use basic modals – can/ could for ability. • Recognize and use of ‘have to’ and ‘don’t have to’. • Introduce, understand and use degrees of comparison. • Recognize and use ‘will’ to express future. 		
<p>2. <u>Reading:</u></p> <ul style="list-style-type: none"> • Read and identify pictures. • Read a one to two-page (100-200 words) text and identify the main idea. • Read a one to two-page text and extract specific 	<p>Worksheets: Moodle integration with Microsoft teams</p>	<p>Moodle assignment</p>



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<p>information in a given period.</p> <ul style="list-style-type: none"> • Read, identify and correct mistakes. • Read and write correct heading to paragraphs. • Use clues from context to guess the meaning of unfamiliar words. • Understand pronoun references in a text. 		
<p>3.</p> <ul style="list-style-type: none"> • Writing • Students are required to complete a research project which involves some library, internet and ends up with an essay of 350---500 • Students should choose their topics based on the topics of the units in the booklet. • The topics of the units in the booklet are quite wide so the student and 	<p>Lectures and powerpoint presentations: Moodle integration with Microsoft teams</p>	<p>Midterm exam: Moodle assignment</p>



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<p>the teacher should agree on the actual scope of the essay (a separate booklet to be distributed to students and explain more technical details)</p> <ul style="list-style-type: none"> • The presentation is the summary or reflection of students' research on the topic chosen. 		
<p>4. <u>Speaking:</u></p> <ul style="list-style-type: none"> • Speak about their home, places, routines, interests, life experience, hobbies, vacation etc. • Do role plays. • Participate in small group discussions • Participate in small group debates • Deliver a presentation. • Use oral communication skills necessary for delivering speech in different situations. These oral skills include: 	<p>Moodle integration with Microsoft teams</p>	<p>Microsoft teams/discussion forum</p>



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<p>eye contact, use of body language, useful phrases to agree/disagree, appropriate tone etc.</p>		
<p>5. <u>Listening:</u></p> <ul style="list-style-type: none"> • Listen, identify and write missing words from a text. • Identify main ideas. • Listen to people and fill out tables, identifying pictures, etc. • Listen to a speaker/s and identify the speaker/s, place, things etc. • Listen and practice saying time, date and numbers. • Identify and correct mistakes. • Take notes from a listening text. • Listen and sequence the events 	<p>Moodle integration with Microsoft teams</p>	<p>Moodle quizzes</p>



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<p>according to their occurrence.</p> <ul style="list-style-type: none"> • Listen to a text/ conversation/ story and extract specific information. 		
<p>6. VOCABULARY:</p> <ul style="list-style-type: none"> • Demonstrate an understanding of word definition and appropriate usage. • Have an ability to recognize and reproduce A2 (CEFR) level vocabulary. • Have an ability to recognize and reproduce vocabulary based on area of specialization 	<p>Lectures and powerpoint presentations: Moodle integration with Microsoft teams</p>	<p>Final exam: Moodle quizzes</p>

4. ASSESSMENT WEIGHTING

Assessment	Percentage of final mark (%)
Quizzes: Reading and Listening	10%
Quizzes: Discussion and Debate	10%
Research Project	10%
Presentation	10%
Class Participation	10%
Midterm	20%
Final Exam	30%
TOTAL	100%



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5. ACHIEVING A PASS

Students will achieve 3 credit hours for this course by passing **ALL** of the course assessments [*alternatively, list the compulsory pass assessments**] and achieving a **minimum overall score of 50%**

NB *Ensure that ALL learning outcomes are taken into account

6. COURSE CONTENT (Indicative)

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<p>Week1: Unit One: Buildings (Lesson 1&2). Mode of teaching: Online teaching (lectures and power Point presentations: integrating Microsoft teams with Moodle)</p>	Hours 3
<p>Week 2: Unit One: Buildings (Lesson 3&4). Mode of teaching: Online teaching (lectures and power Point presentations: integrating Microsoft teams with Moodle)</p>	3
<p>Week 3: Research project: Mode of teaching: Online teaching (lectures and power Point presentations: integrating Microsoft teams with Moodle)</p>	3
<p>Week 4: Research project: Mode of teaching: Online teaching (lectures and power Point presentations: integrating Microsoft teams with Moodle)</p>	3
<p>Week 5: Unit Two: About the Past (Lesson 1&2). Mode of teaching: Online teaching (lectures and power Point presentations: integrating Microsoft teams with Moodle)</p>	3
<p>Week 6: Unit Two: About the Past (Lesson 3&4). Mode of teaching: Online teaching (lectures and power Point presentations: integrating Microsoft teams with Moodle)</p>	3
<p>Week 7: Unit Three: Family and Jobs(Lesson 1&2). Mode of teaching: Online teaching (lectures and power Point presentations: integrating Microsoft teams with Moodle)</p>	3
<p>Week 8: Unit Three: Family and Jobs (Lesson 3&4). Mode of teaching: Online teaching (lectures and power Point presentations: integrating Microsoft teams with Moodle)</p>	



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Week 9: Unit Four: Modern life and technologies (Lesson 1&2). Mode of teaching: Online teaching (lectures and power Point presentations: integrating Microsoft teams with Moodle)	3
Week 10: Unit Four: Modern life and technologies (Lesson 3&4). Mode of teaching: Online teaching (lectures and power Point presentations: integrating Microsoft teams with Moodle)	3
Week 11: Unit Five: Food and Drinks (Lesson 1&2). Mode of teaching: Online teaching (lectures and power Point presentations: integrating Microsoft teams with Moodle)	3
Week 12: Unit Five: Food and Drinks (Lesson 3&4). Mode of teaching: Online teaching (lectures and power Point presentations: integrating Microsoft teams with Moodle)	3
Week 13: Unit Six: Dreams and Plans (Lesson 1&2). Mode of teaching: Online teaching (lectures and power Point presentations: integrating Microsoft teams with Moodle) Presentation: : through Microsoft teams	3
Week 14: Unit Six: Dreams and Plans (Lesson 3&4). Mode of teaching: Online teaching (lectures and power Point presentations: integrating Microsoft teams with Moodle) Presentation: : through Microsoft teams	3
Week 15: Presentation : through Microsoft teams	3
Week 16: Final Exam	3
Week 17:	
TOTAL HOURS	
Plus RECOMMENDED INDEPENDENT STUDY HOURS	
TOTAL COURSE HOURS	

7. RECOMMENDED REFERENCES

Core text/s:

Gairns, R., Redman, S., **Natural English**, 2006 (Elementary) Student's Book with Audio CD Oxford University Press. Oxford. ISBN: 978-0-19-438849-8

1. Gairns, R., Redman, S., **Natural English**, 2006 (Elementary) Workbook Oxford University Press. Oxford. ISBN: 978-0-19-438852-2.



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Library + online resources:

www.oup.com/elt/naturalenglish

<https://archives.un.org/content/glossary-recordkeeping-terms>

https://siarchives.si.edu/sites/default/files/pdfs/SIA_RecordsManagement_GlossaryOfTerms.pdf

Open Educational Resources:



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