

**Course Syllabus**

***According to JORDAN National Qualification Framework (JNQF)***

**Course Name: Communication Skills**

**Course Number: 01101214**

**General Course Information:**

|  |  |
| --- | --- |
| Course title | **Communication Skills**  |
| Course number | **01101214** |
| Credit hours | **3** |
| Education type | **Online (Synchronous , Asynchronous)** |
| Prerequisites/co-requisites | **-** |
| Academic Program | **All Academic Programs** |
| Program code | **-** |
| Faculty | **Faculty of Arts** |
| Department | **Department of Service Courses** |
| Level of course | **1-**4 |
| Academic year/semester | **2023/2024 First Semester** |
| Awarded qualification | **Bachelor Degree** |
| Other department(s) involved in teachingthe course | **None** |
| Language of instruction | **English** |
| Date of production/revision | **18/10/2023** |

**Course Coordinator:**

|  |  |
| --- | --- |
| **Coordinator's name** | Abdalrahman Judeh |
| **Office No** |  |
| **Office Phone extension number** |  |
| **Office Hours** |  |
| **Email** | **abdalrahman.judeh@iu.edu.jo** |

**Course Description *(English/Arabic)*:**

|  |  |
| --- | --- |
| **English** | * Developing students' English proficiency in speaking English; natural and conversational language; using the four major language skills in communication; initiating conversations with people.
 |
|  **Arabic** | * • تطوير كفاءة الطلاب في اللغة الإنجليزية في التحدث باللغة الإنجليزية. اللغة الطبيعية والمحادثة واستخدام المهارات اللغوية الأربع الرئيسية في التواصل؛ بدء محادثات مع الناس.
 |

**Textbook: *Author(s), Title, Publisher, Edition, Year, Book website.***

1. **- Richards, Jack C. (2005). Interchange (3rd ed). Cambridge: Cambridge University Press.**

**References: *Author(s), Title, Publisher, Edition, Year, Book website.***

* Required book (s), assigned reading and audio-visuals:
* Glucksberg, S. (2001). Understanding Figurative Language: From Metaphors to Idioms. New York: Oxford University Press.
* Holder, R.W. (2002). How Not To Say What You Mean: A Dictionary of Euphemisms (3rded). Oxford: Oxford University Press.
* Maley, A. & Duff, A. (2005). Drama techniques: A resource book of communication activities for language teachers (3rd ed.). Cambridge: Cambridge University Press.
* McKay, M., Davis, M. & and Fanning, F. (2008). Messages: The Communication Skills Book. Oakland, Calif: New Harbinger Publications.

**Course Educational Objectives(CEOs):**

|  |  |
| --- | --- |
| **1.** | To develop the students’ communication proficiency in the English language. |
| **2.** | To encourage the students to adopt a communicative approach towards spoken language that prioritizes both accuracy and fluency. |
| **3.** | To demonstrate good communication techniques. |
| **4.** | To improve the communication skills of students : Become more clear, convincing and persuasive |

**Intended Learning Outcomes (ILO’s):**

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| --- | --- | --- | --- | --- | --- |
|  | **Subject Intended learning outcomes (ILOs) describe what students are expected to know and be able to do at the end of the course. These outcomes are related to the knowledge, skill and****competence that students acquire:** | **Relationship to CEOs** | **Contribution to PLOs** | **Bloom Taxonomy Levels\*** | **Descriptors\*\*** |
| **A** | **Knowledge and Understanding:** |
| **A1** | Communicate verbally and non-verbally with others successfully. | 1 | 1 | 2 | S |
| **B** | **Intellectual skills:** |
| **B1** | Apply processes of effective communication. | 2 | 1 | 4 | S,C |
| **C** | **Subject specific skills:** |
| **C1** | Display competence and confidence in spoken and written English. | 3 | 1 | 2 | S |
| **D** | **Transferable skills:** |
| **D1** | Develop good listening skills. | 4 | 1 | 3 | S,C |

**\*Bloom Taxonomy Levels**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Level#** | **1** | **2** | **3** | **4** | **5** | **6** |
| **Level Name** | **Knowledge** | **Comprehension** | **Application** | **Analysis** | **Evaluation** | **Synthesis** |

**\*\*Descriptor(NationalQualificationFrameworkDescriptors):K:Knowledge,S:Skill,C: Competency.**

**Program Learning Outcome (PLOs):**

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| --- | --- |
| **Program Learning Outcomes describe what students are expected to know and be able to do by the time of graduation. These relate to the knowledge, skills, and behaviours that students acquire as they progress through the program. A graduate of the (department of service courses) program will demonstrate:** | **Descriptors\*\*** |
| **K** | **S** | **C** |
| **1.** | الالمام بالمهارات األساسية لالتصال والتواصل اللغوي (مهارات االستماع, والمحادثة والقراءة والكتابة)باللغتين العربية واإلنجليزية. |  | **√** |  |
| **2.** | الالمام بمهارات الحاسوب واإلنترنت. |  | **√** |  |
| **3.** | معرفة القوانين والحقوق الواجبة في التعامالت. | **√** |  |  |
| **4.** | الالمام بمهارات التفكير الناقد واإلبداعي واالبتكاري وأسلوب حل المشكالت. |  |  | **√** |
| **5.** | معرفة االتجاهات األخالقية واإلنسانية واالجتماعية والقيم الدينية ومبادئ االنتماء والمواطنة والحسالوطني. | **√** |  |  |
| **6.** | المعرفة بأحداث التاريخ العربي واإلسالمي والمعاصر. | **√** |  |  |

**\*\* Descriptors according to the national qualifications framework (K: knowledge, S: skill, C: Competency)**

**Weekly Schedule** *(please choose the type of teaching)*

**Online***(****1Lecture Synchronous +2 lectures Asynchronous****)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Week** | **First Lecture (***Synchronous)* | **Second Lecture (***Synchronous**)* | **Third Lecture (***Asynchronous**)* | **Fourth Lecture (***Asynchronous**)* | **Ach. ILOs** | **Ach. PLOs** | **Descriptors\*****\*** |
| 1 | Introduction | Basic Reading Techniques part (1) | Basic Reading Techniques.Part (1) | Assignment- Basic Reading Techniques. | A1,C1, D1 | 1 | S,C |
| 2 | Basic Reading Techniques part (2) | Basic Reading Techniques.Part (2) | Basic listening techniquesPart 1 | Weekly Assignment+ video+ activity | A1,C1,D1,B1, D1 | 1 | S,C |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 3 | Basic listening techniquesPart (2) | Preliminary Conversational Exercises part (1) | Preliminary Conversational Exercises part (1) | Weekly Assignment+ video+ activity | A1,C1, D1 | 1 | S,C |
| 4 | Basic listening techniquesPart (2) | Preliminary Conversational Exercises part (2) | Preliminary Conversational Exercises part (2) | Weekly Assignment+ video+ activity | A1,C1,D1,B1, D1 | 1 | S,C |
| 5 | Unit 1:Introductions and greetings part (1) | Unit 1:Introductions and greeting part (1) | Unit 1:Introductions and greeting part (1) | Weekly Assignment+ video+ activity | A1,C1,D1,B1, D1 | 1 | S,C |
| 6 | Unit 1:Introductions and greeting part (2) | Unit 1:Introductions and greeting part (2 | **Unit 2: How do you spend your day? Part (1)** | Weekly Assignment+ video+ activity | A1,C1, D1 | 1 | S,C |
| 7 | Unit 2: How do you spend your day part (2) | Practice the taught material through conversations  | Unit 2: How do you spend your day part (2) | Weekly Assignment+ video+ activity | B1,D1 | 1 | S,C |
| 8 | Unit 2: How do you spend your day part (2) | Practice the taught material through conversations  | Unit 3: How much is it?Part (1) | Weekly Assignment+ video+ activity | A1,C1,D1,B1, D1 | 1 | S,C |
| 9 | Unit 3: How much is it?Part (2) | Reading comprehension  | Practice the taught material through conversations | Weekly Assignment+ video+ activity | A1,C1,D1,B1, D1 | 1 | S,C |
| 10 | Unit 3: How much is it?Part (2) | Reading comprehension  | Practice the taught material through conversations | Weekly Assignment+ video+ activity | A1,C1, D1 | 1 | K,,C |
| 11 | Unit 4: Do you like rap?Part (1) | Unit 4: Do you like rap? Part (1) | Unit 4: Do you like rap? Part (2) | Weekly Assignment+ video+ activity | A1,C1,D1,B1, D1 | 1 | ,S,C |
| 12 | Unit 4: Do you like rap?Part (2) | Unit 4: Do you like rap? Part (2) | **Unit 5: Tell me about your family? – part 1**  | **Presentations** | A1,C1,D1,B1, D1 | 1,4 | S,C |
|  13 | Practice the taught material through conversations | Unit 5: Tell me about your family? – part 2  | Reading comprehension  | **Presentations** | A1,C1,D1,B1, D1 | 1,4 | S,C |
| 14 | Unit 6: How often do you exercise? Part 1 | Unit 6: How often do you exercise? Part 2 | Practice the taught material through conversations | **Revision** | A1,C1,D1,B1, D1 | 1,4 | S,C |
| 15 | **Revision** | **Revision** | **Revision** | **Revision** |  |  |  |
| 16 |  **Final Exam** |  | All | 1,4 | S,C |

**\*K: Knowledge, S: Skills, C: Competency**

**Teaching Methods and Assignments:**

**Development of ILOs is promoted through the following teaching and learning methods:**

* **Interactive videos**
* **Discussion Forums**
* **Quizzes**
* **Other Interactive online activities**

**Course Policies:**

A- Attendance policies:

The maximum allowed absences is 15% of the lectures.

B- Absences from exams and handing in assignments on time:

Midterm exam can be retaken based on approval of excuse by the instructor's discretion. Not handing assignment on time will incur penalties.

C- Academic Health and safety procedures

D- Honesty policy regarding cheating, plagiarism, and misbehaviour:

Cheating, plagiarism, misbehaviour will result in zero grade and further disciplinary actions may be taken.

E- Grading policy:

* All homework is to be posted online through the e-learning system.
* Exams will be marked within 72 hours and the marked exam papers will be handed to the students.
* Online Activities (Course Videos, Discussion Forums, Quizzes) **20 %**
* Midterm **30 %**
* Final Exam **50 %**

F- Available university services that support achievement in the course: **E-Learning Platform, Labs, Library.**

**Required equipment:**

* **PC / Laptop with webcam and mic**
* **Internet Connection**
* **Access to the IU E-Learning Platform at:** [**https://elearn.iu.edu.jo/**](https://elearn.iu.edu.jo/)
* **E-learning plan**
* **Satisfaction questionnaires for online and face-to-face learning**
* **Software for e-learning**
* **Training**

**Assessment Tools implemented in the course:**

* Final Exam
* Midterm Exam
* Quizzes
* Homework
* Discussion Forums
* Improvement plans for online or face-to-face teaching
* Others:…….

**Responsible Persons and their Signatures:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Coordinator** | **Abdalrahman Judeh** | **Completed Date** | **18/10/2023** |
|  | **Signature** |  |

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| --- | --- | --- | --- |
| **Received by**(Department Head) | **Dr.Ahmad Al-Qatawna** | **Received Date** | **18/10/2023** |
|  | **Signature** |  |