



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 teaching the course	None
Language of instruction	English
Date of production/revision	18/10/2023

Course Coordinator:

Coordinator's name	Abdallahman Judeh
Office No	
Office Phone extension number	
Office Hours	
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Course Description (English/Arabic):

English	<ul style="list-style-type: none">Developing students' English proficiency in speaking English; natural and conversational language; using the four major language skills in communication; initiating conversations with people.
Arabic	<ul style="list-style-type: none">تطوير كفاءة الطلاب في اللغة الإنجليزية في التحدث باللغة الإنجليزية. اللغة الطبيعية والمحادثة واستخدام المهارات اللغوية الأربعة 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):

	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):

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.	الإلمام بالمهارات الأساسية للاتصال والتواصل اللغوي (مهارات السمع، والمحادثة والقراءة والكتابة) باللغتين العربية والإنجليزية.		√	
2.	الإلمام بمهارات الحاسوب والإنترنت.		√	
3.	معرفة القوانين والحقوق الواجبة في التعاملات.	√		
4.	الإلمام بمهارات التفكير الناقد والإبداعي والابتكاري وأسلوب حل المشكلات.			√
5.	معرفة الاتجاهات الأخلاقية والإنسانية والاجتماعية والقيم الدينية ومبادئ النتماء والمواطنة والحس الوطني.	√		
6.	المعرفة بأحداث التاريخ العربي والإسلامي 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 techniques Part 1	Weekly Assignment + video + activity	A1,C1, D1,B1, D1	1	S,C

3	Basic listening techniques Part (2)	Preliminary Conversational Exercises part (1)	Preliminary Conversational Exercises part (1)	Weekly Assignment + video + activity	A1,C1, D1	1	S,C
4	Basic listening techniques Part (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: Introduction s and greeting part (1)	Weekly Assignment + video + activity	A1,C1, D1,B1, D1	1	S,C
6	Unit 1: Introduction s and greeting part (2)	Unit 1: Introduction s 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

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/>**
- **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	Abdallahman Judeh	Completed Date	18/10/2023
		Signature	
Received by (Department Head)	Dr.Ahmad Al-Qatawna	Received Date	18/10/2023
		Signature	