
COURSE Syllabus

Course Name: Communication Skills

Course Number: 01101214

General Course Information:

Course title	Communication Skills
Course number	01101214
Credit hours (theory, practical)	3 credit hours
Contact hours (theory, practical)	Monday –Wednesday 2-3:30
Prerequisites/corequisites	-
Academic Program	Department of courses service
Program code	-
Awarding institution	Isra Private University
Faculty	Faculty of Arts
Department	Course Service
Level of course	1-1
Academic year /semester	First Semester 2019-2020
Awarded qualification	Bachelor's Degree
Other department(s) involved in teaching the course	All university department
Language of instruction	English
Date of production/revision	10-10-2019

Course Coordinator:

Coordinator's Name: Aseel Atallah Hasan Alshbeekat
Office No.: 2103
Office Phone: 2396
Office Hours: Sunday and Thursday 10-12
Tuesday 11-12 and 1-2
Monday and Wednesday 12:30-2
Email: aseel.shbeekat@iu.edu.jo

Course Description:

Developing students' English proficiency in speaking English; natural and conversational language; using the four major language skills in communication; initiating conversations with people.

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

- 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* (3rd ed). 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. & 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 gain confidence; present your message with more assurance more
5.	Improve the communication skills of students : Become more clear, convincing and persuasive

Intended Learning Outcomes (ILO's):

	Intended Learning Outcomes (ILO's)	Relationship to CEOs	Contribution to PLOs
A	Knowledge and Understanding:		
A1	Communicate verbally and non-verbally with others successfully.	1	a-e
A2	Use appropriate vocabulary, accurate grammar and correct pronunciation.	2-5	a-e
B	Intellectual skills:		
B1	Apply processes of effective communication	4	a-e
B2	Develop good listening skills.	5	a-e
C	Subject specific skills:		
C1	Display competence and confidence in spoken and written English.	1-2	a-e
C2	Apply processes of effective communication	1-2	a-e
D	Transferable skills:		
D1	Communicate verbally and non-verbally with others successfully.	2-3	a-e

Topic Outline and Schedule:

Topic	Weeks	Achieved ILOs
Basic communication skills and techniques	1	-

Basic Reading Techniques	2	A1- A2-b1-b2-c1-c2-d1-d2
Basic listening techniques	3	A1- A2-b1-b2-c1-c2-d1-d2
Preliminary Conversational Exercises	4	A1- A2-b1-b2-c1-c2-d1-d2
Unit 1: Introductions and greetings	5	A1- A2-b1-b2-c1-c2-d1-d2
Unit 2: How do you spend your day?	6	A1- A2-b1-b2-c1-c2-d1-d2
First Exam	7	A1- A2-b1-b2-c1-c2-d1-d2
Unit 3: How much is it?	7	A1- A2-b1-b2-c1-c2-d1-d2
Unit 4: Do you like rap?	8	A1- A2-b1-b2-c1-c2-d1-d2
Unit 5: Tell me about your family? – part 1	9	A1- A2-b1-b2-c1-c2-d1-d2
Unit 5: Tell me about your family? Part 2	10	A1- A2-b1-b2-c1-c2-d1-d2
Second exam	11	A1- A2-b1-b2-c1-c2-d1-d2
Unit 6: How often do exercise? Part 1	12	A1- A2-b1-b2-c1-c2-d1-d2
Unit 6: How often do exercise? Part 2	13	A1- A2-b1-b2-c1-c2-d1-d2
Unit 6: How often do exercise? Part 3	14	A1- A2-b1-b2-c1-c2-d1-d2
Revision	15	
Final exam	16	-

Teaching Methods and Assignments:

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

- Lectures

Course Policies:

A- Attendance policies:

The maximum allowed absences is 15% of the lectures.

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

First Exam and second 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.
- F- Available university services that support achievement in the course: **Labs, Library.**

Required equipment:

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Assessment Tools implemented in the course:

- √First Written Exam.
- √Second Written Exam.
- √Final Written Exam.
- √Homework.
- √Participation in Lecture.

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 () program will demonstrate	
a.	الإلمام بالمهارات الأساسية للاتصال والتواصل اللغوي (مهارات الاستماع, والمحادثة والقراءة والكتابة) باللغتين العربية والإنجليزية.
b.	الإلمام بمهارات الحاسوب والإنترنت.
c.	معرفة القوانين والحقوق الواجبة في التعاملات.
d.	الإلمام بمهارات التفكير الناقد والإبداعي والابتكاري وأسلوب حل المشكلات.
e.	معرفة الاتجاهات الأخلاقية والإنسانية والاجتماعية والقيم الدينية ومبادئ الانتماء والمواطنة والحس الوطني.
f.	المعرفة بأحداث التاريخ العربي والإسلامي والمعاصر.

Responsible Persons and their Signatures:

Course Coordinator	Aseel Alshbeekat	Completed Date	10/ 10 /2019
		Signature	
Received by (Department Head)		Received Date	/ /
		Signature	