



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

**Course Name: Précis Writing**

**Course Number: 01021203**

### General Course Information:

Course title	Précis Writing
Course number	01021203
Credit hours	3
Education type	Hybrid(2 Lectures Face – To – Face+1 Lecture Asynchronous)
Prerequisites/corequisites	--
Academic Program	Bachelor
Program code	02
Faculty	Arts
Department	English Language and Literature
Level of course	1
Academic year /semester	2023-2024/ First Semester
Awarded qualification	B A Degree
Other department(s) involved in teaching the course	----
Language of instruction	English
Date of production/revision	01/10/2023

### Course Coordinator:

Coordinator's name:	Dr.Issam Taamneh
Office No	(Third Floor)
Office Phone extension number	Ext.2440
Office Hours	Sunday:9:00-10:00/ Monday:12:30-1:30/ Tuesday:12:00-01:00/ Tuesday:: 01:30-02:00/ Wednesday:8:00-9:00 Thursday: (BY APPOINTMENT).
Email	issam.taamneh@iu.edu.jo

### Other Instructors:

Instructor name	
Office No	
Office Phone extension number	
Office Hours	
Email	

### Course Description (English/Arabic):

English	<ul style="list-style-type: none"><li>• Application of reading strategies to different kinds of academic texts</li><li>• Summarizing vs. paraphrasing</li><li>• Practice of summarizing and paraphrasing a variety of texts</li></ul>
Arabic	<ul style="list-style-type: none"><li>• تطبيق استراتيجيات القراءة على أنواع مختلفة من النصوص الأكاديمية.</li><li>• مفهوم التلخيص، ومفهوم إعادة الصياغة.</li><li>• ممارسة تلخيص، وإعادة صياغة مجموعة متنوعة من النصوص.</li></ul>

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

1. Bazerman, C. (2020). *The Informed Writer: Using Sources in the Disciplines.*, University of California.

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

- 1- Alexander, L. G. *Sixty Steps Précis: A New Approach to Summary-Writing for Overseas Students* (2<sup>nd</sup> Edition). Hong Kong: Longman Group(1970)..
- 2- Saran, T. *Précis Writing and Drafting*. Delhi: S. Chand & Company LTD(1995).

**Course Educational Objectives (CEOs):**

1.	Students should be able to identify different important terms in précis writing.
2.	Students should be able to distinguish between summarizing and paraphrasing.
3.	Students should be able to understand different types of texts and the best strategies for reading them.
4.	Students should be able to practise summarizing and paraphrasing through exercises.

**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	<b>Knowledge and Understanding:</b>				
A1	Identify some important terms in précis writing such as: skimming, scanning, summarizing, paraphrasing, plagiarism, quotations, unity, coherence ... etc.)	1	1,3	1,3	K, S
B	<b>Intellectual skills:</b>				
B1	Use of in-text references (citation) properly.	2	2,4	2,4	K,S
C	<b>Subject specific skills:</b>				
C1	Employ reading strategies while reading and writing.	3	5,7	5	C, S
D	<b>Transferable skills:</b>				
D1	Summarize and paraphrase different texts as concise and continuous as possible of the principle facts contained in the original passage.	4	6,8	6	C, K

**\*Bloom Taxonomy Levels**

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

**\*\* Descriptor (National Qualification Framework Descriptors): 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 (English Language Literature) program will demonstrate:		Descriptors**		
		K	S	C
1.	Acquiring the basic oral skills in English.	✓		
2.	Understanding other related knowledge disciplines.	✓		
3.	Having the ability to communicate in various ways and methods.		✓	
4.	having the ability to analyse various linguistic and literary texts.		✓	
5.	having the ability to adapt to various work environments and conditions.			✓
6.	Developing the ability to evaluate and assess various work environments and conditions.			✓
7.	Having the ability to write scientific research papers related to English language and Literature.		✓	
8.	Developing the ability to use technology in scientific research	✓		
9.	Reinforcing and developing critical thinking skills.			✓

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

**Weekly Schedule Hybrid(2 Lectures Face – To – Face+1 Lecture Asynchronous)**

Week	First Lecture	Second Lecture	Third Lecture <i>Asynchronous</i>	Ach. ILOs	Ach. PLOs	Descriptors**
1	Basics of Paragraph Writing	Basics of Paragraph Writing	Basics of Paragraph Writing	1	1,3	K,S
2	Strategies of Reading	SCANNING	Skimming	2	2,4	K,S
3	Chapter 1: Writing	Writing sentences	Writing paragraphs	1	1,3	K,S
4	Chapter 2: Reacting to Reading:	Annotations and Journals	Practice	3	5,7	C,S
5	Chapter 2: Reacting to Reading: Annotations and Journals	Reacting to Reading:	Reacting to Reading:	4	6,8	C,K
6	Chapter 3:	The Author's	Practice	4	6,8	C,K

	Paraphrasing: The Author's Thoughts in Your Words	Thoughts in Your Words				
7	Chapter 3: Paraphrasing: The Author's Thoughts in Your Words	The Author's Thoughts in Your Words	Practice	3	5,7	C,S
8	Chapter 4: Summarizing: The Author's Main Ideas	The Author's Main Ideas	Practice	3	5,7	C,S
9	Chapter 4: Summarizing: The Author's Main Ideas	The Author's Main Ideas	Practice	2	2,4	K,S
10	Summarizing	Summarizing (Practice)	Assignments	2	2,4	K,S
11	Paraphrasing	Paraphrasing (Practice)	Assignments	1	1,3	K,S
12	Summarizing	Summarizing (Practice)	Assignments	3	5,7	C,S
13	Paraphrasing	Paraphrasing (Practice)	Assignments	4	6,8	C,K
14	Revision	Revision	Revision	1	1,3	K,S
15	FINAL EXAM					

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

### Teaching Methods and Assignments:

<p><b>Development of ILOs is promoted through the following teaching and learning methods:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Interactive videos</b></li> <li>▪ <b>Practice Labs</b></li> <li>▪ <b>Discussion Forums</b></li> <li>▪ <b>Quizzes</b></li> <li>▪ <b>Other Interactive online activities</b></li> <li>▪ <b>Reports</b></li> </ul>
--

### Course Policies:

<p>A- Attendance policies:</p> <p>The maximum allowed absences is 15% of the lectures.</p> <p>B- Absences from exams and handing in assignments on time:</p> <p>Midterm exam can be retaken based on approval of excuse by the instructor's discretion.</p> <p>Not handing assignment on time will incur penalties.</p> <p>C- Academic Health and safety procedures</p> <p>D- Honesty policy regarding cheating, plagiarism, and misbehaviour:</p> <p>Cheating, plagiarism, misbehaviour will result in zero grade and further disciplinary actions may be taken.</p> <p>E- Grading policy:</p> <ul style="list-style-type: none"> <li>• All homework is to be posted online through the e-learning system.</li> </ul>
--

- Exams will be marked within 72 hours and the marked exam papers will be handed to the students.
- Online Activities (Course Videos, Practice labs, Discussion Forums, Quizzes) **\_30\_%**
- Midterm **\_20\_%**
- Final Exam **\_\_50\_%**

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

### Required equipment:

- **Classroom & blackboard.**
- **PC / Laptop with webcam and mic**
- **Internet Connection**
- **Access to the IU E-Learning Platform at: <https://elearn.iu.edu.iq/>**
- **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

### Responsible Persons and their Signatures:

<b>Course Coordinator</b>	<b>Dr.Isam Taamneh</b>	<b>Completed Date</b>	<b>1/10/2023</b>
		<b>Signature</b>	
<b>Received by (Department Head)</b>	<b>Dr.Aseel Shbeekat</b>	<b>Received Date</b>	<b>1/10/2023</b>
		<b>Signature</b>	