|  |  |
| --- | --- |
| **Course Title:**  | **English Listening & Speaking Skills** |
| **Course Code:** | **414 جدار-2** |
| **Program:** | **Office Administration Diploma** |
| **Department:**  | **Office Administration** |
| **College:** | **Deanship of Community Service & Continuing Education** |
| **Institution:** | **Jazan University** |

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# A. Course Identification

|  |  |
| --- | --- |
| **1. Credit hours:** | **2** |
| **2. Course type** |
| **a.** | University |  | College |  | Department | **√** | Others |  |  |
| **b.** | Required | **√** | Elective |  |  |
| **3. Level/year at which this course is offered:** | **First Level** |
| **4. Pre-requisites for this course** (if any)**: None** |
| **5. Co-requisites for this course** (if any)**: None** |
|  |

##

## 6. Mode of Instruction (mark all that apply)

| **No** | **Mode of Instruction** | **Contact Hours** | **Percentage**  |
| --- | --- | --- | --- |
| **1** | **Traditional classroom** | 56 | 100% |
| **2** | **Blended**  |  |  |
| **3** | **E-learning** |  |  |
| **4** | **Distance learning**  |  |  |
| **5** | **Other**  |  |  |

**7. Contact Hours** (based on academic semester)

|  |  |  |
| --- | --- | --- |
| **No** | **Activity** | **Contact Hours** |
| **1** | **Lecture** |  56 |
| **2** | **Laboratory/Studio** |  |
| **3** | **Tutorial**  |  |
| **4** | **Others** (specify) |  |
|  | **Total** |  **56** |

#

# B. Course Objectives and Learning Outcomes

|  |
| --- |
| 1. Course Description  |
| This is a 2-credit hour course focusing on teaching the basic listening and speaking skills for classroom presentations and discussions, helping students learn note-taking skills and practice using vocabulary and grammar forms appropriately in context. This course provides lessons and activities that redefine student’s listening, speaking and pronunciation skills, and helps the students become successful language learner and have the confidence in communicating using the English language.***Benchmark:*** CEFR Level A1 & SAQF\* Level 6\****Common European Framework of Reference for Languages*** ***\*Saudi Arabian Qualifications Framewor****k*  |
| 2. Course Main Objective |
| This course aims at helping students acquire necessary listening skills in order to follow and comprehend aural discourse, as well as helping them develop adequate speaking skills to be able to communicate effectively. Develop skills in understanding and using conversational English in different topics. Enable students to express themselves in English and give their opinions confidently. Get familiar with native speakers English and use of functional vocabulary. Improve students’ presentation and discussion skills including their critical analysis for different issues.  |

##

## 3. Course Learning Outcomes

| **CLOs** | **Aligned****PLOs** |
| --- | --- |
| 1 | **Knowledge and Understanding** |  |
| 1.1 | Identify main ideas and specific details of claims, content and structure of listening passages. |  |
| 1.2 | Recognize words or phrases through vocabulary building and expressions through language learning strategy |
| 1.3 | Demonstrate instructions and tasks applying essential grammatical forms and pronunciation techniques for better communication. |
| **2** | **Skills:** |  |
| 2.1 | Inspect and stimulate specific procedure and task related to work in everyday situation through critical thinking. |  |
| 2.2 | Recognize and interpret conversation based on activities, abilities and interests related to work and real-life situations. |
| 2.3 | Exhibit inferences of formal / informal language and practice with appropriate language for different situations. |
| **3** | **Values:** |  |
| 3.1 | Develop group participation respecting the principles of politeness and using appropriate politeness formulae. |  |
| 3.2 | Exhibit appropriate paralinguistic expressions while speaking in personal and professional situation. |
| 3.3 | Illustrate ability of criticizing and evaluating their own opinions with professional code of conduct and ethical values. |

#

# C. Course Content

|  |  |  |
| --- | --- | --- |
| **No** | **List of Topics** | **Contact Hours** |
| 1 | Meetings and Greetings | 8 |
| 2 | Finding your Way | 8 |
| 3 | A Full life | 8 |
| 4 | Weather around the World | 8 |
| 5 | To your Health | 8 |
| 6 | A Human Rainbow | 8 |
| 7 | Get a Job | 8 |
| **Total** | 56 |

# D. Teaching and Assessment

## 1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

| **Code** | **Course Learning Outcomes** | **Teaching Strategies** | **Assessment Methods** |
| --- | --- | --- | --- |
| **1.0** | **Knowledge and Understanding** |
| 1.1 | Identify main ideas and specific details of claims, content and structure of listening passages. | Brain stormingTask based activitiesRecord important information-note taking | Oral presentationQuizWorksheetsExams |
| 1.2 | Recognize words or phrases through vocabulary building and expressions through language learning strategy | Question and Answer method, Task based,Brainstorming.Grammar rules and practice. | Classroom activities QuizAssignments |
|  1.3 | Demonstrate instructions and tasks applying essential grammatical forms and pronunciation techniques for better communication. | Question and answer method.InstructionsIdentify highlighted wordsDemonstration | Classroom activities QuizSlip-Test Exams  |
| **2.0** | **Skills** |
| 2.1 | Inspect and stimulate specific procedure and task related to work in everyday situation through critical thinking. | Brain stormingQuestion and Answer methodGrammar rules and practice. | Oral presentationActivitiesAssessment- oral |
| 2.2 | Recognize and interpret conversation based on activities, abilities and interests related to work and real-life situations. | InstructionsRole playListen and Talk activity | Classroom activities QuizSlip-Test Exams |
|  2.3 | Exhibit inferences of formal / informal language and practice with appropriate language for different situations. | InstructionsRole playListen and Talk activity | Oral presentation  |
| **3.0** | **Values** |
| 3.1 | Develop group participation respecting the principles of politeness and using appropriate politeness formulae. | Instruction and Guidance to learn and practice healthy attitudes and behavior | AssessmentActivities |
| 3.2 | Exhibit appropriate paralinguistic expressions while speaking in personal and professional situation. |  Guidance-Teamwork and individual responsibility | AssessmentQuizzes- pair work |
|  3.3 | Illustrate ability of criticizing and evaluating their own opinions with professional code of conduct and ethical values. | Guidance – InstructionEthical standard behavior  | Group-work Participation grades |

##

## 2. Assessment Tasks for Students

| **#** | **Assessment task\***  | **Week Due** | **Percentage of Total Assessment Score** |
| --- | --- | --- | --- |
| **1** | Attendance + Participation + Assignments | Throughout the semester | 30% |
| **2** | Mid-term exam | 8 | 20% |
| **3** | Final exam | 15 | 50% |
| **4** | **Total** |  | **100%** |

**\*Assessment task** (i.e., written test, oral test, oral presentation, group project, essay, etc.)

# E. Student Academic Counseling and Support

|  |
| --- |
| **Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice:** |
| Students can meet faculty members for consultation and advice during their office hours. |

#

# F. Learning Resources and Facilities

## 1.Learning Resources

|  |  |
| --- | --- |
| **Required Textbooks** | **Tapestry. Listening & Speaking 1-Benz, C. & Dworak, K. (2005).** Thomson Heinle, Middle East Edition. (**Unit 1-7)**-Specially edited for use in Arab and Islamic cultures. -Prepares students to become successful, independent learners-Engaging listening and speaking selections and motivating activities.-Language Learning Strategies-Academic Power Strategies and the interactive web site. |
| **Essential References Materials** | Longman Dictionary of Contemporary English |
| **Electronic Materials** | <http://tapestry.heinle.com> |
| **Other Learning Materials** |  |

##

## 2. Facilities Required

| **Item** | **Resources** |
| --- | --- |
| **Accommodation**(Classrooms, laboratories, demonstration rooms/labs, etc.) |  Spacious classroom  |
| **Technology Resources** (AV, data show, Smart Board, software, etc.) | * Smart Board
* Speakers (for audio)
* Audio player and recorder
* OHP
 |
| **Other Resources** (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list) | * Whiteboard of good quality (to be used as a screen for playing videos as well)
* Whiteboard markers
 |

# G. Course Quality Evaluation

| **Evaluation****Areas/Issues**  | **Evaluators**  | **Evaluation Methods** |
| --- | --- | --- |
| Effectiveness of teaching  | Students and Faculty | Direct & Indirect |
| Effectiveness of evaluation  | Students and Faculty | Direct & Indirect |
| Extent of achievement of course learning outcomes | Peer Reviewers | Indirect |
| Quality of learning resources | Students and Faculty | Direct & Indirect |

**Evaluation areas** (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

**Evaluators** (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)

**Assessment Methods** (Direct, Indirect)

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# H. Specification Approval Data

|  |  |
| --- | --- |
| **Council / Committee** | Quality Assurance & Accreditation Unit, English Language Institute |
| **Reference No.** | JU/ELI/QAU/CS/DCSCE/414 |
| **Date** | 20/11/2020 |