Kingdom of Saudi Arabia
Ministry of Education
Umm Al-Qura University

المملكة العربية السعودية
وزارة التعليم
جامعة أم القرى

Communication Skills
705103-74

Ministry Of Education | وزارة التعليم
Umm Al-Qura University | جامعة أم القرى

University Vice Presidency For Academic Affairs | وكالة الجامعة للشؤون الأكاديمية

English language Institute | معهد اللغة الإنجليزية

Basic Information

Course Title:	**Communication Skills**
Course Number:	**705103-74**
Course Type:	**Required**
Number of Credits:	**2.0**
Number of Contact Hours:	**2 hours a week (32 hours per semester)**
Course Pre-requisites:	**English Language I (705101-74)**
Course Time:	**2nd Semester (16 week)**

Course Catalog Description

Communication Skills **(705103-74)** is an English for Specific Purposes (ESP) course which runs in the second semester of every year beginning in February. The course is offered in 16 weeks with a 02-hour-per-week teaching plan. The textbook used is a professional careers curriculum provided by Express Publishing, consisting of only one textbook: Career Paths, Information Technology. In order to be enrolled in this course, students have to complete the pre-required EGP course (*English Language I, 705101-74*).

The course *Communication Skills* **(705103-74)** is offered to students enrolled in the second semester in the Department of Information Sciences. This course is directed to students who are going to pursue their studies in Information Sciences. The course provides students with the basic jargon/ language register, and with opportunities to practice all the four language skills in a meaningful, subject-specific, context.

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Performance Objectives

By the end of the course, the students are expected to be able to:

1- recognize a large amount of IT-based vocabulary, define the meanings in English, recall and use them in similar contexts.

2- demonstrate adequate comprehension of IT-related texts on a variety of topics with specialist and non-specialist vocabulary by answering comprehension questions.

3- show adequate understanding of authentic conversations about IT-related issues by answering comprehension questions.

4- formulate guided conversations around IT-related topics while engaging in a range of speaking tasks, including discussions, making requests, suggesting technical solutions, giving instructions, etc.

5- compose limited texts incorporating IT-specific concepts, based on multi-genre structures, such as filling out forms, writing memos, reports, letters, summaries, notes, recommendations, and brief comparisons.

Course Materials

Evans, V., Dooly J. & Wright S. (2011). *Career Paths, Information Technology.* Express Publishing. Newbury, UK.

Grading Standards

Linguistic progress of the students registered in **Communication Skills (705103-74)** is evaluated according to the following assessment measurements (measurement may vary due to unforeseen circumstances):

	Assessment Measurement	Score Weight
1	Final exam	45
2	Midterm Test	30
3	Listening mid-term exam	5
4	Listening final exam	5
5	Speaking assessment	5
6	Quizzes (4)	5 (Average)
7	Oxford online practice	5