Course Specifications

Course Title:	Writing 1
Course Code:	**3012130-3**
Program:	**English Language 301200**
Department:	**English Language**
College:	**Al-Leith University College**
Institution:	**Umm-Al-Qura University**

Table of Contents

A. Course Identification

1. Credit hours:	3							

2. Course type

a.	University		College		Department	√	Others	
b.		Required	√	Elective				

3. Level/year at which this course is offered:	Level I/First Year

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**	3 hours per week	100%
2	**Blended**	0	0%
3	**E-learning**	0	0%
4	**Correspondence**	0	0%
5	**Other**	0	0%

7. Actual Learning Hours (based on academic semester)

No	Activity	Learning Hours
Contact Hours		
1	Lecture	2 (hours) X 15(weeks)
2	Laboratory/Studio	
3	Tutorial	1(hour) X 15 (weeks)
4	Others (specify)	Office Hours = 1X 15 weeks
	Total	60
Other Learning Hours*		
1	Study	(1 hour) x (15 weeks)
2	Assignments	(1 hour) x (15 weeks)
3	Library	(1 hour) x (15 weeks)
4	Projects/Research Essays/Theses	0
5	Others (specify)	0
	Total	45 hours

* The length of time that a learner takes to complete learning activities that lead to achievement of course learning outcomes, such as study time, homework assignments, projects, preparing presentations, library times

B. Course Objectives and Learning Outcomes

1. Course Description

This course introduces students to different types of academic writing such as descriptive, narrative and informative paragraph. It is designed to develop and enhance basic writing skills by the inclusion of a variety of topics in addition to the introduction of different pre-writing and writing techniques. It offers an opportunity for students to build their vocabulary knowledge through discussion questions and reading segments.

The course also emphasizes on the importance of basic grammatical skill needed by providing a variety of writing exercises.

2. Course Main Objective

The main goal of this course is to develop students' skills in writing academic paragraphs with a complete topic sentence and conclusion. Also, students are expected to provide supporting sentences that relate to their topic. It is also within the objectives of this course to develop students' abilities to write grammatically correct sentences and use punctuation appropriately.

3. Course Learning Outcomes

	CLOs	Aligned PLOs
1	**Knowledge:**	
1.1	Use effective writing conventions such as mechanics, usage, and sentence formation to make writing easily intelligible	K1
1.2	Demonstrate an understanding of paragraph unity, support and coherence.	K2
1.3	Produce different types of essays such as expository, persuasive, analytical, and argumentative which show ability to communicate, giving few difficulties for the reader.	K3
1.4	Apply the writing process that includes pre-writing, drafting, revising, editing, illustrating and publishing and demonstrate ability to make simple notes that will be of reasonable use for essay or revision purposes.	K4
1.5	Perform skillfully on the computer for assignment submissions.	K5
2	**Skills :**	
2.1	Produce and combine sentences with different grammatical patterns	S1
2.2	Use transition and connecting words effectively.	S2
2.3	Apply pre and post writing techniques successfully.	S3
2.5	Organize ideas according to the writing style chosen.	S4
3	**Competence:**	
3.1	Apply brain storming techniques to generate ideas.	C1
3.2	Use reading comprehension skills to facilitate writing and the organization of ideas.	C2

C. Course Content

No	List of Topics	Contact Hours
1	Academic life around the world: A descriptive paragraph about a classmate	3

2	Experiencing nature: A descriptive paragraph about a painting	3
3	Living to eat or eating to live: A descriptive paragraph about holiday foods	6
4	In the community: An informative letter to a friend	3
5	Home: A personal narrative	6
6	Cultures of the world: A folktale narrative	6
7	Health: An informative paragraph about health treatments	3
8	Entertainment and the media : A one-paragraph movie review and analysis	6
9	Social life: A narrative paragraph about a classmate	3
10	Sports: A paragraph comparing two sports	6
Total		45

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**		
1.1	Use effective writing conventions such as mechanics, usage, and sentence formation to make writing easily intelligible	Group discussions Written models Writing exercises	Written assignments Midterm and Final exams Quizzes
1.2	Demonstrate an understanding of paragraph unity, support and coherence.	Group discussions Written models Writing exercises	Written assignments Midterm and Final exams Quizzes
1.3	Produce different types of essays such as expository, persuasive, analytical, and argumentative which show ability to communicate, giving few difficulties for the reader.	Group discussions Written models Writing exercises	Written assignments Midterm and Final exams Quizzes
1.4	Apply the writing process that includes pre-writing, drafting, revising, editing, illustrating and publishing and demonstrate ability to make simple notes that will be of reasonable use for essay or revision purposes.	Group discussions Written models Writing exercises	Written assignments Midterm and Final exams Quizzes
1.5	Perform skillfully on the computer for assignment submissions.	Group discussions Written models Writing exercises	Written assignments Midterm and Final exams Quizzes
2.0	**Skills**		
2.1	Use effective writing conventions such as mechanics, usage, and sentence formation to make writing easily	Group discussions Written models Writing exercises	Written assignments Midterm and Final exams

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
	intelligible		Quizzes
2.2	Demonstrate an understanding of paragraph unity, support and coherence		
2.3	Apply the writing process that includes pre-writing, drafting, revising, editing, illustrating and publishing and demonstrate ability to make simple notes that will be of reasonable use for essay or revision purposes.		
2.4	Perform skillfully on the computer for assignment submissions		
3.0	**Competence:**		
3.1	Apply brain storming techniques to generate ideas	Map charts, drawings and diagrams	Drawing graphic organizers and map charts
3.2	Use reading comprehension skills to facilitate writing and the organization of ideas.	Analyzing and critiquing different reading topics	Edit or summarize a reading passage

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Participation	Throughout	5%
2	Assignments and activities.	Weakly	15%
3	Midterm Exam	Weak 8	20%
4	Final Exam	Weak 16	60%

*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 are encouraged to consult with the course instructor during office hours or through exchanging emails outside office hours.

F. Learning Resources and Facilities

1.Learning Resources

Required Textbooks	*Cheryl Pavlik & Margaret Keenan Sega,Writing 1:Interactions. Diamond Edition. The McGraw-Hill Companies, 2012.*
Essential References Materials	*Dew, S. E. (2012). Learn English paragraph writing skills. San Bernardino, CA: Stephen E. Dew*

Electronic Materials	• https://owl.purdue.edu/owl/purdue_owl.html • http://www.uefap.net/
Other Learning Materials	----

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Large classrooms
Technology Resources (AV, data show, Smart Board, software, etc.)	Computer with a printer, Access to an internet connection.
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	Non

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of teaching and assessment	Students	Direct (online questionnaires)
Quality of learning resources	Students Faculty members	Direct (online questionnaires)
Extent of achievement of course learning outcomes	Quality Unit Faculty members Students	Direct (online questionnaires)

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)

H. Specification Approval Data

Council / Committee	The English language department's council
Reference No.	
Date	13/11/2019
Head of Department	**Dr. Hadi Hussein Al-Samadani** **Signature:**