



Course Specifications

Course Title:	Writing 2
Course Code:	3012131-3
Program:	English Language 301200
Department:	English Language
College:	Al Leith University College
Institution:	Umm Al-Qura University

Table of Contents

A. Course Identification	3
6. Mode of Instruction (mark all that apply).....	3
B. Course Objectives and Learning Outcomes.....	4
1. Course Description	4
2. Course Main Objective	4
3. Course Learning Outcomes.....	4
C. Course Content	4
D. Teaching and Assessment	5
1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods	5
2. Assessment Tasks for Students	6
E. Student Academic Counseling and Support	6
F. Learning Resources and Facilities.....	6
1. Learning Resources	6
2. Facilities Required.....	7
G. Course Quality Evaluation.....	7
H. Specification Approval Data	7

A. Course Identification

1. Credit hours: 3
2. Course type
a. University <input type="checkbox"/> College <input type="checkbox"/> Department <input checked="" type="checkbox"/> Others <input type="checkbox"/>
b. Required <input checked="" type="checkbox"/> Elective <input type="checkbox"/>
3. Level/year at which this course is offered: Second Level / First Year
4. Pre-requisites for this course (if any): Writing 1
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	(3 hours) x (15 weeks)
2	Laboratory/Studio	0
3	Tutorial	0
4	Others (specify)	(1 office hour) x (15 weeks)
	Total	60 hours
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	(1 hour) x (15 weeks)
5	Others (specify)	0
	Total	60 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

- In this course students would try to write various types of sentences and particularly paragraphs and essays related to simple thematic issues such as education, places where you live, jobs, lifestyles, communication and tastes among other things. Students will be provided with practice in English writing and will be encouraged to explore different writing genres.

2. Course Main Objective

- The course is designed to develop learners' basic writing skills including writing topic sentences and concluding sentences, supporting an opinion with examples and details and editing for form among other things.

3. Course Learning Outcomes

CLOs		Aligned PLOs
1	Knowledge:	
1.1	Demonstrate an understanding of paragraph unity, support and coherence	K1
1.2	Recognize effective writing conventions such as mechanics, usage, and sentence formation to make writing easily intelligible	K2
1.3	Recognize the proper format of academic writings.	K3
1.4	Memorize punctuation, capitalization, contraction and abbreviation.	K4
2	Skills :	
2.1	Apply the writing process that includes pre-writing, drafting, revising, editing, illustrating and publishing.	S1
2.2	Produce different types of paragraphs and essays such as narrative , descriptive and argumentative.	S2
2.3	Perform skillfully on the computer for assignment submissions.	S3
2.4	Organize information	S4
3	Competence:	
3.1	Express ideas and thoughts using appropriate vocabulary and structures.	C1
3.2	Evaluate the relevance of information and assess writing progress	C2
3.3	. Distinguish facts from opinions	C3
3.4	Analyze the structure of paragraphs and essays	C4

C. Course Content

No	List of Topics	Contact Hours
1	Education and Student life: An opinion paragraph about large and small colleges	6
2	City life: A descriptive paragraph about where you live	6
3	Business and Money: An argument letter in response to a web page article	3
4	Jobs and Professions: A one-paragraph personal narrative	6
5	Lifestyles around the World: A two-paragraph personal narrative	6
6	Global Connections: Two argumentative paragraphs for or against globalization	6
7	Language and Communication: A narrative essay about a classmate	6

8	Tastes and Preferences: A comparative essay about two types of housing	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	Demonstrate an understanding of paragraph unity, support and coherence	Lectures/tutorials Individual work Team/peer work	Exams (midterm/final) Homework/written assignments
1.2	Recognize effective writing conventions such as mechanics, usage, and sentence formation to make writing easily intelligible	Lectures/tutorials Individual work Team/peer work	Exams (midterm/final) Homework/written assignments
1.3	Recognize the proper format of academic writings.	Lectures/tutorials Individual work Team/peer work	Exams (midterm/final) Homework/written assignments
1.4	Memorize punctuation, capitalization, contraction and abbreviation.	Lectures/tutorials Individual work Team/peer work	Exams (midterm/final) Homework/written assignments/quizzes
2.0	Skills		
2.1	Apply the writing process that includes pre-writing, drafting, revising, editing, illustrating and publishing.	Lectures/tutorials Individual work Team/peer work	Exams (midterm/final) Homework/written assignments
2.2	Produce different types of paragraphs and essays such as narrative , descriptive and argumentative.	Lectures/tutorials Individual work Team/peer work	Exams (midterm/final) Homework/written assignments
2.3	Perform skillfully on the computer for assignment submissions.	Lectures/tutorials Individual work Team/peer work	Homework/written assignments
2.4	Organize information	Lectures/tutorials Individual work Team/peer work	Exams (midterm/final) Homework/written assignments
3.0	Competence		
3.1	Express ideas and thoughts using appropriate vocabulary and structures.	Lectures/tutorials Individual work Team/peer work	Exams (midterm/final) Homework/written assignments Oral discussion
3.2	Evaluate the relevance of information	Lectures/tutorials	Exams

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
	and assess writing progress	Individual work Team/peer work	(midterm/final) Homework/written assignments
3.3	. Distinguish facts from opinions	Lectures/tutorials Individual work Team/peer work	Exams (midterm/final) Homework/written assignments Oral discussion
3.4	Analyze the structure of paragraphs and essays	Lectures/tutorials Individual work Team/peer work	Exams (midterm/final) Homework/written assignments Oral discussion

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Written assignments	Every week	10 %
2	Midterm exam	6 th / 7 th week	30 %
3	Final exam	End of term	% 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 :

- Each instructor should provide academic guidance to a specific number of students in the English language department. Faculty members have four office hours per week in which they try to provide students with further clarification related to the delivered lessons, when needed.

F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	Cheryl Pavlic, Margaret Segal. <i>Writing2:Interactions</i> . Diamond Edition. <i>The McGraw-Hill Companies</i> , 2012.
Essential References Materials	*****
Electronic Materials	http://gen.lib.rus.ec/book/index.php?md5=D667938F75953ED401A8AE5B7793D093 http://eslbeck.wix.com/academic-writing
Other Learning Materials	*****

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	- large size classrooms with a capacity of 35 chairs at least
Technology Resources (AV, data show, Smart Board, software, etc.)	- Data show, Smart Board
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	*****

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	
Head of department:	<p>Dr. Hadi Hussein Al-Samadani</p> <p>Signature: </p>