



هيئة تقويم التعليم
Education Evaluation Commission

المركز الوطني للتقويم والاعتماد الأكاديمي
National Center for Academic Accreditation and Evaluation

ATTACHMENT 5.

T6. COURSE SPECIFICATIONS (CS)

ENG 106

Basic English Grammar

Institution King Saud University	Date of Report 30/1/2019
College/Department College of Arts/Department of English Language and Literature	

A. Course Identification and General Information

1. Course title and code: Listening and Speaking Skills- ENG 107			
2. Credit hours: 3 hours			
3. Program(s) in which the course is offered. (If general elective available in many programs indicate this rather than list programs) B. A. in English			
4. Name of faculty member responsible for the course Several Professors			
5. Level/year at which this course is offered Second Level /First Year			
6. Pre-requisites for this course (if any) None			
7. Co-requisites for this course (if any) None			
8. Location if not on main campus			
9. Mode of Instruction (mark all that apply)			
a. Traditional classroom	<input checked="" type="checkbox"/> Yes	What percentage?	<input type="text" value="90%"/>
b. Blended (traditional and online)	<input type="checkbox"/>	What percentage?	<input type="text"/>
c. e-learning	<input checked="" type="checkbox"/> Yes	What percentage?	<input type="text" value="10%"/>
d. Correspondence	<input type="checkbox"/>	What percentage?	<input type="text"/>
f. Other	<input type="checkbox"/>	What percentage?	<input type="text"/>
Comments:			

B. Objectives

<p>1. What is the main purpose for this course? The course is designed to improve students' speech skills in communicative English. Students will be trained to recognise sounds in English speech especially where they are indistinguishable from the sounds in native Arabic. The aim of the course is to make students able to speak English in various real life situations. At the same time, they should be able to understand spoken English on TV and in other situations.</p>
<p>2. Briefly describe any plans for developing and improving the course that are being implemented. (e.g. increased use of IT or web based reference material, changes in content as a result of new research in the field)</p> <p>1. End of term faculty meetings /workshops/discussions to assess efficacy of modes of instruction; material given; grading rubric; problems that need to be addressed</p> <p>2. Annually confirm availability of resources. The library must coordinate with department and Quality to confirm it is equipped with references and required material (see below)</p> <p>3. Provide support throughout the term from CWE (if available) and focused skills developments session to be offered by the relevant entities.</p> <p>4. All instructors should have a clearly written assignment guide for all assignments in the course. Work on a combined unified assignment guide for language courses, or at least a unified standard.</p>

C. Course Description (Note: General description in the form to be used for the Bulletin or handbook should be attached)

<p>The course aims at teaching basic sentence structures. It focuses on practice, and the use of fundamental grammatical elements. Topics covered include: Verb tenses, Adverb clauses of time, Subject –verb Agreement, Modals, The passive, Noun Clauses, Connectives that express Cause and Effect, and Conditional sentences. Students will do exercises to train them in the skills of constructing grammatically correct and effective spoken and written English sentences.</p>
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1. Topics to be Covered		
List of Topics	No. of Weeks	Contact Hours
School Life around the World	2	6
Experiencing Nature	2	6
Living to Eat or Eating to Live	2	6
Getting around the Community	2	6

Home	2	6
Emergency and Strange Experience	2	6
Health	2	6
Conclusion	1	3

2. Course components (total contact hours and credits per semester):							
		Lecture	Tutorial	Laboratory	Practical	Other:	Total
Contact Hours	Planned	42 hours				3 hours	45 hours
	Actual						
Credit	Planned	3 hours					3 hours
	Actual						

3. Additional private study/learning hours expected for students per week.	6 hours
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4. Course Learning Outcomes in NQF Domains of Learning and Alignment with Assessment Methods and Teaching Strategy
On the table below are the five NQF Learning Domains, numbered in the left column.
First , insert the suitable and measurable course learning outcomes required in the appropriate learning domains (see suggestions below the table). Second , insert supporting teaching strategies that fit and align with the assessment methods and intended learning outcomes. Third , insert appropriate assessment methods that accurately measure and evaluate the learning outcome. Each course learning outcomes, assessment method, and teaching strategy ought to reasonably fit and flow together as an integrated learning and teaching process. (Courses are not required to include learning outcomes from each domain.)

	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
1.0	Knowledge Students should be able to:		
1.1	Recognize English speech sounds and produce them as closely as the native sounds.	1. Lectures 2. Class discussions that include differentiating between	1. Quizzes 2. Midterms 3. Final Exam



هيئة تقويم التعليم

Education Evaluation Commission

		Arabic and English tenses and sentence patterns. 3. In-class exercises/worksheets 4. Extra handouts 5. Self-study book 6. Online exercises	
2.0	Cognitive Skills Students should be able to:		
2.1	Listen to new words, expressions and sentence patterns used in English	1. Lectures/teaching students' grammatical elements and structures 2. Class discussions and collaborative and individual practice as well as group work 3. Direct instruction on helpful cognitive strategies such as analyzing sentences, recognizing relationships and patterns, practicing, reasoning, summarizing, grouping, and associating 4. Practice thoroughly in order to produce grammatically correct sentences	1. Class participation 2. In-class performance when doing exercises 3. Periodic quizzes 4. Midterms and Final Exams
3.0	Interpersonal Skills & Responsibility Students should be able to:		
3.1	Illustrate comprehension of grammatical rules through in-class discussions	1. Assigning listening assignments to students prior to lectures. 2. Individual counselling on areas of concern to the students. 3. In-class participation where much of the most effective learning comes from students explaining, discussing and defending their ideas.	1. Active class participation reflects the student's willingness to learn with a positive attitude towards the course. 2. Performance on midterm, term papers, and final exam are evidence of the student's ability to recollect and synthesize information.
4.0	Communication, Information Technology, Numerical Students should be able to:		
4.1	Research the internet to download information and make use of useful web links.	Students will be encouraged to make extensive use of material on the web and make extensive use of electronic dictionaries to get meanings,	Assign exercises from different websites as practice.



هيئة تقويم التعليم
Education Evaluation Commission

		as well as pronunciation, of English words and phrases	
5.0	Psychomotor		
5.1	N/A	N/A	N/A

D. Student Academic Counseling and Support

5. Schedule of Assessment Tasks for Students During the Semester			
	Assessment task (e.g. essay, test, group project, examination, speech, oral presentation, etc.)	Week Due	Proportion of Total Assessment
1	Group project	4	5%
2	Debate on a given topic	6	5%
3	First Test	7	15%
4	Speech and discussion	9	5%
5	Group tasks of debate and discussion	11	10%
6	Second Test	13	15%
7	Revision program of activities	15	5%
8	Final Test	16	40%

1. Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice. (include amount of time teaching staff are expected to be available each week)
4 hours per week; email

E. Learning Resources

1. List Required Textbooks Listening/Speaking Skills Interactions 2 by Tanka, J.& Baker
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2. List Essential References Materials (Journals, Reports, etc.) English Language CD's based on BBC programs, English TV channels of KSA and other countries
3. List Electronic Materials, Web Sites, Facebook, Twitter, etc.
4. Other learning material such as computer-based programs/CD, professional standards or regulations and software. CDs

F. Facilities Required

Indicate requirements for the course including size of classrooms and laboratories (i.e. number of seats in classrooms and laboratories, extent of computer access etc.)
1. Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.) Lecture rooms large enough to hold 30-40 students
2. Computing resources (AV, data show, Smart Board, software, etc.) Laptop computer - projector system
3. Other resources (specify, e.g. if specific laboratory equipment is required, list requirements or attach list) None

G. Course Evaluation and Improvement Processes

1. Strategies for Obtaining Student Feedback on Effectiveness of Teaching 1. Midterm evaluation feed-back form to increase instructor's awareness of the weak and strong points of the class (administered by the instructor) 2. End of term college evaluation of course by students (to be collected by the department) 3. End-of-term debriefing in class of students and teacher regarding what went well and what could have gone better 4. Small group instructional diagnosis (SGID) whereby instructors exchange classes and gather information from one another on specific points outlined by the department and the instructor being evaluated
2. Other Strategies for Evaluation of Teaching by the Program/Department Instructor 1. Peer evaluation to benefit from viewpoints of other faculty members 2. Class observations by coordinators or Head of department
3. Processes for Improvement of Teaching 1. Training sessions 2. Workshops to facilitate the exchange of experiences amongst faculty members 3. Regular meetings with coordinators and other instructors of the course where problems and challenges are discussed and solutions given 4. Encouragement of faculty members to attend professional development conferences. 5. Keep up to date with pedagogical theory and practice 6. Set goals for achieving excellence in teaching at the beginning of each new semester after reviewing last semester's teaching strategies and results



هيئة تقويم التعليم

Education Evaluation Commission

4. Processes for Verifying Standards of Student Achievement (e.g. check marking by an independent member teaching staff of a sample of student work, periodic exchange and remarking of tests or a sample of assignments with staff at another institution)

1. Regular meetings with the coordinator and other instructors to exchange samples of exam papers to verify standards of students' achievement.

2. Check marking of a sample of examination papers by another faculty member.

3. Students who believe they are under graded can have their papers checked by a second reader

5. Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement.

1. Compare syllabi and course description with other universities

2. Conduct peer review or course observation

3. Biannual meetings of faculty members to discuss improvement

4. Review curriculum periodically and suggest improvements

5. Apply students course evaluation survey

6. External examiner

Faculty or Teaching Staff: _____

Signature: _____ **Date Report Completed:** _____

Received by: _____ **Dean/Department Head :** _____

Signature: _____ **Date:** _____