**COURSE Syllabus**

**Course Name: Communication Skills**

**Course Number:** 01101214

General Course Information:

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| Course title | Communication Skills |
| Course number | 01101214 |
| Credit hours (theory, practical) | 3 credit hours |
| Contact hours (theory, practical) | Monday –Wednesday 2-3:30 |
| Prerequisites/corequisites | - |
| Academic Program | Department of courses service |
| Program code | - |
| Awarding institution | Isra Private University |
| Faculty | Faculty of Arts |
| Department | Course Service |
| Level of course | 1-1 |
| Academic year /semester | First Semester 2019-2020 |
| Awarded qualification | Bachelor's Degree |
| Other department(s) involved in teaching the course | All university department |
| Language of instruction | English |
| Date of production/revision | 10-10-2019 |

Course Coordinator:

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| **Coordinator's Name: Aseel Atallah Hasan Alshbeekat**  **Office No.: 2103**  **Office Phone: *2396***  **Office Hours: Sunday and Thursday 10-12**  **Tuesday 11-12 and 1-2**  **Monday and Wednesday 12:30-2**  **Email:** aseel.shbeekat@iu.edu.jo |

Course Description:

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| Developing students' English proficiency in speaking English; natural and conversational language; using the four major language skills in communication; initiating conversations with people. |

Text Book: *Author(s), Title, Publisher, Edition, Year, Book website.*

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| **-** Richards, Jack C. (2005). *Interchange* (3rd ed). Cambridge: Cambridge University Press. |

References: *Author(s), Title, Publisher, Edition, Year, Book website.*

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| Required book (s), assigned reading and audio-visuals:   * Glucksberg, S. (2001). Understanding Figurative Language: From Metaphors to Idioms. New York: Oxford University Press. * Holder, R.W. (2002). How Not To Say What You Mean: A Dictionary of Euphemisms (3rd ed). Oxford: Oxford University Press**.** * Maley, A. & Duff, A. (2005). Drama techniques: A resource book of communication activities for language teachers (3rd ed.). Cambridge: Cambridge University Press. * McKay, M., Davis, M. & and Fanning, F. (2008). Messages: The Communication Skills Book. Oakland, Calif: New Harbinger Publications. |

Course Educational Objectives (CEOs):

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|  | - To develop the students’ communication proficiency in the English language. |
|  | - To encourage the students to adopt a communicative approach towards spoken language that prioritizes both accuracy and fluency. |
|  | - To  demonstrate good communication techniques. |
|  | To gain confidence; present your message with more assurance more |
|  | Improve the communication skills of students : Become more clear, convincing and persuasive |

Intended Learning Outcomes (ILO’s):

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|  | Intended Learning Outcomes (ILO’s) | **Relationship to CEOs** | **Contribution to PLOs** |
| **A** | **Knowledge and Understanding:** | | |
| A1 | Communicate verbally and non-verbally with others successfully. | 1 | a-e |
| A2 | Use appropriate vocabulary, accurate grammar and correct pronunciation. | 2-5 | a-e |
| **B** | **Intellectual skills:** | | |
| B1 | Apply processes of effective communication | 4 | a-e |
| B2 | Develop good listening skills. | 5 | a-e |
| **C** | **Subject specific skills:** | | |
| C1 | Display competence and confidence in spoken and written English. | 1-2 | a-e |
| C2 | Apply processes of effective communication | 1-2 | a-e |
| **D** | **Transferable skills:** | | |
| D1 | Communicate verbally and non-verbally with others successfully. | 2-3 | a-e |

Topic Outline and Schedule:

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| **Topic** | **Weeks** | **Achieved ILOs** |
| Basic communication skills and techniques | 1 | - |
| Basic Reading Techniques | 2 | A1- A2-b1-b2-c1-c2-d1-d2 |
| Basic listening techniques | 3 | A1- A2-b1-b2-c1-c2-d1-d2 |
| Preliminary Conversational Exercises | 4 | A1- A2-b1-b2-c1-c2-d1-d2 |
| Unit 1:Introductions and greetings | 5 | A1- A2-b1-b2-c1-c2-d1-d2 |
| Unit 2: How do you spend your day? | 6 | A1- A2-b1-b2-c1-c2-d1-d2 |
| First Exam | 7 | A1- A2-b1-b2-c1-c2-d1-d2 |
| Unit 3: How much is it? | 7 | A1- A2-b1-b2-c1-c2-d1-d2 |
| Unit 4: Do you like rap? | 8 | A1- A2-b1-b2-c1-c2-d1-d2 |
| Unit 5: Tell me about your family? – part 1 | 9 | A1- A2-b1-b2-c1-c2-d1-d2 |
| Unit 5: Tell me about your family? Part 2 | 10 | A1- A2-b1-b2-c1-c2-d1-d2 |
| Second exam | 11 | A1- A2-b1-b2-c1-c2-d1-d2 |
| Unit 6: How often do exercise? Part 1 | 12 | A1- A2-b1-b2-c1-c2-d1-d2 |
| Unit 6: How often do exercise? Part 2 | 13 | A1- A2-b1-b2-c1-c2-d1-d2 |
| Unit 6: How often do exercise? Part 3 | 14 | A1- A2-b1-b2-c1-c2-d1-d2 |
| Revision | 15 |  |
| **Final exam** | 16 | - |

Teaching Methods and Assignments:

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| Development of ILOs is promoted through the following teaching and learning methods:   * Lectures |

Course Policies:

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| A- Attendance policies:  The maximum allowed absences is 15% of the lectures.  B- Absences from exams and handing in assignments on time:  First Exam and second exam can be retaken based on approval of excuse by the instructor's discretion.  Not handing assignment on time will incur penalties.  C- Academic Health and safety procedures  D- Honesty policy regarding cheating, plagiarism, and misbehaviour:  Cheating, plagiarism, misbehaviour will result in zero grade and further disciplinary actions may be taken.  E- Grading policy:   * All homework is to be posted online through the e-learning system. * Exams will be marked within 72 hours and the marked exam papers will be handed to the students.   F- Available university services that support achievement in the course: **Labs, Library.** |

Required equipment:

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Assessment Tools implemented in the course:

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| √ First Written Exam.  √ Second Written Exam.  √ Final Written Exam.  √ Homework.  √ Participation in Lecture. |

Program Learning Outcome (PLOs):

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| Program Learning Outcomes describe what students are expected to know and be able to do by the time of graduation. These relate to the knowledge, skills, and behaviours that students acquire as they progress through the program. A graduate of the () program will demonstrate | |
|  | الإلمام بالمهارات الأساسية للاتصال والتواصل اللغوي (مهارات الاستماع, والمحادثة والقراءة والكتابة) باللغتين العربية والإنجليزية. |
|  | الإلمام بمهارات الحاسوب والإنترنت. |
|  | معرفة القوانين والحقوق الواجبة في التعاملات. |
|  | الإلمام بمهارات التفكير الناقد والإبداعي والابتكاري وأسلوب حل المشكلات. |
|  | معرفة الاتجاهات الأخلاقية والإنسانية والاجتماعية والقيم الدينية ومبادئ الانتماء والمواطنة والحس الوطني. |
|  | المعرفة بأحداث التاريخ العربي والإسلامي والمعاصر. |

Responsible Persons and their Signatures:

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| **Course**  **Coordinator** | **Aseel Alshbeekat** | **Completed Date** | 10/ 10 /2019 |
|  |  | **Signature** |  |

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| **Received by** (Department Head) |  | **Received Date** | / / |
|  |  | **Signature** |  |