

Republic of Yemen  
Ministry of Higher Education & Information Technology  
Emirates International University



**University Requirements**

**Course Specification of**

**English 102**

Course No. (-----)



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Prepared by:

Dr. Abdulhameed Ashuja'a

Reviewed by:

Dr. Ibrahim Tajaddin

Dean of the Development & Quality  
Assurance Centers

Prof. Sharaf Al-Humay



### I. Course Identification and General Information:

1	Course Title:	English 102			
2	Course Code & Number:	-----			
3	Credit Hours:	Credit Hours	Theory Hours		Lab. Hours
			Lecture	Exercise	
		2	2	--	--
4	Study Level/ Semester at which this Course is offered:	1 <sup>st</sup> Level / 2 <sup>nd</sup> Semester			
5	Pre –Requisite (if any):	English 101			
6	Co –Requisite (if any):	None			
7	Program (s) in which the Course is Offered:	All Programs (University Requirement)			
8	Language of Teaching the Course:	English			
9	Study System:	Semester Based System			
10	Mode of Delivery:	Full Time			
11	Location of Teaching the Course:	University Campus			
12	Prepared by:	Dr. Abdulhameed Ashuja'a			
13	Date of Approval:				

### II. Course Description:

This course builds on what students have learned in English 101. It provides more practice and learning experiences for students to develop their elementary skills of listening, speaking, reading and writing. In addition, the course builds the students' ability in the language use through equipping them with a wide range of vocabulary, grammatical structures and expressions relevant to general and academic contexts by exposing them to a variety of short general and academic texts and conversations at the elementary level. More learner-centered activities will be emphasized to enhance students' independent learning.





III. Referenced PILOs		Course Intended Learning Outcomes (CILOs):	
<b>A. Knowledge and Understanding:</b> Upon successful completion of the course, students will be able to:			
A3	Show awareness of basic elements of English grammar, and recognize parts of speech, grammatical categories and structures.	a1	Recognize phrases, expressions and simple sentences used to describe things.
		a2	Recognize word collocations and prepositions of location in a short text or a talk.
<b>B. Intellectual Skills:</b> Upon successful completion of the course, students will be able to:			
B2	Demonstrate an ability to extract information from various types of written and oral texts, using various reading and listening comprehension strategies.	b1	Identify the main points in a short text or a talk.
		b2	Classify reference clues in reading passages.
<b>C. Professional and Practical Skills:</b> Upon successful completion of the course, students will be able to:			
C2	Respond to varying demands of audience, task, purpose, genre and discipline by listening, reading, writing and speaking with awareness of self, others and context, and by adapting their communication skills to their discipline of study.	c1	Use a series of phrases and sentences to describe a city in simple terms.
		c2	Connect phrases in a simple way in order to describe experiences and events.
		c3	Narrate a personal story or experience by using learned vocabulary, expressions and grammatical structures.
<b>D. Transferable Skills:</b> Upon successful completion of the course, students will be able to:			
D5	Communicate effectively and fluently in speech and writing.	d1	Deal with situations likely to arise outside the classroom where English language is used.

**(A) Alignment of Course Intended Learning Outcomes (Knowledge and Understanding) to Teaching Strategies and Assessment Methods:**

Course Intended Learning Outcomes	Teaching Strategies	Assessment Strategies
a1 Recognize phrases, expressions and simple sentences used to describe things.	<ul style="list-style-type: none"> <li>▪ Lecture</li> <li>▪ Class discussion</li> <li>▪ Collaborative learning / pair work / group work</li> </ul>	<ul style="list-style-type: none"> <li>▪ Class participation</li> <li>▪ Quizzes</li> <li>▪ Midterm exam</li> <li>▪ Final semester exam</li> <li>▪ Short presentations</li> </ul>
a2 Recognize word collocations and prepositions of location in a short text or a talk.	<ul style="list-style-type: none"> <li>▪ Lecture</li> <li>▪ Class discussion</li> <li>▪ Collaborative learning / pair work / group work</li> </ul>	<ul style="list-style-type: none"> <li>▪ Class participation</li> <li>▪ Quizzes</li> <li>▪ Midterm exam</li> <li>▪ Final semester exam</li> <li>▪ Short presentations</li> </ul>

**(B) Alignment of Course Intended Learning Outcomes (Intellectual Skills) to Teaching Strategies and Assessment Methods:**

Course Intended Learning Outcomes		Teaching Strategies	Assessment Strategies
b1	Identify the main points in a short text or a talk.	<ul style="list-style-type: none"> <li>▪ Lectures</li> <li>▪ Classroom discussion</li> <li>▪ Practical exercises</li> </ul>	<ul style="list-style-type: none"> <li>▪ Class participation</li> <li>▪ Midterm exam</li> <li>▪ Assignments</li> <li>▪ Short presentations</li> </ul>
b2	Classify reference clues in reading passages.	<ul style="list-style-type: none"> <li>▪ Lectures</li> <li>▪ Classroom discussion</li> <li>▪ Practical exercises</li> </ul>	<ul style="list-style-type: none"> <li>▪ Class participation</li> <li>▪ Midterm exam</li> <li>▪ Assignments</li> <li>▪ Short presentations</li> </ul>
<b>(C) Alignment of Course Intended Learning Outcomes (Professional and Practical Skills) to Teaching Strategies and Assessment Methods:</b>			
Course Intended Learning Outcomes		Teaching Strategies	Assessment Strategies
c1	Use a series of phrases and sentences to describe a city in simple terms.	<ul style="list-style-type: none"> <li>▪ Lectures</li> <li>▪ Classroom discussion</li> <li>▪ Individual activities</li> <li>▪ Group activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ class participation</li> <li>▪ Quizzes</li> <li>▪ Assignments</li> <li>▪ Midterm and final semester exam</li> <li>▪ Short presentations</li> </ul>
c2	Connect phrases in a simple way in order to describe experiences and events.	<ul style="list-style-type: none"> <li>▪ Lectures</li> <li>▪ Classroom discussion</li> <li>▪ Individual activities</li> <li>▪ Group activities</li> <li>▪ Problem solving</li> </ul>	<ul style="list-style-type: none"> <li>▪ Writing tasks</li> <li>▪ Quizzes</li> <li>▪ Assignments</li> <li>▪ Midterm and final semester exams</li> <li>▪ Short presentations</li> </ul>
c3	Narrate a personal story or experience by using learned vocabulary, expressions and grammatical structures.	<ul style="list-style-type: none"> <li>▪ Lectures</li> <li>▪ Classroom discussion</li> <li>▪ Individual activities</li> <li>▪ Group activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ class participation</li> <li>▪ Quizzes</li> <li>▪ Assignments</li> <li>▪ Midterm and final semester exam</li> </ul>
<b>(D) Alignment of Course Intended Learning Outcomes (Transferable Skills) to Teaching Strategies and Assessment Methods:</b>			
Course Intended Learning Outcomes		Teaching Strategies	Assessment Strategies
d1	Deal with situations likely to arise outside the classroom where English language is used.	<ul style="list-style-type: none"> <li>▪ Classroom discussion</li> <li>▪ Practical exercises</li> <li>▪ Role play</li> </ul>	<ul style="list-style-type: none"> <li>▪ Oral assignments</li> </ul>





**IV. Course Contents:****A. Theoretical Aspect:**

No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours	Learning Outcomes (CILOs)
1	Unit Five Architecture	<ul style="list-style-type: none"> <li>- Introducing the course</li> <li>- Reading: There's no place like home</li> <li>- Underlining and highlighting</li> <li>- Vocabulary and Grammar practice (preposition of location)</li> <li>- Writing exercises</li> <li>- Listening and speaking exercises</li> </ul>	3	6	a1, a2, b1, b2
2	Unit Six Health Sciences	<ul style="list-style-type: none"> <li>- Reading: When does a change become a habit?</li> <li>- Identifying pronoun references</li> <li>- Vocabulary and Grammar practice (modals: can, could, should and would)</li> <li>- Writing exercises</li> <li>- Listening and speaking exercises</li> </ul>	3	6	a1, a2, b1, b2, c1, c2, c3
3	Unit Seven Urban Planning	<ul style="list-style-type: none"> <li>- Reading: Why do people love their cities?</li> <li>- Building reading fluency</li> <li>- Vocabulary and Grammar practice (past of BE; simple past affirmative statements)</li> <li>- Writing exercises</li> <li>- Listening and speaking exercises</li> </ul>	3	6	a1, a2, b1, b2, c1, c2, c3
4	Unit Eight Developmental Psychology	<ul style="list-style-type: none"> <li>- Reading: A promise to children</li> <li>- Building reading fluency</li> <li>- Vocabulary and Grammar practice (simple past with regular and irregular verbs)</li> <li>- Writing exercises</li> </ul>	3		a1, a2, b1, b2, c1, c2, c3

No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours	Learning Outcomes (CILOs)
		– Listening and speaking exercises			
5	Presentations	– Students prepare and give short presentations on selected topics of their interest or assigned by the instructor.	2	4	a1, a2, b1, b2, c1, c2, c3, d1
Number of Weeks /and Units Per Semester			14	28	

**B. Case Studies and Practical Aspect:**

No.	Tasks/ Experiments	Week Due	Contact Hours	Learning Outcomes (CILOs)
1	NA			
Number of Weeks /and Units Per Semester				

**C. Tutorial Aspect:**

No.	Tutorial	Number of Weeks	Contact Hours	Learning Outcomes (CILOs)
1	NA			
Number of Weeks /and Units Per Semester				

**V. Teaching Strategies of the Course:**

- Lecture
- Class discussion
- Collaborative learning / pair work / group work
- Practical exercises
- Individual activities
- Group activities
- Presentation
- Problem solving
- Role play





## VI. Assessment Methods of the Course:

- Class participation
- Quizzes
- Assignments
- Midterm exam
- Final semester exam
- Oral tests
- Short presentations
- Oral assignments

## VII. Assignments:

No.	Assignments	Week Due	Mark	Aligned CILOs (symbols)
1	Assignment 1: write about your favourite room	4	2.5	a1, a2, b1, b2, c1, c2, c3
2	Assignment 2: write about how to change an unhealthy habit	7	2.5	a1, a2, b1, b2, c1, c2, c3
3	Assignment 3: prepare a short talk about a city	10	2.5	a1, a2, b1, b2, c1, c2, c3
4	Assignment 4: write about an important event in your life	13	2.5	a1, a2, b1, b2, c1, c2, c3
5	Assignment 5: prepare and give a presentation about a selected topic	14-15	5	b1, b2, c1, c2, c3
6	Assignment 6: Discuss a health problem in the society	15	5	c1, c2, c3, d1
<b>Total</b>			<b>20</b>	

## VIII. Schedule of Assessment Tasks for Students During the Semester:

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes
1	Assignments & Presentations	4; 7; 10; 13; 14; 15	20	20%	a1, a2, b1, b2, c1, c2, c3, d1
2	Quizzes	5 <sup>th</sup> , 12 <sup>th</sup>	5	5%	a2, b1, b2, c1, c2, c3

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes
3	Mid-Term Exam	8	15	15%	a1, a2, b1, b2,
	Final Exam	16	60	60%	a1, a2, b1, b2, c1, c2, c3
<b>Total</b>			<b>100</b>	<b>100%</b>	

## IX. Learning Resources:

### 1- Required Textbook(s) ( maximum two ):

- 1- Bixby, J. & McVeigh, J. (2015). *Q: Skills for Success (Reading and Writing) Intro*. New York: Oxford University Press. (Units: 5-8)
- 2- Bixby, J. & McVeigh, J. (2015). *Q: Skills for Success (Listening and Speaking) Intro*. New York: Oxford University Press. (Units: 5-8)

### 2- Essential References:

- 1- Azar, B. & Hagen, S. (2006). *Basic English Grammar*. Pearson Education
- 2- Craven, M. (2008). *Real Listening and Speaking 1*. Cambridge University Press.
- 3- McCarthy, Michael. (2003). *English Vocabulary in Use, Pre-Intermediate & intermediate*, UK, University of Cambridge.
- 4- Murphy, R. (2012). *English Grammar in Use. (4th edition)*.

### 3- Electronic Materials and Web Sites etc.:

#### Websites:

1. <https://www.englishclub.com/>
2. [www.cambridge.org/elt](http://www.cambridge.org/elt)
3. [www.bbc.co.uk/schools/gcsebitesize/ict/](http://www.bbc.co.uk/schools/gcsebitesize/ict/)
4. <http://www.explainthatstuff.com/howcomputernetworkswork.html>

#### Journals:

#### Other Web Sources:

1. [www.aqa.org.uk/.../speaking-and-listening](http://www.aqa.org.uk/.../speaking-and-listening)
2. [www.bbc.co.uk/skillswise/topic-group/speaking-and-listening](http://www.bbc.co.uk/skillswise/topic-group/speaking-and-listening)
3. <https://perfectlyspoken.com/>
4. <https://www.learnenglish.de/>





### X. Course Policies: (Based on the Uniform Students' By law (2007))

1	<p><b>Class Attendance:</b></p> <p>Class Attendance is mandatory. A student is considered absent and shall be banned from taking the final exam if his/her absence exceeds 25% of total classes.</p>
2	<p><b>Tardiness:</b></p> <p>A student will be considered late if he/she is not in class after 10 minutes of the start time of class.</p>
3	<p><b>Exam Attendance/Punctuality:</b></p> <p>No student shall be allowed to the exam hall after 30 minutes of the start time, and shall not leave the hall before half of the exam time has passed.</p>
4	<p><b>Assignments &amp; Projects:</b></p> <p>Assignments and projects must be submitted on time. Students who delay their assignments or projects shall lose the mark allocated for the same.</p>
5	<p><b>Cheating:</b></p> <p>Cheating is an act of fraud that results in the cancelation of the student's exam or assignment. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply.</p>
6	<p><b>Forgery and Impersonation:</b></p> <p>Forgery/Impersonation is an act of fraud that results in the cancelation of the student's exam, assignment or project. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply.</p>
7	<p><b>Other policies:</b></p> <p>The University official regulations in force will be strictly observed and students shall comply with all rules and regulations of the examination set by the Department, Faculty and University Administration.</p>





Emirates International University



## University Requirements

## Course Plan (Syllabus) of

English 102

Course No. ( )

I. Information about Faculty Member Responsible for the Course:							
Name of Faculty Member:		Office Hours					
Location & Telephone No.:	----						
E-mail:	--@--	SAT	SUN	MON	TUE	WED	THU





### I. Course Identification and General Information:

1	Course Title:	English 102			
2	Course Code & Number:	-----			
3	Credit Hours:	Credit Hours	Theory Hours		Lab. Hours
			Lecture	Exercise	
		2	2	--	--
4	Study Level/ Semester at which this Course is offered:	1 <sup>st</sup> Level / 2 <sup>nd</sup> Semester			
5	Pre –Requisite (if any):	English 101			
6	Co –Requisite (if any):	None			
7	Program (s) in which the Course is Offered:	All Programs (University Requirement)			
8	Language of Teaching the Course:	English			
9	Study System:	Semester Based System			
10	Mode of Delivery:	Full Time			
11	Location of Teaching the Course:	University Campus			
12	Prepared by:	Dr. Abdulhameed Ashuja'a			
13	Date of Approval:				

### II. Course Description:

This course builds on what students have learned in English 101. It provides more practice and learning experiences for students to develop their elementary skills of listening, speaking, reading and writing. In addition, the course builds the students' ability in the language use through equipping them with a wide range of vocabulary, grammatical structures and expressions relevant to general and academic contexts by exposing them to a variety of short general and academic texts and conversations at the elementary level. More learner-centered activities will be emphasized to enhance students' independent learning.

### III. Course Intended Learning Outcomes (CILOs) :

<b>A. Knowledge and Understanding:</b> Upon successful completion of the course, students will be able to:	
a1	Recognize phrases, expressions and simple sentences used to describe things.
a2	Recognize word collocations and prepositions of location in a short text or a talk.
<b>B. Intellectual Skills:</b> Upon successful completion of the course, students will be able to:	
b1	Identify the main points in a short text or a talk.
b2	Classify reference clues in reading passages.
<b>C. Professional and Practical Skills:</b> Upon successful completion of the course, students will be able to:	
c1	Use a series of phrases and sentences to describe a city in simple terms.
c2	Connect phrases in a simple way in order to describe experiences and events.
c3	Narrate a personal story or experience by using learned vocabulary, expressions and grammatical structures.
<b>D. Transferable Skills:</b> Upon successful completion of the course, students will be able to:	
d1	Deal with situations likely to arise outside the classroom where English language is used.

## V. Course Contents:

### A. Theoretical Aspect:

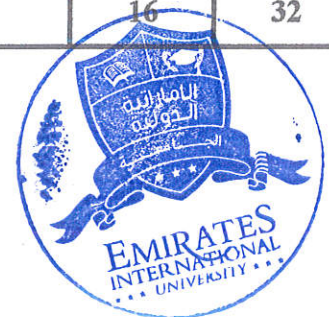
No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours
1	Unit Five Architecture	<ul style="list-style-type: none"> <li>- Introducing the course</li> <li>- Reading: There's no place like home</li> <li>- Underlining and highlighting</li> <li>- Vocabulary and Grammar practice (preposition of location)</li> <li>- Writing exercises</li> <li>- Listening and speaking exercises</li> </ul>	3	6
2	Unit Six Health Sciences	<ul style="list-style-type: none"> <li>- Reading: When does a change become a habit?</li> <li>- Identifying pronoun references</li> <li>- Vocabulary and Grammar practice (modals: can, could, should and would)</li> <li>- Writing exercises</li> </ul>		



No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours
		– Listening and speaking exercises		
3	Unit Seven Urban Planning	– Reading: Why do people love their cities? – Building reading fluency – Vocabulary and Grammar practice (past of BE; simple past affirmative statements) – Writing exercises – Listening and speaking exercises	3	6
4	Unit Eight Developmental Psychology	– Reading: A promise to children – Building reading fluency – Vocabulary and Grammar practice (simple past with regular and irregular verbs) – Writing exercises – Listening and speaking exercises	3	6
5	Presentations	– Students prepare and give short presentations on selected topics of their interest or assigned by the instructor.	2	4
<b>Number of Weeks /and Units Per Semester</b>			<b>14</b>	<b>28</b>

No.	Units/Topics List	Sub Topics List	week Due	Contact Hours
1	Unit Five Architecture	– Introducing the course – Reading: There's no place like home – Underlining and highlighting	1 <sup>st</sup>	2
2		– Vocabulary and Grammar practice (preposition of location) – Writing exercises	2 <sup>nd</sup>	2
3		– Listening and speaking exercises	3 <sup>rd</sup>	2
4	Unit Six	– Reading: When does a change become a habit?	4 <sup>th</sup>	2

No.	Units/Topics List	Sub Topics List	week Due	Contact Hours
	<b>Health Sciences</b>	- Identifying pronoun references		
5		- Vocabulary and Grammar practice (modals: can, could, should and would) - Writing exercises	5 <sup>th</sup>	2
6		- Listening and speaking exercises	6 <sup>th</sup>	2
7	<b>Unit Seven Urban Planning</b>	- Reading: Why do people love their cities? - Building reading fluency	7 <sup>th</sup>	2
8	<b>Mid-Term</b>		8 <sup>th</sup>	2
9	<b>Unit Seven Urban Planning</b>	- Vocabulary and Grammar practice (past of BE; simple past affirmative statements) - Writing exercises	9 <sup>th</sup>	2
10		- Listening and speaking exercises	10 <sup>th</sup>	2
11	<b>Unit Eight Developmental Psychology</b>	- Reading: A promise to children - Building reading fluency	11 <sup>th</sup>	2
12		- Vocabulary and Grammar practice (simple past with regular and irregular verbs) - Writing exercises	12 <sup>th</sup>	2
13		- Listening and speaking exercises	13 <sup>th</sup>	2
14	<b>Presentations</b>	- Students prepare and give short presentations on selected topics of their interest or assigned by the instructor	14 <sup>th</sup>	2
15			15 <sup>th</sup>	2
16	<b>Final Exam</b>		16 <sup>th</sup>	2
<b>Number of Weeks /and Units Per Semester</b>			<b>16</b>	<b>32</b>





No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours
1	Unit Five Architecture	<ul style="list-style-type: none"> <li>- Introducing the course</li> <li>- Reading: There's no place like home</li> <li>- Underlining and highlighting</li> <li>- Vocabulary and Grammar practice (preposition of location)</li> <li>- Writing exercises</li> <li>- Listening and speaking exercises</li> </ul>	3	6
2	Unit Six Health Sciences	<ul style="list-style-type: none"> <li>- Reading: When does a change become a habit?</li> <li>- Identifying pronoun references</li> <li>- Vocabulary and Grammar practice (modals: can, could, should and would)</li> <li>- Writing exercises</li> <li>- Listening and speaking exercises</li> </ul>	3	6
3	Unit Seven Urban Planning	<ul style="list-style-type: none"> <li>- Reading: Why do people love their cities?</li> <li>- Building reading fluency</li> <li>- Vocabulary and Grammar practice (past of BE; simple past affirmative statements)</li> <li>- Writing exercises</li> <li>- Listening and speaking exercises</li> </ul>	3	6
4	Unit Eight Developmental Psychology	<ul style="list-style-type: none"> <li>- Reading: A promise to children</li> <li>- Building reading fluency</li> <li>- Vocabulary and Grammar practice (simple past with regular and irregular verbs)</li> <li>- Writing exercises</li> <li>- Listening and speaking exercises</li> </ul>	3	6
5	Presentations	<ul style="list-style-type: none"> <li>- Students prepare and give short presentations on selected topics of their interest or assigned by the instructor</li> </ul>		4

No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours
Number of Weeks /and Units Per Semester			14	28

**B. Case Studies and Practical Aspect:**

No.	Tasks/ Experiments	Week Due	Contact Hours
1	NA		
Number of Weeks /and Units Per Semester			

No.	Tasks/ Experiments	Week Due	Contact Hours
1	NA		
Number of Weeks /and Units Per Semester			

**C. Tutorial Aspect:**

No.	Tutorial	Number of Weeks	Contact Hours
1	NA		
Number of Weeks /and Units Per Semester			

**VI. Teaching Strategies of the Course:**

- Lecture
- Class discussion
- Collaborative learning / pair work / group work
- Practical exercises
- Individual activities
- Group activities
- Presentation
- Problem solving
- Role play

**VII. Assessment Methods of the Course:**

- Class participation
- Quizzes





- Assignments
- Midterm exam
- Final semester exam
- Oral tests
- Short presentations
- Oral assignments

**VIII. Assignments:**

No.	Assignments	Week Due	Mark
1	Assignment 1: write about your favourite room	4	2.5
2	Assignment 2: write about how to change an unhealthy habit	7	2.5
3	Assignment 3: prepare a short talk about a city	10	2.5
4	Assignment 4: write about an important event in your life	13	2.5
5	Assignment 5: prepare and give a presentation about a selected topic	14-15	5
6	Assignment 6: Discuss a health problem in the society	15	5
<b>Total</b>			<b>20</b>

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment
1	Assignments & Presentations	4; 7; 10; 13; 14; 15	20	20%
2	Quizzes	5 <sup>th</sup> , 12 <sup>th</sup>	5	5%
3	Mid-Term Exam	8	15	15%
	Final Exam	16	60	60%
<b>Total</b>			<b>100</b>	<b>100%</b>

No.	Assessment Method	Week Due	Mark

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment
1	Assignment 1: write about your favourite room	4	2.5	2.5%
2	Assignment 2: write about how to change an unhealthy habit	7	2.5	2.5%
3	Assignment 3: prepare a short talk about a city	10	2.5	2.5%
4	Assignment 4: write about an important event in your life	13	2.5	2.5%
5	Assignment 5: prepare and give a presentation about a selected topic	14-15	5	5%
6	Assignment 6: Discuss a health problem in the society	15	5	5%
<b>Total</b>			<b>20</b>	<b>20%</b>

### IX. Schedule of Assessment Tasks for Students During the Semester:

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment
1	Assignments & Presentations	4; 7; 10; 13; 14; 15	20	20%
2	Quizzes	5th , 12th	5	5%
3	Mid-Term Exam	8	15	15%
	Final Exam	16	60	60%
<b>Total</b>			<b>100</b>	<b>100%</b>





## X. Learning Resources:

### 1- Required Textbook(s) ( maximum two ):

- 5- Bixby, J. & McVeigh, J. (2015). *Q: Skills for Success (Reading and Writing) Intro*. New York: Oxford University Press. (Units: 5-8)
- 6- Bixby, J. & McVeigh, J. (2015). *Q: Skills for Success (Listening and Speaking) Intro*. New York: Oxford University Press. (Units: 5-8)

### 2- Essential References:

- 7- Azar, B. & Hagen, S. (2006). *Basic English Grammar*. Pearson Education
- 8- Craven, M. (2008). *Real Listening and Speaking 1*. Cambridge University Press.
- 9- McCarthy, Michael. (2003). *English Vocabulary in Use, Pre-Intermediate & intermediate*, UK, University of Cambridge.
- 10- Murphy, R. (2012). *English Grammar in Use. (4th edition)*.

### 3- Electronic Materials and Web Sites etc.:

#### Websites:

5. <https://www.englishclub.com/>
6. [www.cambridge.org/elt](http://www.cambridge.org/elt)
7. [www.bbc.co.uk/schools/gcsebitesize/ict/](http://www.bbc.co.uk/schools/gcsebitesize/ict/)
8. <http://www.explainthatstuff.com/howcomputernetworkswork.html>

#### Journals:

#### Other Web Sources:

5. [www.aqa.org.uk/.../speaking-and-listening](http://www.aqa.org.uk/.../speaking-and-listening)
6. [www.bbc.co.uk/skillswise/topic-group/speaking-and-listening](http://www.bbc.co.uk/skillswise/topic-group/speaking-and-listening)
7. <https://perfectlyspoken.com/>
8. <https://www.learnenglish.de/>



## XI. Course Policies: (Based on the Uniform Students' Bylaw (2007))

1	<p><b>Class Attendance:</b></p> <p>Class Attendance is mandatory. A student is considered absent and shall be banned from taking the final exam if his/her absence exceeds 25% of total classes.</p>
2	<p><b>Tardiness:</b></p> <p>A student will be considered late if he/she is not in class after 10 minutes of the start time of class.</p>
3	<p><b>Exam Attendance/Punctuality:</b></p> <p>No student shall be allowed to the exam hall after 30 minutes of the start time, and shall not leave the hall before half of the exam time has passed.</p>
4	<p><b>Assignments &amp; Projects:</b></p> <p>Assignments and projects must be submitted on time. Students who delay their assignments or projects shall lose the mark allocated for the same.</p>
5	<p><b>Cheating:</b></p> <p>Cheating is an act of fraud that results in the cancelation of the student's exam or assignment. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply.</p>
6	<p><b>Forgery and Impersonation:</b></p> <p>Forgery/Impersonation is an act of fraud that results in the cancelation of the student's exam, assignment or project. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply.</p>
7	<p><b>Other policies:</b></p> <p>The University official regulations in force will be strictly observed and students shall comply with all rules and regulations of the examination set by the Department, Faculty and University Administration.</p>

