



Course Specifications

Course Title:	Writing for Specific Purposes
Course Code:	ENG 311
Program:	Bachelor of Arts in English
Department:	English
College:	Faculty of Languages and Translation
Institution:	King Khalid University

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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: Level 6/Year 3
4. Pre-requisites for this course (if any): Eng 217
5. Co-requisites for this course (if any):

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	45	100%
2	Blended		
3	E-learning		
4	Correspondence		
5	Other		

7. Actual Learning Hours (based on academic semester)

No	Activity	Learning Hours
Contact Hours		
1	Lecture	45
2	Laboratory/Studio	
3	Tutorial	
4	Others (specify)	
	Total	45
Other Learning Hours*		
1	Study	7
2	Assignments	2
3	Library	2
4	Projects/Research Essays/Theses	2
5	Others (specify)	2
	Total	15

* 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 emphasizes on writing development to add a hands-on element to the academic skills that they have acquired in writing 1-4. Apart from reinforcing their skills of writing (the use of conventions and mechanics of written English, the appropriate and effective application of English structure, and the effective use of vocabulary), the course aims at the practical application of English language skills in the work environment.

2. Course Main Objective

- 1- To introduce students to practical writing as a discipline, specifically business English
- 2- To help students to develop skills necessary for composing business proposals; writing- up the minutes of meetings, business letters, memo, autobiographies, and request for information
- 3- Filling up job applications, résumés and compiling CVs (Curriculum Vitae)

3. Course Learning Outcomes

CLOs		Aligned PLOs
1	Knowledge:	
1.1	Studying the role of the written communication in the commercial world.	K1
1.2	Reviewing conventions and mechanics of formal English communication.	K2
1.3	Categorizing different formats of business documents, official communication, Cvs and Resume`s.	K2
2	Skills :	
2.1	Using skills of communication with confidence both in writing and speech in the work environment.	S3
2.2	Applying advanced communication skills in work environment.	S1
2.3	Building reasoning faculties of students with special focus on induction, deduction and cause/effect relationships.	S3
3	Competence:	
3.1	Working effectively with co-workers as an individual or as a part of team using tools of communication.	C1
3.2	Demonstrating the potential of written and verbal communication skills in work environment.	C2
3.3	Displaying the potential for leadership with the help of written and oral communication skills.	C3

C. Course Content

No	List of Topics	Contact Hours
1	Presentation and Structuring of Business Documents; Salient features of Business Communication	6
2	Writing formats: Memos, Fax, E-mail	6
3	Job Applications: Résumé Writing, Curriculum Vitae	3
	Revision, Drafting, Editing & First Mid-Term Exam (7th Week)	3
4	College Applications: Request for Information	6
5	Writing an Autobiography	3
6	Writing Agenda and Minutes of the Meeting	3

	Book Report	3
	Revision, Drafting, Editing & Second Mid- Term Exam (13th Week)	3
7	Writing a Bibliography	6
...	Revision, Drafting, Editing & Final Exam (16th Week)	3
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	Studying the role of the written communication in the commercial world.	Lecturing Discussion, Practicing writing formats.	Oral Questioning, Assignments.
1.2	Reviewing conventions and mechanics of formal English communication.	Pair work and Group work	Quizzes, and Mid-Term Exams.
1.3	Categorizing different formats of business documents, official communication, CVs and Resume`s.	Practicing with formats	Quizzes, and Mid-Term Exams.
2.0 Skills			
2.1	Using skills of communication with confidence both in writing and speech in the work environment.	Emphasizing the process of writing through the use of logical reasoning and elaboration.	Through general comprehension of the subject matter by examining their individual behavior vis-à-vis their classroom participation and interpersonal relationships.
2.2	Applying advanced communication skills in work environment.	Emphasizing the process of writing through the use of logical reasoning and elaboration.	Through general comprehension of the subject matter by examining their individual behavior vis-à-vis their classroom participation and interpersonal relationships.
2.3	Building reasoning faculties of students with special focus on induction, deduction and cause/effect relationships.	Emphasizing the process of writing through the use of logical reasoning and elaboration.	Through general comprehension of the subject matter by examining their individual behavior vis-à-vis their classroom participation and interpersonal relationships.
3.0 Competence			
3.1	Working effectively with co-workers as an individual or as a part of team using tools of communication.	Teaching by elaborating the writing process and encouraging students' input	Observing students' interaction in pair/group work.

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
3.2	Demonstrating the potential of written and verbal communication skills in work environment.	Teaching by focusing the group/ pair works.	Noting each members' interaction as part of the team.
3.3	Displaying the potential for leadership with the help of written and oral communication skills.	Teaching by focusing the group/ pair works.	Noting each members' interaction and behavior as part of the team.

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Mid- term 1	7	20%
2	Quiz	9	10%
3	Mid-term 2	13	20%
4	Final Exam	16	50%

*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 :

Teachers are available at office during Office Hours for consultations and advice. The schedule is displayed on the door.

F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	1. List Required Textbooks a- Successful Writing at Work (2009) by Philip Colin. (www.cengage.co.uk) b- Material prepared by the department
Essential References Materials	Oxford Advanced Learner's Dictionary.
Electronic Materials	Websites for Writing formal letters, CVs and Resumes.
Other Learning Materials	NA

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classroom size and number of registered students should match. Number of students in different sections should be equal.
Technology Resources (AV, data show, Smart Board, software, etc.)	Projector
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	NA

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Evaluation of Learning Outcomes	Students	In-class observation by Student
Evaluation of Learning Outcomes	Colleagues /College Authorities	Observation by external experts
Teaching approaches in practice	Train the Trainers	Classroom Observation/Feedback Sessions

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	Department of English Council
Reference No.	20138
Date	24/2/1441 G

Prepared by: Course Coordinator

Reviewed and Approved by: Quality Committee