



The University of Jordan

Accreditation & Quality Assurance Center

COURSE Syllabus

1	Course title	English for Diplomacy
2	Course number	2205353
3	Credit hours (theory, practical)	3
	Contact hours (theory, practical)	3
4	Prerequisites/corequisites	-
5	Program title	Bachelor's Degree in Applied English
6	Program code	2205
7	Awarding institution	University of Jordan
8	Faculty	Faculty of Foreign Languages
9	Department	Department of Linguistics
10	Level of course	Fourth year
11	Year of study and semester (s)	Fourth year, first semester
12	Final Qualification	BA
13	Other department (s) involved in teaching the course	-
14	Language of Instruction	English
15	Date of production/revision	2015

16. Course Coordinator:

Office numbers, office hours, phone numbers, and email addresses should be listed.

Fatima Al Qaiysiya, Sun/Tues/Thurs 10-11, 24825, f.qaisiya@ju.edu.jo

17. Other instructors:

Office numbers, office hours, phone numbers, and email addresses should be listed.

Fatima Al Qaiysiya, Sun/Tues/Thurs 10-11, 24825, f.qaisiya@ju.edu.jo

18. Course Description:

As stated in the approved study plan.

The course introduces students to the field of diplomacy. It familiarizes students with terms and expressions used in diplomatic texts and correspondence through relevant texts and activities. This course is designed to improve the core English language skills needed by those interested in political or diplomatic fields. Students are expected to produce and present their production to class

19. Course aims and outcomes:**A- Aims:**

The course aims familiarizing the students with terms and expressions used in diplomatic texts and correspondence through relevant texts and activities.

B- Intended Learning Outcomes (ILOs): Upon successful completion of this course students will be able to ...

Intended Learning Outcomes (ILOs):

Successful completion of the course should lead to the following outcomes:

A. Knowledge and Understanding: Student is expected to

1. Know the diplomatic etiquette commonly used in the field
2. Know the vocabulary and language patterns of diplomacy.
3. Understand the structure of diplomatic discourse.
4. Be able to understand and discuss how language can be used

by diplomats for negotiation purposes.

B. Intellectual Analytical and Cognitive Skills: Student is expected to

1. Be able to use critical discourse skills when dealing with diplomatic texts.
2. Be able to identify various linguistic persuasion devices used in diplomacy
3. Develop the ability analyze the media topics like politics and diplomacy

C. Subject- Specific Skills: Students is expected to

1. Use appropriate diplomatic vocabulary and prescribed patterns commonly found in diplomatic or political analysis.
2. Be familiar with linguistic devises that that are commonly used for negotiation purposes
3. Develop good writing, reporting, interviewing and editing skills.
4. Development of vocabulary, fluency in presentations and meetings, producing reports

D. Transferable Key Skills: Students is expected to

1. Analyze media topics like trade agreements or diplomatic relations
2. Present something about politically-related local or international issues
3. Develop the ability to negotiate with others in a diplomatic/political context.

20. Topic Outline and Schedule:

Content	Reference	Week	ILO/s
Orientation + Diplomacy background	Handouts	1-2	1- Know what is meant by "English for Diplomacy" 2- Know the terms and expression used in Diplomacy 3- Know different types of

			communication.	
The Art of Negotiation	Unit 1 & Videos related to communicative skills and the art of negotiations	3-4	1- Know the key terms and expression used in negotiation. 2- Know the keys to negotiate effectively. 3- Know the communicative skills needed in negotiation 4. Analyze the use of modal verbs in written and spoken related texts.	
Cultural Awareness in International Negotiations	Unit 2 & Videos related to the cultural differences	5-6	1. Know the cultural differences among different nations 2- Know the keys to negotiate with others from different cultures.	
Sun and Fun tours Vs. Hotel De La Playa	Case study 1 + Appendix 5	7-9	1. Know the key terms and expression used in the unit. 2- Know the use of polite, diplomatic and strategic language. 3. Analyze the use of modal verbs in written diplomatic texts.	
Mid term exam		10		
Tourism Comes to Zanir	Case Study 6	11-13	1. Know the key terms and expression used in "compensation for breach of agreement". 2- Know the different ways of presenting opinions, agreeing and disagreeing. 3. Analyze the use of comparative and superlative.	
Position Presentation Worksheet + Introduction to Public Speaking	Appendix 4	14-15	1. Know the key terms and expression used in Position Presentation. 2- Know the different ways of presenting opinions, agreeing and disagreeing. 3. Know the presentation skills especially those related to the body language.	
Writing Diplomatic Letters, Resolutions and Speeches.			1. Know the expression used in diplomatic letters writing. 2- Know the different ways of presenting and	

			organizing ideas in letter writing
Final Exam	To be scheduled according to the University timetable.		

21. Teaching Methods and Assignments:

Development of ILOs is promoted through the following <u>teaching and learning methods</u> :	
Teaching Method	ILO/s
Lectures and Discussions:	Three hours per week (All learning outcomes)
Homework and Assignments:	Students are required to do certain exercises that follow each chapter and then to discuss them in the classroom (Learning outcomes A and B)
Projects:	Each student is expected to carry out a project/projects and work with other classmates to deliver a presentation about their project(s) which will be determined later during the semester.
Participation and Attendance:	Participation in class is essential. It includes preparation of class materials, readings, and homework as well as active involvement in classroom discussions. Students are expected to participate actively. Regular attendance is essential as well.

22. Evaluation Methods and Course Requirements:

Opportunities to demonstrate achievement of the ILOs are provided through the following <u>assessment methods and requirements</u> :	
Evaluation	Point %
Midterm Exam	30
Class Discussion, Attitude and Participation	8
Assignments, Quizzes & Homework	8
Presentation	4
Final Exam	50

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23. Course Policies:

A- Attendance policies:

Only the number of absences allowed by the university is accepted. Low attendance influences the participation mark (An absent student cannot participate).

B- Absences from exams and handing in assignments on time:

Mid-term and finals can be made up with an official excuse. Quizzes can **never** be made up no matter how justified your absence was.

C- Health and safety procedures:

D- Honesty policy regarding cheating, plagiarism, misbehavior:

E- Grading policy:

F- Available university services that support achievement in the course:

24. Required equipment:

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25. References:

A- Required book (s), assigned reading and audio-visuals:

**1- English for International Negotiations: A Cross-Cultural Case Study Approach (1998) .
Cambridge, England : Cambridge**

2. Handouts. Available at Al-Amerai Library

B- Recommended books, materials, and media:

26. Additional information:

Name of Course Coordinator: **Fatima Al Qaisiya** Signature: ----- Date: -----

-- Head of curriculum committee/Department: **Prof. Riyad Hussein** Signature: -----

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Head of Department: **Prof. Riyad Hussein** Signature: -----

Head of curriculum committee/Faculty: ----- Signature: -----

Dean: ----- -Signature: -----

Copy to:
Head of Department
Assistant Dean for Quality Assurance
Course File