

## Syllabus

1	<b>Course title</b>	English for Diplomacy
2	<b>Course number</b>	2201353
3	<b>Credit hours</b>	3
	<b>Contact hours (theory, practical)</b>	3
4	<b>Prerequisites/corequisites</b>	None
5	<b>Program title</b>	Bachelor's Degree in Applied English
6	<b>Program code</b>	
7	<b>Awarding institution</b>	University of Jordan
8	<b>School</b>	School of Foreign Languages
9	<b>Department</b>	Department of English Language and Literature
10	<b>Level of course</b>	Third Year & Fourth Year students
11	<b>Year of study and semester (s)</b>	2021/2022, Second Semester
12	<b>Final Qualification</b>	BA
13	<b>Other department (s) involved in teaching the course</b>	None
14	<b>Language of Instruction</b>	English
15	<b>Teaching methodology</b>	<input checked="" type="checkbox"/> Blended <input checked="" type="checkbox"/> Online. <input checked="" type="checkbox"/> Face to face
16	<b>Electronic platform(s)</b>	<input checked="" type="checkbox"/> e-learning <input checked="" type="checkbox"/> Microsoft Teams <input type="checkbox"/> Skype <input type="checkbox"/> Zoom <input type="checkbox"/> Others.....
17	<b>Date of production/revision</b>	February, 2022

### 18 Course Coordinator:

Name: Fatima Al qaisiya

Office number: 24825

Phone number:

## Syllabus

Email: [f.qaisiya@ju.edu.jo](mailto:f.qaisiya@ju.edu.jo) fatimaqaisiya33@gmail.com

Office Hours: Monday and Wednesday 11.45-12.45 or by appointment

### 19 Other instructors:

Name:

Office number:-

Phone number:

Email:

Name:

Office number:

Phone number:

Email:

### 20 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.

### 21 Course aims and outcomes:

A- Aims: (PLOs)

- 1- Demonstrate a mastery of the basic concepts and theories of linguistics in general and in the following linguistic fields, in particular, i.e. phonetics, phonology, morphology, syntax, semantics, discourse analysis, psycholinguistics and sociolinguistics.
- 2- Develop English language skills by engaging students in a wide range of communicative tasks and activities in academic and non-academic contexts.

## Syllabus

- 3- Discuss general issues concerning nature and function of English language with reference to relevant acquisition principles and implications for teaching and learning.
- 4- Apply professionally the basic translation principles, skills and techniques to translate texts of various genres from Arabic into English and vice versa.
- 5- Communicate effectively and appropriately in both spoken and written forms by employing the main technical terms and the basic linguistic features of English in relation to specific fields, namely business, tourism, mass media, hotels, medicine, science and technology.
- 6- Produce spoken and written texts for a specific disciplinary context using appropriate structure and language features.
- 7- Utilize scientific research methodologies, higher order thinking skills, critical thinking and creativity in analyzing and observing issues related to the knowledge and skills of the English language.
- 8- Analyze critically English and Arabic languages in terms of various linguistic levels in different types of discourse and across different social contexts.
- 9- Use information and communication technology to access databases and international information to develop knowledge, skills, and to generate new knowledge in applied English field.
- 10- Show respect of cultural diversity, ethics and professional behavior through interacting with and demonstrating appreciation of different literary and linguistic works from a variety of cultures.

### B- Intended Learning Outcomes (CLOs):

Upon successful completion of this course, students will be able to:

No.	Course Learning Outcomes	Program Outcomes										Assessment Tools													
		1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10				
1	Identify the diplomatic etiquette commonly used in the field.	X		X		X										X	X			X					X
2	Identify the vocabulary and language patterns of diplomacy.	X	X													X	X			X					X
3	Identify the structure of diplomatic discourse.						X	X			X				X	X			X						X
4	Analyze diplomatic language used by diplomats and politicians.	X	X	X	X		X	X	X	X	X				X				X						X

## Syllabus

5	Apply critical discourse skills when dealing with diplomatic texts.				X		X	X	X	X	X	X	X	X											X	
6	Identify various linguistic persuasion devices used in diplomacy	X	X	X						X	X	X	X	X	X											X
7	Develop the ability analyze the media topics like politics and diplomacy	X	X	X	X					X	X	X	X	X	X											X
8	Use appropriate diplomatic vocabulary and prescribed patterns commonly found in diplomatic or political analysis.	X	X	X	X	X	X	X	X	X	X	X	X	X	X											X
9	Analyze media topics like trade agreements or diplomatic relations	X	X	X						X	X	X	X	X	X											X
10	Make a presentation about politically-related local or international issues				X	X	X	X	X	X	X	X	X	X	X											X
11	Develop the ability to negotiate with others in a diplomatic/political context.	X	X	X	X	X	X	X	X	X	X	X	X	X	X											X

- **Teaching methods include:** Synchronous lecturing/meeting; Asynchronous lecturing/meeting, discussion, and forums.
- **Assessment methods include:** 1. quizzes, 2. assignments, 3. midterm, 4. projects, 5. interview, 5. case studies, 6. presentation, 7. filed study 8. term papers, 9. student portfolio, 10. final exam

## Syllabus

### 22. Topic Outline and Schedule:

Week	Lecture	Topic	Course Learning Outcomes	Teaching Methods*/platform	Evaluation Methods**	References
1	1.1	<b>Orientation and Diplomacy background</b>	1,2,3	Face to face learning/M S Teams	Assignments, Written exam and oral presentation	Handouts, <i>Videos</i>
	1.2	-What is meant by "English for Diplomacy"	1,2,3	Face to face learning/M S Teams	Assignments, Written exam and oral presentation	Handouts, <i>Videos</i>
	1.3	-What is meant by "English for Diplomacy"	1,2,3	Face to face learning/M S Teams	Assignments, Written exam and oral presentation	Handouts, <i>Videos</i>
2	2.1	Terms and expression used in Diplomacy	1,2,3	Face to face learning/M S Teams	Assignments, Written exam and oral presentation	Handouts, <i>Videos</i>
	2.2	Terms and expression used in Diplomacy	1,2,3	Face to face learning/M S Teams	Assignments, Written exam and oral presentation	Handouts, <i>Videos</i>
	2.3	Terms and expression used in Diplomacy	1,2,3	Face to face learning/M S Teams	Assignments, Written exam and oral presentation	Handouts, <i>Videos</i>
3	3.1	Diplomatic language	1,2,3	Face to face	Assignments, Written exam and	Handouts, <i>Videos</i>

## Syllabus

				learning/M S Teams	oral presentation	
	3.2	Diplomatic language	1,2,3	Face to face learning/M S Teams	Assignments, Written exam and oral presentation	Handouts, <i>Videos</i>
	3.3	Diplomatic language	1,2,3	Face to face learning/M S Teams	Assignments, Written exam and oral presentation	Handouts, <i>Videos</i>
4	4.1	<b>The Art of Negotiation</b>  Key terms and expression used in negotiation.	1,2,3	Face to face learning/M S Teams	Assignments, Written exam and oral presentation	Unit 1  & Videos related to communic ative skills and the art of negotiatio ns
	4.2	Keys to negotiate effectively.	1,2,3	Face to face learning/M S Teams	Assignments, Written exam and oral presentation	Unit 1  & Videos related to communic ative skills and the art of negotiatio ns
	4.3	the communicative skills needed in negotiation	1,2,3	Face to face learning/M S Teams	Assignments, Written exam and oral presentation	Unit 1  & Videos related to communic ative skills and the art of

## Syllabus

						negotiations
5	5.1	<b>Presentation skills</b> - The use of diplomatic language	4,5,6,7,8,9	Face to face learning/M S Teams	presentation	Videos related to the topics
	5.2	<b>Presentation skills</b> - The use of diplomatic language	4,5,6,7,8,9	Face to face learning/M S Teams	presentation	Videos related to the topics
	5.3	<b>Presentation skills</b> - The use of diplomatic language	4,5,6,7,8,9	Face to face learning/M S Teams	presentation	Videos related to the topics
6	6.1	<b>Debate</b>	4,5,6,7,8	Face to face learning/M S Teams	presentation	Videos related to the topics
	6.2	<b>-Body Language</b>	4,5,6,7,8	Face to face learning/M S Teams	presentation	Videos related to the topics
	6.3	<b>-Different types of personalities (Assertiveness,..)</b>	4,5,6,7,8	Face to face learning/M S Teams	presentation	Videos related to the topics
7	7.1	<b>Anxiety</b>	4,5,6,7,8	Face to face learning/M S Teams	presentation	Videos related to the topics
	7.2	<b>-The art of listening</b>	4,5,6,7,8	Face to face learning/M S Teams	presentation	Videos related to the topics

## Syllabus

	7.3	<b>-Interruption</b>	4,5,6,7,8	Face to face learning/M S Teams	presentation	Videos related to the topics
8	8.1	<b>Diplomacy</b> <b>-Historical background</b> <b>-Main function</b>	4,5,6,7,8	Face to face learning/M S Teams	presentation	Handouts
	8.2	Midterm Exam		Face to face learning/MS Teams		
	8.3	Answering the exam questions		Face to face learning/M S Teams	Assignments, Written exam and oral presentation	As posted on Moodle
9	9.1	<b>-New information technology and diplomacy</b> <b>-Diplomatic immunity</b> <b>-Paradiplomacy</b>	1,2,3,4,5,6	Face to face learning/M S Teams	presentation	Handouts
	9.2	<b>Diplomacy in the United Nation Body</b> <b>- Diplomacy and Humour</b>	1,2,3,4,5,6	Face to face learning/M S Teams	presentation	Handouts
	9.3	<b>Cultural Awareness in International Negotiations</b>	1,2,3,4,5,6	Face to face learning/M S Teams	Written exam and oral presentation	Unit 2 & Videos related to the cultural differences
10	10.1	Cultural differences	1,2,3,4,5,6	Face to face	Written exam and	Unit 2



## Syllabus

		among different nations		learning/M S Teams	oral presentation	& Videos related to the cultural differences
	10.2	Keys to negotiate with others from different cultures.	1,2,3,4,5,6	Face to face learning/M S Teams	Written exam and oral presentation	Unit 2 & Videos related to the cultural differences
	10.3	Cultural Diplomacy  <b>-Propaganda</b>	1,2,3,4,5,6	Face to face learning/M S Teams	Written exam and oral presentation	Unit 2 & Videos related to the cultural differences
11	11.1	Cultural Diplomacy  <b>-Propaganda</b>	1-11	Face to face learning/M S Teams	Written exam and oral presentation	Unit 2 & Videos related to the cultural differences
	11.2	Cultural Diplomacy  <b>-Propaganda</b>	1-11	Face to face learning/M S Teams	Written exam and oral presentation	Unit 2 & Videos related to the cultural differences

## Syllabus

	11.3	Position Presentation Worksheet+ Introduction to Public Speaking	1-11	Face to face learning/M S Teams	Written exam and oral presentation	Appendix 4 Presentations
12	12.1	Position Presentation Worksheet+ Introduction to Public Speaking	1-11	Face to face learning/M S Teams	Written exam and oral presentation	Appendix 4 Presentations
	12.2	Position Presentation Worksheet+ Introduction to Public Speaking	1-11	Face to face learning/M S Teams	Written exam and oral presentation	Appendix 4 Presentations
	12.3	Key terms and expression used in Position Presentation. -Different ways of presenting opinions, agreeing and disagreeing.	1-11	Face to face learning/M S Teams	Written exam and oral presentation	Appendix 4 Presentations
13	13.1	Key terms and expression used in Position Presentation. -Different ways of presenting opinions, agreeing and disagreeing.	1-11	Face to face learning/M S Teams	Written exam and oral presentation	Appendix 4 Presentations

## Syllabus

	13.2	Key terms and expression used in Position Presentation.  -Different ways of presenting opinions, agreeing and disagreeing.	1-11	Face to face learning/M S Teams	Written exam and oral presentation	Appendix 4 Presentations
	13.3	Wrap up	1-11	Face to face learning/M S Teams	Written exam and oral presentation	
14	14.1	Wrap up	1-11	Face to face learning/M S Teams	Written exam and oral presentation	
	14.2	Wrap up	1-11	Face to face learning/M S Teams	Written exam and oral presentation	
	14.3	Presentations	1-11	Face to face learning/M S Teams	Written exam and oral presentation	
15	15.1	Presentations	1-11	Face to face learning/M S Teams	Written exam and oral presentation	
	15.2	Presentations	1-11	Face to face learning/M S Teams	Written exam and oral presentation	
	15.3	Final Exam To be scheduled according to the	1-11	On campus		As posted on Moodle

## Syllabus

		University timetable.				
--	--	-----------------------	--	--	--	--

### 23 Evaluation Methods:

Opportunities to demonstrate achievement of the ILOs are provided through the following assessment methods and requirements:

Evaluation Activity	Mark	Topic(s)	Intended Learning outcome	Period (Week )	Platform
Assignments	10	1-15	1-11	1-15	Microsoft Team/Moodle
presentation	10	1-15	4-10	3-15	On campus
Midterm Exam	30	1-7	1-3, 5-8	8	On campus
Final Exam	50	1-15	1-3, 5-10	15	On campus

### 24 Course Requirements

Students should have a computer, internet connection, webcam, and account on a Microsoft Teams.

### 25 Course Policies:

#### A- Attendance policies:

As per the University Regulations.

#### B- Absences from exams and submitting assignments on time:

As per the University Regulations.

#### C- Health and safety procedures:

Please attend all exercise and follow the safety instructions on the walls and the student's booklet.

#### D- Honesty policy regarding cheating, plagiarism, misbehavior:

As per the University Regulations.

#### E- Grading policy:

## Syllabus

As explained above in 23.

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

Please ask me or your academic advisor for any help or support.

## 26 References:

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

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

*English for Diplomatic Purposes*, edited by Patricia Friedrich (2016)

*New Realities in Foreign Affairs: Diplomacy in the 21st Century*, edited by Volker Stanzel (2019)

Handouts. Available at Al-Amerai Library.

### **B. Recommended books, materials, and media:**

TedEx YouTube videos concerning cross cultural awareness and negotiation

## 27 Additional information:

*My online office hour is from 11.45 am. to 12.45 pm. on Monday and Wednesday on Microsoft Teams or in my office. You can only contact me during these scheduled office times; you can call me on Microsoft Teams. If I am unable to take the call, text me your name, and a brief question and I will call you back as soon as possible!*

*E-mails and texts sent outside of my planned availability will be deleted. They only create additional work and are ineffective and inefficient. whatsApp and messenger messages are not accepted at all.*

*Please respect these times, contacting me outside of these times is unproductive, creates extra work, and I will not respond.*

*Course Questions should be posted in the Discussion Channel after checking the Course Announcements. I will not respond to course questions via text or e-mail that I: should be published*

## Syllabus

*in the Discussion Channel, 2: have already been answered in the Discussion Channel, or 3: have already been answered in the Course Announcements.*

*As a last resort after trying above, you can e-mail me directly for personal questions.*

*You must include your name, your course and your section in the body of the e-mail and a brief description of your question. Failure to include this information will result in a delayed response.*

## 28. Rubrics

### Rubric for Oral Presentation

Category	Weight	Unacceptable	Satisfactory	Good	Score
Identify & Explain Errors	30%	The topic and research questions presented by the student are not explained clearly.	There is some explanation provided by the student of the topic and research questions presented, but it is not enough.	Topic and research questions are identified and fully explained in great detail by the student. Appropriate vocabulary is used in explanations.	
Correct Work/Solution	30%	No work is shown by the student that correctly provides a solution to the problem identified.	The work presented to solve this problem is insufficient.	Work presented fully explains the correct procedure to provide a solution for the problem. Appropriate vocabulary is used in explanations.	
Problem Solving Strategy	30%	Strategy, tools and procedures to deal with the topic and research questions are not provided.	Strategy, tools and procedures to deal with the research questions are not detailed enough.	Strategy and tools to deal with the research questions are fully explained. Appropriate	

## Syllabus

				vocabulary is used in explanations.	
Neatness and presentation skills	10%	The presentation is sloppy or unorganized. There is visible evidence that the student has not practiced his/her presentation skills, e.g. eye contact, clear language, engagement with the audience, pronunciation, etc.	The presentation is somewhat organized. It is somewhat notable that the student has not practiced his/her presentation skills, e.g. eye contact, clear language, engagement with the audience, pronunciation, etc.	The presentation is very easy to follow, is very organized, and is neat. It is very clear that the student has practiced his/her presentation skills, e.g. eye contact, clear language, engagement with the audience, pronunciation, etc.	
Instructor's Comments:					

**Assignment Score** \_\_\_\_\_

Name of Course Coordinator: -----Signature: ----- Date: -----

Head of Curriculum Committee/Department: ----- Signature: -----

Head of Department: ----- Signature: -----

Head of Curriculum Committee/Faculty: ----- Signature: -----

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

# Syllabus