



Form: Course Syllabus	Form Number	EXC-01-02-02A
	Issue Number and Date	2/3/24/2022/2963 05/12/2022
	Number and Date of Revision or Modification	
	Deans Council Approval Decision Number	2/3/24/2023
	The Date of the Deans Council Approval Decision	23/01/2023
	Number of Pages	06

1.	Course Title	Essentials of Professional Communication (French)
2.	Course Number	2202412
3.	Credit Hours (Theory, Practical)	3
	Contact Hours (Theory, Practical)	3
4.	Prerequisites/ Corequisites	Oral comprehension 2242213
5.	Program Title	Applied French and English
6.	Program Code	22020
7.	School/ Center	Foreign Languages
8.	Department	French Language and Literature
9.	Course Level	Advanced/B.A
10.	Year of Study and Semester (s)	Third or fourth year- first or second semester
11.	Other Department(s) Involved in Teaching the Course	Ø
12.	Main Learning Language	French
13.	Learning Types	☐ Face to face learning ☐ Blended ☒ Fully online
14.	Online Platforms(s)	☐ Moodle ☒ Microsoft Teams
15.	Issuing Date	January 2019
16.	Revision Date	February 2025

17. Course Coordinator:

Name: Professor Shereen Kakish
Contact hours: Lundi et mercredi de 12 :30 à 13 :30
Email : s_kakish@ju.edu.jo



18. Other Instructors:

Name:

Office number:

Phone number:

Email:

19. Course Description:

As stated in the approved study plan.

The main objective of this course is to improve the ability of student to present arguments in supports and against a given issue which debaters present reasons and evidence to persuade an audience or a group of judges. We aim to enhance the student's ability to present arguments for and against a given issue, and to create engaging and constructive debate content that provides useful information while capturing the audience's attention.

20. Program Intended Learning Outcomes: (To be used in designing the matrix linking the intended learning outcomes of the course with the intended learning outcomes of the program)

1. *Develop academic and pedagogical expertise, fostering the skills necessary for a successful transition into the academic and professional job market, and show respect of cultural diversity, ethics and professional behavior.*
2. *Collaborate effectively with peers and scholars, demonstrating professionalism and responsibility in both independent and collective research endeavors. discuss, argue and persuade.*
3. *work in groups and individually.*
4. *think critically and analytically.*

21. Course Intended Learning Outcomes: (Upon completion of the course, the student will be able to achieve the following intended learning outcomes)

- 1- *Speak French clearly and correctly.*
- 2- *Know what kind of a content is needed to make a good speech.*
- 3- *Discuss, argue and persuade in different domains and situation in French and in a constructive way.*



- 4- *Have self-esteem and academic confidence.*
- 5- *Be suitably expressive in their voice and body while presenting different types of arguments.*
- 6- *Listen, take notes, summarize reasons in order to prepare rebuttal.*
- 7- *Work individually and in groups.*
- 8- *Defend their point of view in French language.*

Course ILOs	The learning levels to be achieved					
	Remembering	Understanding	Applying	Analysing	evaluating	Creating
1	X	X		X	X	
2	X	X	X	X	X	X
3	X	X	X	X	X	X
4	X	X		X	X	
5	X	X	X			
6	X	X			X	X
7			X		X	X

22. The matrix linking the intended learning outcomes of the course with the intended learning outcomes of the program:

Program ILOs	ILO (1)	ILO (2)	ILO (3)	ILO (4)	ILO (5)	ILO (6)	ILO (7)
Course ILOs							
1	X	X		X		X	
2			X	X			X
3	X	X	X	X		X	
4		X	X		X		X
5	X		X		X		X



6	X	X	X	X	X	X	X
7		X		X		X	
8			X			X	
9	X		X		X		X
10		X	X	X			

23. Topic Outline and Schedule:

Week	Lecture	Topic	Learning Types (Face to Face / Blended / Fully Online)	Platform Used	Synchronous / Asynchronous Lecturing	Evaluation Methods	Learning Resources
1	1	Introduction et orientation	F-to-F	Occasionally Teams	synchronous		Books Audio-visual materials Teams
		La communication/ Définition				Class discussion (CD)	
						CD	
2	2	Intégration sur le marché du travail				CD Exam Project	



							Exam Project	
7	7	Être créateur de contenu					CD Exam Project	
							CD Exam Project	
							CD Exam Project	
8	8	Stratégies pour captiver l'attention de votre audience					CD Exam Project	
							CD Exam Project	
							CD Exam Project	
9	9	La communication émotionnelle et le stress					CD Exam Project	
							CD Exam Project	
10	10	Gérer les conflits et le stress					CD Exam Project	
11	11	Filmed projects					CD Exam Project	
12	12							



13	1 3						
14	1 4	Project presentations					

24. Evaluation Methods:

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

Evaluation Activity	Mark	Topic(s)	ILO/s Linked to the Evaluation activity	Period (Week)	Platform
Project	30	On one subject chosen by the students	all	13-14	Classroom
Midterm exam	30	1-6	All	1-6	Classroom
Final	40	All	All	All	Classroom

25. Course Requirements:

(e.g.: students should have a computer, internet connection, webcam, account on a specific software/platform...etc.):

Textbook

Teams account

Data show

Laptop

Internet connection



26. Course Policies:

A- Attendance policies:

The University allows students to be absent **three** times during the semester. If you exceed this limit, you will not be allowed to sit for the final exam.

B- Absences from exams and submitting assignments on time:

In case of sickness, only reports issued **directly** from a public clinic or hospital will be accepted. Students should notify me of their circumstances at least 24 hours before the date of the exam or due date of the assignment.

C- Health and safety procedures:

D- Honesty policy regarding cheating, plagiarism, misbehavior:

Any exam answers or assignments that contain plagiarism will receive a 0 grade.

E- Grading policy:

Check table 24

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

IT-equipped classroom

27. References:

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

The course interactive reader on Moodle (version 2025).

Several videos on YouTube.

- Students are encouraged to take an active part in class discussion, as this will not go unrewarded by the teacher.

- Students will be asked to do a presentation in front of the class.



B- Recommended books, materials, and media:

- *L'expression orale : pratiques et difficultés en classe de FLE. « Cas des étudiants de 1re année LMD français »* Université d'El-Oued.
- *L'enseignement de la communication orale : document d'orientation : Teaching oral communication : a guide /2e édition Texte en français et en anglais. Comprend des références bibliographiques.* ISBN : 978-0-7711-5898-8 (PDF) – 978-0-7711-5897-1 (version imprimée)
- Dumais, C. & Nolin, R. (2012). *Des ressources pour enseigner l'oral.* Québec français, (165), 54–56.
- *BIEN COMMUNIQUER EN MILIEU PROFESSIONNEL* Ghislain Bourdilleau.
file:///C:/Users/User/Desktop/Communication/diaporama-de-la-conf-rence-bien-communiquer-en-milieu-professionnel-1284%20important.pdf
- *Le langage du corps.* <https://www.scribd.com/document/598711873/Langage-Corporel-Vincent-Caron-Ebooks-fr>
- *LA COMMUNICATION PROFESSIONNELLE.*
<https://sites.google.com/view/btspim/supports/communication>
- *L'expression orale : pratiques et difficultés en classe de FLE. « Cas des étudiants de 1re année LMD français »* Université d'El-Oued.
- *L'enseignement de la communication orale : document d'orientation. Teaching oral communication : a guide = 2e édition Texte en français et en anglais. Comprend des références bibliographiques.* ISBN : 978-0-7711-5898-8 (PDF) – 978-0-7711-5897-1 (version imprimée).
- Dumais, C. & Nolin, R. (2012). *Des ressources pour enseigner l'oral.* Québec français, (165), 54–56.
- *Influenceur VS créateur de contenu : quelles sont les différences ?*
<https://www.iim.fr/influenceur-vs-createur-de-contenu-queelles-sont-les-differences/#:~:text=Un%20influenceur%20est%20une%20personne,un%20contenu%20unique%20et%20pr%C3%A9cieux.>
- *Création de contenu : 7 compétences indispensables pour marquer les esprits.*
<https://www.merci-app.com/article/creation-contenu.>
- *3 astuces pour vous démarquer et publier des contenus originaux.*
<https://blog.jamespot.com/outil-communication/astuces-contenus-originaux/#:~:text=Diversifiez%20les%20formats%20!,engouement%20autour%20de%20vos%20publications.>



28. Additional information:

Name of the Instructor or the Course Coordinator:	Signature:	Date:
Professor Shereen Kakish		February 2025
Name of the Head of Quality Assurance Committee/ Department	Signature:	Date:
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Name of the Head of Department	Signature:	Date:
.....		
Name of the Head of Quality Assurance Committee/ School or Center	Signature:	Date:
.....		
Name of the Dean or the Director	Signature:	Date:
.....		