

Syllabus

1	Course title	Oral Skills
2	Course number	2201112
3	Credit hours	3
	Contact hours (theory, practical)	3
4	Prerequisites/corequisites	-
5	Program title	Bachelor's Degree in English Language and Literature
6	Program code	2205
7	Awarding institution	The University of Jordan
8	School	Faculty of Foreign Languages
9	Department	English
10	Level of course	1 st year
11	Year of study and semester (s)	2 nd semester
12	Final Qualification	BA
13	Other department (s) involved in teaching the course	-
14	Language of Instruction	English
15	Teaching methodology	<input type="checkbox"/> Blended <input type="checkbox"/> Online <input checked="" type="checkbox"/> Face to face
16	Electronic platform(s)	<input checked="" type="checkbox"/> Moodle <input checked="" type="checkbox"/> Microsoft Teams <input type="checkbox"/> Skype <input type="checkbox"/> Zoom <input type="checkbox"/> Others.....
17	Date of production/revision	

18 Course Coordinator:

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19 Other instructors:

Name:

Office number:-

Phone number:

Email:

Name:

Office number:

Phone number:

Email:

20 Course Description:

This course aims at helping students develop their ability and confidence to initiate communication and respond appropriately. It also aims at helping students cope with different social situations successfully.

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.
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

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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	Construct appropriate structures for different social contexts and situations.	X					X					X	X	X			X				X
2	Produce unified speeches with clear ideas/ clear language.	X					X					X	X	X			X				X
3	Develop the ability to reproduce orally the substance of a text/ passage of English after having heard it or read it.	X						X				X	X	X			X				X
4	Improve their analytical and critical thinking skills through the development of well-thought-out arguments in discussions and presentations.	X				X	X					X	X	X			X				X
5	Differentiate the various levels of formality in given situations/ contexts.	X					X		X			X	X	X							X










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- **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


22. Topic Outline and Schedule:

Week	Lecture	Topic	Teaching Methods*/platform	Evaluation Methods**	References
1	1.1	Talking about yourself Asking for Information	Face-to-face	Oral quizzes, oral assignments and presentations	Assigned textbooks
	1.2	Talking about yourself Asking for Information	Face-to-face	Oral quizzes, oral assignments and presentations	
	1.3		Face-to-face	Oral quizzes, oral assignments and presentations	
2	2.1		Face-to-face	Oral quizzes, oral assignments and presentations	
	2.2		Face-to-face	Oral quizzes, oral assignments and presentations	
	2.3		Face-to-face	Oral quizzes, oral assignments and presentations	














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3	3.1		Face-to-face	Oral quizzes, oral assignments and presentations	
	3.2		Face-to-face	Oral quizzes, oral assignments and presentations	
	3.3		Face-to-face	Oral quizzes, oral assignments and presentations	
4	4.1		Face-to-face	Oral quizzes, oral assignments and presentations	
	4.2		Face-to-face	Oral quizzes, oral assignments and presentations	
	4.3		Face-to-face	Oral quizzes, oral assignments and presentations	
5	5.1		Face-to-face	Oral quizzes, oral assignments and presentations	
	5.2		Face-to-face	Oral quizzes, oral assignments and presentations	
	5.3		Face-to-face	Oral quizzes, oral assignments and presentations	
6	6.1	Complaining, apologizing and forgiving	Face-to-face	Oral quizzes, oral assignments and presentations	
	6.2	Complaining, apologizing and forgiving	Face-to-face	Oral quizzes, oral assignments and presentations	

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	6.3	Complaining, apologizing and forgiving	Face-to-face	Oral quizzes, oral assignments and presentations	
7	7.1	Midterm	Face-to-face	Oral quizzes, oral assignments and presentations	
	7.2	Midterm	Face-to-face	Oral quizzes, oral assignments and presentations	
	7.3	Midterm	Face-to-face	Oral quizzes, oral assignments and presentations	
8	8.1	Making suggestions and giving advice	Face-to-face	Oral quizzes, oral assignments and presentations	
	8.2	Making suggestions and giving advice	Face-to-face	Oral quizzes, oral assignments and presentations	
	8.3	Making suggestions and giving advice	Face-to-face	Oral quizzes, oral assignments and presentations	
9	9.1	Dealing with moods and feelings	Face-to-face	Oral quizzes, oral assignments and presentations	
	9.2		Face-to-face	Oral quizzes, oral assignments and presentations	
	9.3		Face-to-face	Oral quizzes, oral assignments and presentations	
10	10.1	Presentations	Face-to-face	Oral quizzes, oral assignments and presentations	
	10.2		Face-to-face	Oral quizzes, oral assignments and presentations	

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	10. 3		Face-to-face	Oral quizzes, oral assignments and presentations	
11	11. 1		Face-to-face	Presentations	
	11. 2		Face-to-face	Presentations	
	11. 3		Face-to-face	Presentations	
12	12. 1		Face-to-face	Presentations	
	12. 2		Face-to-face	Presentations	
	12. 3		Face-to-face	Presentations	
13	13. 1		Face-to-face	Presentations	
	13. 2		Face-to-face	Presentations	
	13. 3		Face-to-face	Presentations	
14	14. 1	Making dialogues and debates	Face-to-face	Oral quizzes, oral assignments	
	14. 2	Making dialogues and debates	Face-to-face	Oral quizzes, oral assignments	
	14. 3	Making dialogues and debates	Face-to-face	Oral quizzes, oral assignments	
15	15. 1		Face-to-face	Oral quizzes, oral assignments	
	15. 2		Face-to-face	Oral quizzes, oral assignments	
	15. 3		Face-to-face	Oral quizzes, oral assignments	

23 23 Evaluation Methods:

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Evaluation Activity	Mark	Topic(s)	Period (Week)	Platform
Quizzes	5	All of the topics	Every week	On campus
assignments	10	All of the topics	Every week	Microsoft teams, Moodle
Presentations	5	All of the topics		On campus
Midterm	30	Midterm material	As assigned in the plan	On campus
Final	50	All of the topics	As assigned by the registration unit	On campus

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

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:

As explained above in 23.

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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:

-Newton, J. (2020) Teaching ESL/EFL Listening and Speaking

-Functions of American English: Communication Activities for the Classroom.

B- Recommended books, materials and media:

Internet

Bilingual dictionaries

27 Additional information:

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	The work presented to solve this problem is insufficient.	Work presented fully explains the correct procedure to provide a solution for the	

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		problem identified.		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 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: -----



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

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

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

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