

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	English II		Module Delivery
Module Type	Basic		☒ Theory Lecture Tutorial ☐ Practical ☐ Seminar
Module Code	UOB202		
ECTS Credits	2		
SWL (hr/sem)	50		
Module Level	2	Semester of Delivery	
Administering Department	PENG	College	CENG
Module Leader			e-mail
Module Leader's Acad. Title			Module Leader's Qualification
Module Tutor			e-mail
Peer Reviewer Name			e-mail
Scientific Committee Approval Date			Version Number

Relation with other Modules			
العلاقة مع المواد الدراسية الأخرى			
Prerequisite module			Semester
Co-requisites module			Semester

Module Aims, Learning Outcomes and Indicative Contents

اهداف المادة الدراسية ونتائج التعلم و المحتويات الارشادية

Module Objectives اهداف المادة الدراسية	1- Equip students with the ability to effectively use verbal and non-verbal communication techniques, including body language and empathy, to foster clarity and confidence in diverse contexts. 2- Enable students to master grammar essentials such as tenses, active and passive voice, and reported speech, while expanding vocabulary and addressing common language errors. 3- Train students to improve reading efficiency through techniques like speed reading and SQ3R, and develop versatile writing skills, including instructional writing, précis writing, abstract writing, and professional documentation. 4- Prepare students for workplace scenarios by enhancing their skills in group discussions, interviews, negotiation, and team communication, ensuring professionalism and collaboration. 5- Foster creativity and systematic idea organization through mind-mapping techniques, enabling students to generate, structure, and present ideas effectively. 6- Guide students in crafting resumes, CVs, statements of purpose (SOPs), business letters, technical documents, reports, and proposals to achieve academic and professional goals. 7-
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	1. Analyzing the role of effective interpersonal communication, including body language and empathy, in facilitating successful negotiation and persuasive communication within the field of information technology. 2. Applying various tenses, transform sentences between active and passive voice, and convert direct speech into reported speech in both written and spoken English contexts. 3. Interpreting and analyzing non-verbal cues such as body orientation, positioning, and physical distance to enhance their understanding and application of effective communication strategies. 4. Exhibit proficient speaking techniques, tailor speech styles to diverse contexts, deliver well-structured presentations, and apply negotiation strategies to achieve favorable outcomes in both professional and social settings. 5. Students will enhance their reading efficiency by employing techniques such as eye movement control and chunking, mastering speed reading strategies, and applying the SQ3R method to improve comprehension and retention. 6. Developing effective writing skills by mastering the fundamentals of writing, organizing coherent paragraphs, and applying techniques for instructional writing, précis writing, abstract writing, and note-taking. 7. Students will enhance their creative thinking skills and effectively organize ideas by employing mind-mapping techniques to generate, structure, and visualize concepts in various contexts. 8. Students will be able to craft professional resumes, curriculum vitae (CVs), and statements of purpose (SOPs) tailored to specific academic or career objectives, effectively highlighting their skills, experiences, and achievements. 9. Students will develop effective communication skills for team interactions, participate confidently in group discussions, and perform successfully in interviews by demonstrating clarity, collaboration, and professionalism. 10. Students will develop proficiency in professional communication by mastering telephone etiquette, effectively participating in meetings, and accurately recording and drafting minutes. 11. Students will develop the ability to compose clear and professional business letters, produce precise technical documents, and craft effective emails tailored

	to diverse professional contexts. 12. Students will acquire the skills to write structured reports, develop comprehensive project documentation, and craft persuasive proposals tailored to professional and academic requirements. 13. Students will enhance their communication skills by expanding their vocabulary through systematic study and practice, enabling precise and effective expression in speech and writing, while also identifying and correcting common errors in English usage, such as prepositions, tenses, word choice, and subject-verb agreement.
Indicative Contents المحتويات الإرشادية	Week 1: Introduction • Overview of Information Technology and Communication • The role of communication in professional and academic settings • Introduction to communication models and processes Week 2: Grammar and Sentence Structure • Tenses: Past, Present, Future (Simple, Continuous, Perfect, and Perfect Continuous) • Transforming sentences: Active and Passive Voice • Reported Speech: Direct vs. Indirect Speech Week 3: Non-Verbal Communication • Understanding body language and its impact • Distance, positioning, and orientation in communication • Identifying and interpreting non-verbal cues Week 4: Speaking and Negotiation Skills • The art of public speaking: Clarity, tone, and confidence • Speech styles and adapting to diverse audiences • Persuasion techniques and negotiation strategies Week 5: Reading Skills • Eye movement techniques and chunking for better comprehension • Speed reading strategies for academic and professional use • Application of the SQ3R method (Survey, Question, Read, Recite, Review) Weeks 6 & 8: Writing Skills • Fundamentals of writing: Grammar, coherence, and structure • Paragraph writing: Unity, coherence, and development • Instructional writing: Clarity and simplicity • Précis writing and summarization • Abstract writing for academic and professional contexts • Effective note-taking methods Week 7: Revision • Review and practice of content covered in weeks 1-6 • Addressing common challenges and misconceptions Week 9: Creativity and Mind-Mapping • Introduction to creative thinking techniques • Developing and organizing ideas using mind-mapping • Applications of mind-mapping in problem-solving and presentations Week 10: Résumé Writing, CVs, and SOPs

	• Differences between résumés, CVs, and SOPs • Structuring and tailoring documents for specific purposes • Highlighting achievements, skills, and experiences effectively Week 10: Résumé Writing, CVs, and SOPs • Differences between résumés, CVs, and SOPs • Structuring and tailoring documents for specific purposes • Highlighting achievements, skills, and experiences effectively Week 12: Business and Technical Writing • Writing professional business letters and emails • Introduction to technical writing: Clarity and accuracy • Common formats and conventions in professional writing Week 13: Report, Project, and Proposal Writing • Elements of a structured report (introduction, body, conclusion, and recommendations) • Project documentation: Objectives, scope, and deliverables • Proposal writing: Persuasive language and presentation techniques Week 14: Practical Application • Real-world scenarios and practice sessions • Mock interviews, group discussions, and presentations • Collaborative writing and feedback activities Week 15: Course Review and Final Exam Preparation • Comprehensive review of all module topics • Addressing student queries and gaps in understanding • Strategies for successful performance in the final assessment
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Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	1. Interactive Lectures and Discussions 2. Workshops and Peer Learning 3. Practical Exercises and Assignments 4. Vocabulary-Building Activities

Student Workload (SWL)			
الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا			
Structured SWL (h/sem)	33	Structured SWL (h/w)	2
Unstructured SWL (h/sem)	17	Unstructured SWL (h/w)	1
Total SWL (h/sem)	50		

Module Evaluation					
تقييم المادة الدراسية					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizz.1	1	5% (5)	5	LO #1, to #4
	Quizz.2	1	5% (5)	12	LO # 6 to #9
	Assignments	1	5% (5)	2 and 12	LO #1, #2 , #3, #4, #5, #6 and #9
	Presentation	1	5% (5)	optional	LO #4, and #9
Summative assessment	Midterm Exam	2hr	10% (10)	7	LO #1 to #6
	Final Exam	3hr	50% (70)	15	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
المنهاج الاسبوعي النظري	
	Material Covered
Week 1	Information Technology and Communication (Introduction)
Week 2	TENSES, THE ACTIVE AND THE PASSIVE VOICE, AND REPORTED SPEECH (Chapter One)
Week 3	NON-VERBAL COMMUNICATION: BODY LANGUAGE
Week 4	SPEAKING AND NEGOTIATION SKILLS
Week 5	READING SKILLS
Week 6	- WRITING SKILLS - The Basics of Writing - The Process of Writing Paragraph - Instructional Writing
Week 7	Revision of the materials of the first six weeks

Week 8	- WRITING SKILLS - Précis Writing - Abstract Writing - Note-Taking
Week 9	CREATIVITY AND MIND-MAPPING

Week 10	RESUME WRITING, CURRICULUM VITAE (CV) AND STATEMENT OF PURPOSE (SOP)
Week 11	TEAM-TALK, GROUP DISCUSSION AND INTERVIEWS
Week 12	BUSINESS LETTERS, TECHNICAL WRITING, E-MAIL WRITING
Week 13	REPORT WRITING, PROJECT AND PROPOSAL WRITING
Week 14	
Week 15	Course Review and Final Exam Preparation

Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبرات

	Text	Available in the Library?
Required Texts	Curriculum and Textbook	Yes
Recommended Texts	Mishra, S., & Muralikrishna, C. (2011). Communication skills for engineers. Pearson Education India.	
Websites	None	

Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks %	Definition
Success Group (50 - 100)	A - Excellent	امتياز	90 - 100	Outstanding Performance
	B - Very Good	جيد جدا	80 - 89	Above average with some errors
	C - Good	جيد	70 - 79	Sound work with notable errors
	D - Satisfactory	متوسط	60 - 69	Fair but with major shortcomings
	E - Sufficient	مقبول	50 - 59	Work meets minimum criteria
Fail Group (0 - 49)	FX – Fail	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	F – Fail	راسب	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

Mapping Learning Outcomes to Program Objectives

Program Objectives	Related Learning Outcomes
1. Develop Proficient Verbal and Non-Verbal Communication Skills	LO#1 LO#3 LO#4
2. Enhance Grammatical Accuracy and Linguistic Proficiency	LO#2 LO#13
3. Build Effective Reading and Writing Skills	LO#5 LO#6
4. Strengthen Professional and Collaborative Communication	LO#9 LO#10
5. Master Creative and Strategic Thinking in Communication	LO#7
6. Prepare for Career-Oriented Communication	LO#8 LO#11 LO#12