

وزارة التعليم العالي والبحث العلمي
الإشراف والتقويم العلمي
دائرة ضمان الجودة والاعتماد الأكاديمي

أستمارة وصف البرنامج الأكاديمي للكليات و المعاهد للعام الدراسي ٢٠٢٤ / ٢٠٢٥

الجامعة : جامعة شط العرب الاهلية
الكلية / المعهد : الآداب
القسم العلمي : اللغة الإنكليزية
تاريخ ملء الملف : 2024/9/ 1

التوقيع : 

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التاريخ: 2024/9/ 1

التوقيع : 

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التاريخ: 2024/9/ 1



دقق الملف من قبل

شعبة ضمان الجودة والأداء الجامعي

اسم مدير شعبة ضمان الجودة والأداء الجامعي: م.م. منى عبد العباس

التاريخ : 2024/9/ 1

التوقيع





مصادقة السيد العميد
أ.م.د. عادل مالك خنفر

Course Description

Course Description

This course description provides a brief summary of the most important characteristics of the course and the learning outcomes expected of the student to achieve, demonstrating whether he/she has made the most of the available learning opportunities. They must be match to the description of the programe.

1. Educational Institution	Shatt Al-Arab University			
2. Scientific Department / Center	Department of English			
3. Course name/code	Communication Skills			
4. Programme(s) to which it contributes	second class of ‘ Communication Skills’			
5. Available forms of attendance	Lecture			
6. Semester/Year	2024/2025			
7. Number of study hours (total)	60 hours	Number of hours per week		
		theoretical	practical	Total
		2		2
8. Date of preparation of this description	2024/9/1			
9. Course Objectives: <ul style="list-style-type: none">a. Develop the ability to express ideas clearly and coherently in spoken and English.b. Enhance listening and comprehension skills through interactive tasks and authentic materials.c. Foster intercultural communication skills to navigate linguistic and cultural differences.d. Strengthen effective dialogue, persuasive communication, and professional interaction in formal and personal contexts.				

10.Course Outcomes and Teaching Methods, Learning and Evaluation

A- Cognitive Objectives

A.1 Identify key concepts of verbal and nonverbal communication in English.

A.2 Understand the components and types of communication and apply them in daily and academic contexts.

A.3 Acquire knowledge of intercultural communication principles and their role in enhancing interpersonal interaction.

A.4 Analyze rhetorical strategies and discourse structures to improve comprehension and effective expression.

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B. Subject-specific skills

B1 – Verbal Communication

B2 – Active listening

B3 – Conversational flow

Teaching and learning methods

- Interactive Lectures
- Small Group Work (Collaborative Learning)
- Role-Play & Simulated Communication Situations

Evaluation Methods

- Classroom interaction
- Homework
- Daily attendance
- Quizzes
- Monthly exams.

C. Thinking Skills

C.1 Critical Thinking to enable learners to evaluate what they hear and respond thoughtfully.

C.2 Creative Thinking to support spontaneous and engaging responses.
 C.3 Reflective Thinking to promote self-awareness about one's communication style and habits.
 C.4 Encourage flexibility in expressing ideas and adapting to different topics.

Teaching and learning methods

- Role Play and Simulation: learners act out real-life scenarios (e.g., job interviews, travel situations, conflict resolution).
- Reflective Journaling: students write about their daily conversations, challenges, and improvements.
- Debates and Group Discussions: structured debates on everyday topics (e.g., social media, cultural norms).

Evaluation Methods

1. Performance-Based Assessments.
2. Reflective Self-Assessments:
 - Skills Assessed: Reflective Thinking
 - Students write about their conversational experiences, challenges, and insights.
3. Peer and Group Feedback.
4. Structured Speaking Tasks: tasks include interviews, presentations, or guided dialogues.

d. General and qualifying skills transferred (other skills related to employability and personal development).

D.1. Teamwork and Collaboration

- Ability to work effectively with others in diverse settings.

D.2. Adaptability and Flexibility

- Adjusting communication style based on audience, context, or feedback.

D.3. Problem Solving and Decision Making

- Using conversation to clarify issues, gather input, and propose solutions.

D.4. Confidence and Self-Presentation

- Expressing ideas assertively without being aggressive.

- Managing body language, tone, and clarity to make a strong impression

11.Course Structure

Week	Hours	Required Learning Outcomes	Name of the unit and/or subject	Method of education	Evaluation Method
1	2	Awareness of the nature of the Course	Introduction to the Course	1. Simulation and role-playing activities 2. Pair work or group collaboration 3. Listening to audio clips from the textbook and applying them practically 4. Using educational videos	Discussion
2	2	1. Effective oral interaction 2. Using appropriate phrases and vocabulary 3. Developing listening and comprehension skills 4. Demonstrating self-confidence	Unit 1- Conversation 1 (Haven't we met before?' Listening and reading the conversation by the students. Conversational openings. Extending the conversation		1. Class participation 2. Homework assignments 3. Presentations
3	2	=	Practice		=
4	2	=	Unit 1-Conversation 2 (I've heard a lot about you.' Listening and reading the conversation. Practicing introducing friends and making small talks. Homework: Preparing a parallel conversation by each two students.		=
5	2	=	Practice		=
6	2	=	Unit 2 – Conversation 1' Where can I get this cleaned?' Listening and reading the conversation. Working on how to ask where services are located and describing buildings. Homework: Students to prepare conversations on describing buildings at their districts.		=
7	2	=	Practice		=

8	2	=	Unit 3- Conversation 1/ Could I speak to Joe?' Listening and reading the conversation. Practicing how to ask to speak to someone by phone. Working on offering and taking a message. Homework: Students to prepare conversational constructions on the above two activities.		=
9	2	=	Practice		=
10	2	=	Unit 3 -Conversation 2 ' I'm sorry. Her line is busy.' Listening and reading the conversation by each pair of students. Working on how to call for information and asking for additional information..		=
11	2	=	Practice		=
12	2	=	Unit 4- Conversation 1' What can we do?' The students to listen to the conversation at the track. Reading the conversation by the students. Working on identifying a problem and Making suggestions. Homework: Listening to three short conversations on the track and responding to each one.		=
13	2	=	Practice		=
14	2	=	Unit 5- Conversation1 'Haven't you heard yet?' Practicing the conversation. How to ask about other people . Reacting to good and bad news. Asking for more details.		=
15	2	=	Exam		=
16	2	=	Spring Leave		=
17	2	=	Unit 6- Conversation 1' I feel terrible' . Talking about symptoms. Giving ,accepting and refusing advice		=
18	2	=	Practice		=

19	2	=	Unit 6- Conversation 2 'What do you think I should take?': Practicing conversations on Asking for advice and giving instructions. Asking about instructions. Listening practice		=
20	2	=	Practice		=
21	2	=	Unit 7- Conversation 1 'What's this thing?'. Conversational practice on: describing what objects are used for.		=
22	2	=	Practice		=
23	2	=	Unit 7-Conversation 2 'What else do I need?'Discussing needs and requirements. Asking for clarification.Talking about consequences		=
24	2	=	Practice		=
25	2	=	Unit 8- Conversation 1 'We'd like to book a hotel. Asking about types of hotels. Asking for details.		=
26	2	=	Practice		=
27	2	=	Unit 8- Conversation 2 'we'd like to check in'. Practicing a talk on how to check in and making requests and asking about hotel services. Homework: Listening to three conversation and responding to the questions		=
28	2	=	Practice		=
29	2	=	Unit 9- Conversation 1 ' If you like shopping.' Getting information and discussing possible activities. Homework: Listening practice.		=
30	2	=	Review		=

31	2	=	Exam		=
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12. Infrastructure	
1 Required textbooks	'Person to Person: Communicative Speaking and Listening Skills. 3 rd Edition'.
2 Key references (sources)	'Talk: The Science of Conversation and the Art of Being Ourselves by Alison Wood Brooks'
a. Recommended books and references (scientific journals, reports,....)	'How to Improve Communication Skills: 14 Best Worksheets'. PositivePsychology.com
b. Electronic references, websites	<ul style="list-style-type: none"> - (https://magltk.com/english-speaking-online/). - (https://www.hanatarlife.com).

13- Course improvement Plan
<ul style="list-style-type: none"> - Reorganizing Content by Skills: real-life situations: meeting people, food, hobbies, travel, work. - Integrating Technology: Use of apps like Flipgrid for conversation recording - Additional Interactive Activities: realistic role-playing, group conversations on various topics, and mini interviews between students.

توقيع استاذ المادة



توقيع رئيس القسم


