

# Course Specification

## (Bachelor)

Course Title: English for Specific Purposes

Course Code: ENG26123

Program: Management

Department: English

College: Arts

Institution: University of Bisha

Version: 1444

Last Revision Date: 1- 8 - 2023

## Table of Contents:

| Content                                                                               | Page |
|---------------------------------------------------------------------------------------|------|
| A. General Information about the course                                               | 3    |
| 1. Teaching mode (mark all that apply)                                                | 3    |
| 2. Contact Hours (based on the academic semester)                                     | 3    |
| B. Course Learning Outcomes (CLOs), Teaching Strategies and <b>Assessment Methods</b> | 5    |
| C. Course Content                                                                     | 6    |
| D. Student Assessment Activities                                                      | 7    |
| E. Learning Resources and Facilities                                                  | 7    |
| 1. References and Learning Resources                                                  | 7    |
| 2. Required Facilities and Equipment                                                  | 8    |
| F. Assessment of Course Quality                                                       | 8    |
| G. Specification Approval Data                                                        | 9    |



## A. General information about the course:

### Course Identification

1. Credit hours: 4 (8 Weekly Contact Hours)

2. Course type

a. University ☐ College ☒ Department ☐ Track ☐ Others ☐

b. Required ☒ Elective ☐

3. Level/year at which this course is offered: **2nd Year, Level (3)**

4. Course general Description

This is an English for Specific purposes course for **Management** professions students. It targets the development of the learners' English language skills in contextualized learning materials. Learners will have the opportunity to develop the four language skills and acquire the terminology, jargon and language style related to their profession. The course starts from **Beginning of A2** level of the CEFR (Common European Framework Reference). By the end of the course, learners are expected to achieve the **End of A2** level of the CEFR.

5. Pre-requirements for this course (if any):  
ENG26116

6. Co- requirements for this course (if any): **NA**

7. Course Main Objective(s)

By the end of the course, learners will be able to:

1. Realize the general nature of the English language and its uses in contexts related to their profession.
2. Demonstrate the basic skills of language (reading, writing, speaking, and listening) in contexts related to their profession.
3. Use vocabulary in meaningful contexts related to their profession
4. Use sentences and frequently used expressions, in written and spoken forms in contexts related to their profession
5. Communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters in contexts related to their profession.
6. Describe in simple and correct forms aspects of the learner's immediate environment and matters in areas of immediate need in contexts related to their profession.

### 1. Teaching mode (mark all that apply)

| No | Mode of Instruction   | Contact Hours | Percentage |
|----|-----------------------|---------------|------------|
| 1. | Traditional classroom | 102           | 85%        |
| 2. | E-learning            | 18            | 15%        |





| No | Mode of Instruction                                                                                | Contact Hours | Percentage |
|----|----------------------------------------------------------------------------------------------------|---------------|------------|
| 3. | Hybrid <ul style="list-style-type: none"> <li>Traditional classroom</li> <li>E-learning</li> </ul> |               |            |
| 4. | Distance learning                                                                                  |               |            |

## 2. Contact Hours (based on the academic semester)

| No | Activity          | Contact Hours |
|----|-------------------|---------------|
| 1. | Lectures          | 120           |
| 2. | Laboratory/Studio |               |
| 3. | Field             |               |
| 4. | Tutorial          |               |
| 5. | Others (specify)  |               |
|    | Total             | 120           |



## B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

| Code | Course Learning Outcomes                                                                                                                    | Code of CLOs aligned with program | Teaching Strategies                                                          | Assessment Methods                                                                       |
|------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| 1.0  | Knowledge and understanding                                                                                                                 |                                   |                                                                              |                                                                                          |
| 1.1  | Distinguish the nature and mechanics of the English Language in its spoken and written forms in contexts related to their profession.       | K1                                | Lecturing.<br>Presentation.<br>Pair/Group Work.<br>Demos.<br>Lipped Teaching | Quizzes.<br>Assignments.<br>Activities (Online-classroom-homework).<br>Term/Final exams. |
| 1.2  | Show understanding of different types of word formation and sentence structure.                                                             | K1                                |                                                                              |                                                                                          |
| 1.3  | Exhibit the required vocabulary and expressions in different contexts.                                                                      | K1                                |                                                                              |                                                                                          |
| 1.4  | Realize the communicative needs to exchange information on familiar and routine matters.                                                    | K1                                |                                                                              |                                                                                          |
| 2.0  | Skills                                                                                                                                      |                                   |                                                                              |                                                                                          |
| 2.1  | Comprehend the intended message of what is read and heard in different contexts.                                                            | S1                                |                                                                              |                                                                                          |
| 2.2  | Express in simple correct forms, written and spoken, aspects of the learner's immediate environment and matters in areas of immediate need. | S1                                |                                                                              |                                                                                          |
| 2.3  | Use vocabulary according to the needs of the situation in different contexts.                                                               | S1                                | Presentation.<br>Corrective feedback.<br>Pair/Group Work.<br>Demos.          | Quizzes.<br>Assignments.<br>Activities (Online-                                          |



| Code | Course Learning Outcomes                                                               | Code of CLOs aligned with program | Teaching Strategies                                                               | Assessment Methods                      |
|------|----------------------------------------------------------------------------------------|-----------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------|
|      |                                                                                        |                                   | Lipped Teaching                                                                   | classroom-homework).<br>Oral tests.     |
| 2.4  | Use other meta-language codes like body language.                                      | S1                                |                                                                                   |                                         |
| 2.5  | Use general and specialized dictionaries for the meaning of new words and terminology. | S1                                |                                                                                   |                                         |
| 3.0  | Values, autonomy, and responsibility                                                   |                                   |                                                                                   |                                         |
| 3.1  | Become independent and initiative in learning the English language.                    | V1                                | Lecturing.<br>Presentation.<br>Corrective feedback.<br>Pair/Group Work.<br>Demos. | Quizzes.<br>Assignments.<br>Oral tests. |
| 3.2  | Exhibit teamwork skills and responsibility.                                            | V1                                |                                                                                   |                                         |
| 3.4  | Show interculturality and flexibility in dealing with foreign culture aspects.         | V1                                |                                                                                   |                                         |

## C. Course Content

| No | List of Topics                                           | Contact Hours |
|----|----------------------------------------------------------|---------------|
| 1. | Orientation<br>Unit 1 (New Faces)                        | 12            |
| 2. | Unit 2 (Around the office)                               | 12            |
| 3. | Unit 3 (Products and services)<br>Unit 4 (Time zones)    | 12            |
| 4. | Unit 5 (On the phone)<br>Unit 6 (Placing and order)      | 12            |
| 5. | Unit 7 (making a reservation)<br>Unit 8 (Getting around) | 12            |
| 6. | Unit 9 (about the company)                               | 12            |
| 7. | Unit 10 (Routines)<br>Unit 11 (Small Talk)               | 12            |
| 8. | Unit 12 (Getting personal)                               | 12            |



|       |                                                  |     |
|-------|--------------------------------------------------|-----|
| 9.    | Unit 13 (Entertaining)<br>Unit 14 (Getting Help) | 12  |
| 10.   | Unit 15 (Working together)<br>Revision           | 12  |
| Total |                                                  | 120 |
| ---   |                                                  |     |
| Total |                                                  |     |

## D. Students Assessment Activities

| No              | Assessment Activities * | Assessment timing (in week no) | Percentage of Total Assessment Score |
|-----------------|-------------------------|--------------------------------|--------------------------------------|
| 1.              | Assignments             |                                | 5%                                   |
| 2.              | Class Quizzes           |                                | 10%                                  |
| 3.              | Activities/ Blackboard  |                                | 5%                                   |
| 4.              | Mid-term- (written)     | 8                              | 20%                                  |
| 5.              | Mid-term- (oral)        | 10                             | 10%                                  |
| Total term mark |                         |                                | 50%                                  |
| 6.              | Final Exam (oral)       | 16                             | 15%                                  |
| 7.              | Final Exam (written)    | 16                             | 35%                                  |
| Total mark      |                         |                                | 100%                                 |

\*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.)

## E. Learning Resources and Facilities

### 1. References and Learning Resources

|                          |                                                                                                                                                                                                                                     |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Essential References     | <ul style="list-style-type: none"> <li>Knight, Gareth. Business Goal-1. Student's Book. Pearson Publishing</li> <li>Knight, Gareth. Business Goal-1. Workbook. Pearson Publishing</li> <li>Department prepared materials</li> </ul> |
| Supportive References    |                                                                                                                                                                                                                                     |
| Electronic Materials     | <ul style="list-style-type: none"> <li>Business Goal-1</li> </ul>                                                                                                                                                                   |
| Other Learning Materials | <ul style="list-style-type: none"> <li>Blackboard Online Activities.</li> <li>English Language Learning Webpages and apps.</li> </ul>                                                                                               |

## 2. Required Facilities and equipment

| Items                                                                              | Resources                                       |
|------------------------------------------------------------------------------------|-------------------------------------------------|
| facilities<br>(Classrooms, laboratories, exhibition rooms, simulation rooms, etc.) | Teaching classrooms                             |
| Technology equipment<br>(projector, smart board, software)                         | Smart boards or data show and audio facilities. |
| Other equipment<br>(depending on the nature of the specialty)                      | Computerized Language Labs                      |

## F. Assessment of Course Quality

| Assessment Areas/Issues                     | Assessor                                                                                                                                 | Assessment Methods                                                                                                                                                                                                                                 |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Effectiveness of teaching                   | <ul style="list-style-type: none"> <li>• Students</li> <li>• Teacher</li> <li>• Program Coordinator</li> <li>• Peer Reviewers</li> </ul> | <ul style="list-style-type: none"> <li>• Questionnaires.</li> <li>• Direct feedback.</li> <li>• Peer reviews reports.</li> <li>• Class observations and reviews.</li> <li>• Annual staff reports.</li> <li>• Course and program reports</li> </ul> |
| Effectiveness of students assessment        | <ul style="list-style-type: none"> <li>• Students</li> <li>• Teacher</li> <li>• Program Coordinator</li> <li>• Peer Reviewers</li> </ul> | <ul style="list-style-type: none"> <li>• Questionnaires.</li> <li>• Direct feedback.</li> <li>• Peer reviews reports.</li> <li>• Class observations and reviews.</li> <li>• Annual staff reports.</li> <li>• Course and program reports</li> </ul> |
| Quality of learning resources               | <ul style="list-style-type: none"> <li>• Teacher</li> <li>• Program Coordinator</li> </ul>                                               | <ul style="list-style-type: none"> <li>• Questionnaire.</li> <li>• Course and program reports.</li> </ul>                                                                                                                                          |
| The extent to which CLOs have been achieved | <ul style="list-style-type: none"> <li>• Teacher</li> <li>• Program Coordinator</li> </ul>                                               | <ul style="list-style-type: none"> <li>• Exam results analysis.</li> <li>• Course and program reports.</li> </ul>                                                                                                                                  |
| Effectiveness of improvement plans          | <ul style="list-style-type: none"> <li>• Teacher</li> </ul>                                                                              |                                                                                                                                                                                                                                                    |





| Assessment Areas/Issues | Assessor                                                              | Assessment Methods                                                            |
|-------------------------|-----------------------------------------------------------------------|-------------------------------------------------------------------------------|
|                         | <ul style="list-style-type: none"> <li>Program Coordinator</li> </ul> | <ul style="list-style-type: none"> <li>Course and program reports.</li> </ul> |

Assessor (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)

Assessment Methods (Direct, Indirect)

## G. Specification Approval Data

|                    |                            |
|--------------------|----------------------------|
| COUNCIL /COMMITTEE | DEPARTMENT COUNCIL         |
| REFERENCE NO.      | MEETING (11)/ 1/4/11/34-44 |
| DATE               | 13/9/1443                  |

