



## Course Specifications

<b>Course Title:</b>	Writing for Specific Purposes
Course Code:	ENG 311
Program:	Bachelor of Arts in English
Department:	English
College:	Faculty of Languages and Translation
Institution:	King Khalid University

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## A. Course Identification

<b>1. Credit hours:</b> 3
<b>2. Course type</b>
a. University <input type="checkbox"/> College <input type="checkbox"/> Department <input checked="" type="checkbox"/> Others <input type="checkbox"/>
b. Required <input checked="" type="checkbox"/> Elective <input type="checkbox"/>
<b>3. Level/year at which this course is offered:</b> Level 6/Year 3
<b>4. Pre-requisites for this course (if any):</b> Eng 217
<b>5. Co-requisites for this course (if any):</b> N/A

## 6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	45	100%
2	Blended		-
3	Online		-
4	Distance learning		-
5	Other		-

## 7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	Lecture	45
2	Laboratory/Studio	-
3	Tutorial	-
4	Others (specify)	-
	<b>Total</b>	45
	<b>Other learning Hours</b>	
1	Study	7
2	Assignment	2
3	Library	2
4	Projects/Research Essay/ Theses	2
5	Others	2
	<b>Total</b>	15

## B. Course Objectives and Learning Outcomes

### 1. Course Description

This course emphasizes on writing development to add a hands-on element to the academic skills that they have acquired in writing 1-3. Apart from reinforcing their skills of writing (the use of conventions and mechanics of written English, the appropriate and effective application of English structure, and the effective use of vocabulary), the course aims at the practical application of English language skills in the professional environment.

## 2. Course Main Objective

- 1- To introduce students to practical writing as a discipline, specifically business English.
- 2- To help students to develop skills necessary for composing business proposals; writing- up the minutes of meetings, business letters, memo, autobiographies, and request for information.
- 3- Filling up job applications, résumés and compiling CVs (Curriculum Vitae)

## 3. Course Learning Outcomes

CLOs		Aligned PLOs
<b>1</b>	<b>Knowledge and Understanding: By the end of this course, students will be able to</b>	
1.1	explain business communication, its structure, and its salient features.	K3
1.2	describe terminologies used in business documents, meetings documents, résumé, cover letter, job application form, autobiography, book report and bibliography.	K3
<b>2</b>	<b>Skills: By the end of this course, students will be able to</b>	
2.1	compose business documents and meeting documents.	S4
2.2	develop skills necessary for composing business letters; writing- up the memos, email, fax messages, notice/agenda, and minutes of meetings.	S5
2.3	compose résumés and cover letters.	S5
2.4	complete job applications	S5
2.5	compose autobiographies and a request letter to a college for information.	S4
2.6	prepare a book report & bibliography.	S4
<b>3</b>	<b>Values: By the end of this course, students will be able to</b>	
3.1	Develop student-autonomy through their own writing.	V1
3.2	Recognize the ethical, international, social, and professional constraints of audience, style, and content for writing situations a.) among managers or co-workers and colleagues of an organization, and b.) between organizations, or between an organization and the public.	V2
3.3	Develop professional work habits, including those necessary for effective collaboration and cooperation with other students and instructors	V3

## C. Course Content

No	List of Topics	Contact Hours
1	Presentation and Structuring of Business Documents; Salient features of Business Communication	6
2	Writing formats: Memos, Fax, E-mail	6
3	Job Applications: Résumé Writing, Curriculum Vitae	3
4	Revision, Drafting, Editing & First Mid-Term Exam (7th Week)	3
5	College Applications: Request for Information	6
6	Writing an Autobiography	3
7	Writing Agenda and Minutes of the Meeting	3
8	Revision, Drafting, Editing & Second Mid- Term Exam , Book Report. (13th Week).	6

9	Writing a Bibliography	6
10	Revision, Drafting, Editing & Final Exam ( 16th Week)	3
<b>Total</b>		<b>45</b>

## D. Teaching and Assessment

### 1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
<b>1.0</b>	<b>Knowledge and Understanding</b>		
1.1	Explain business communication, its structure, and its salient features.	Lecturing Discussion, Practicing writing formats.	Oral Questioning, Assignments.
1.2	Describe terminologies used in business documents, meetings documents, résumé, cover letter, job application form, autobiography, book report and bibliography.	Pair work and Group work	Quizzes, and Mid-Term Exams.
<b>2.0</b>	<b>Skills</b>		
2.1	Compose business documents and meeting documents.	Emphasizing the process of writing through the use of logical reasoning and elaboration.	Through general comprehension of the subject matter by examining their individual behavior vis-à-vis their classroom participation, exams, and quizzes.
2.2	Develop skills necessary for composing business letters; writing- up the memos, email, fax messages, notice/agenda, and minutes of meetings.	Emphasizing the process of writing through the use of logical reasoning and elaboration.	Through general comprehension of the subject matter by examining their individual behavior vis-à-vis their classroom participation, exams, and quizzes.
2.3	Compose résumés and cover letters.	Emphasizing the process of writing through the use of logical reasoning and elaboration.	Through general comprehension of the subject matter by examining their individual behavior vis-à-vis their classroom participation, exams, and quizzes.
2.4	Complete job applications	Emphasizing the process of writing through the use of logical reasoning and elaboration.	Through general comprehension of the subject matter by examining their individual behavior vis-à-vis their classroom participation, exams, and quizzes.
2.5	Compose autobiographies and a request letter to a college for information.	Emphasizing the process of writing through the use of logical reasoning and elaboration.	Through general comprehension of the subject matter by examining their individual behavior vis-à-vis their classroom participation, exams, and

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
2.6	Prepare a book report & bibliography.	Emphasizing the process of writing through the use of logical reasoning and elaboration.	quizzes. Through general comprehension of the subject matter by examining their individual behavior vis-à-vis their classroom participation, exams, and quizzes.
<b>3.0</b>	<b>Values</b>		
3.1	Develop student-autonomy through their own writing.	Visualization Cooperative learning Inquiry-based instruction Technology in the classroom	Observing students' interaction in pair/group work.
3.2	Recognize the ethical, international, social, and professional constraints of audience, style, and content for writing situations a.) among managers or co-workers and colleagues of an organization, and b.) between organizations, or between an organization and the public.	Teaching by focusing the group/ pair works.	Noting each members' interaction as part of the team.
3.3	Develop professional work habits, including those necessary for effective collaboration and cooperation with other students and instructors	Teaching by focusing the group/ pair works.	Noting each members' interaction and behavior as part of the team.

## 2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Exam 1	7	20%
2	Quiz	9	10%
3	Exam 2	13	20%
4	Final Exam	16	50%

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

## E. Student Academic Counseling and Support

**Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice :**

Teachers are available at office during Office Hours for consultations and advice. The schedule is displayed on the door.

## F. Learning Resources and Facilities

### 1. Learning Resources

<b>Required Textbooks</b>	a. Material prepared by the department b. Kolin, P. C. (2016). Successful Writing at Work (11th ed.). Cengage Learning. c. Taylor, S. (2012). Model Business Letters, Emails and Other Business Documents: Model Business Letters, Emails and Other Business Documents (7th ed.). Pearson.
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<b>Essential References Materials</b>	Oxford Advanced Learner's Dictionary (9 <sup>th</sup> edition)
<b>Electronic Materials</b>	Websites for Writing formal letters, CVs and Resumes, Blackboard. Online tests and quizzes.
<b>Other Learning Materials</b>	-

## 2. Facilities Required

Item	Resources
<b>Accommodation</b> (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classroom- 30 seats with a white board and a data projector.
<b>Technology Resources</b> (AV, data show, Smart Board, software, etc.)	Laptop
<b>Other Resources</b> (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	N/A

## G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Evaluation of Learning Outcomes	Students	In-class observation by Students
Evaluation of Learning Outcomes	Colleagues /College Authorities	Observation by external experts
Teaching approaches in practice	Train the Trainers	Classroom Observation/Feedback Sessions

**Evaluation areas** (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

**Evaluators** (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

**Assessment Methods** (Direct, Indirect)

## H. Specification Approval Data

<b>Council / Committee</b>	Department of English
<b>Reference No.</b>	14
<b>Date</b>	May 2, 2021