

Course #: 131 Najm
 Course Name: Speaking and Listening
 Textbook: [Contemporary Topics](#)
 Contact hours: 4 hours per week
 Credit hours: 2 hours

Weekly Plan

WEEKS	UNITS	MATERIAL/ SECTIONS	PAGES
1 & 2	1. <i>Journalism</i>	Lecture: The World of Comics/ 1. Topic Preview (+Warm-up Discussion); 2. Vocabulary Preview + Word Networks; 3. Listening to the Lecture (Part 1)	1 - 4
3	1. <i>Journalism</i> (Cont'd)	3. Listening to the Lecture (Parts 2 & 3); 4. Taking Notes; 5. Reviewing the Content (Description); Review Test	4 – 7 RT (97)
4	2. <i>Mass Media</i>	Lecture: The Keys to Advertising/ 1. Topic Preview (+Warm-up Discussion); 2. Vocabulary Preview + Word Networks; 3. Listening to the Lecture (Parts 1, 2 & 3)	9 - 13
5	2. <i>Mass Media</i> (Cont'd)	4. Taking Notes; 5. Reviewing the Content (Definition); Review Test	14 – 15 RT (98)
6	3. <i>Computer Science</i>	Lecture: Computer Crime/ 1. Topic Preview (+Warm-up Discussion); 2. Vocabulary Preview + Word Networks; 3. Listening to the Lecture (Part 1, 2 & 3)	17 - 21
7	3. <i>Computer Science</i>	4. Taking Notes; 5. Reviewing the Content (Cause and Effect); Review Test Projects	22 -23 RT (99) P (24)
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7	4. <i>Psychology</i>	Lecture: Memory: Our Key to Learning/ 1. Topic Preview (+Warm-up Discussion);	25
8	4. <i>Psychology</i> (Cont'd)	2. Vocabulary Preview + Word Networks; 3. Listening to the Lecture (Parts1, 2 & 3); 4. Taking Notes; 5. Reviewing the Content (Examples); Review Test	26 - 31 RT (100)
9	5. <i>Filmmaking</i>	Lecture: The Filmmaking Process/ 1. Topic Preview (+Warm-up Discussion); 2. Vocabulary Preview + Word Networks; 3. Listening to the Lecture (Part 1)	33 - 36
10	5. <i>Filmmaking</i> (Cont'd)	3. Listening to the Lecture (Parts 2 & 3); 4. Taking Notes; 5. Reviewing the Content (Processes); Review Test	36 – 39 RT (101)
11	6. <i>Psychology</i>	Lecture: Non-verbal Communication: Your Body is Talking/ 1. Topic Preview (+Warm-up Discussion); 2. Vocabulary Preview + Word Networks;	41 - 43
	6. <i>Psychology</i> (Cont'd)	3. Listening to the Lecture (Parts 1, 2 & 3); 4. Taking Notes; 5. Reviewing the Content (Comparison & Contrast); Review Test	44 – 47 RT (102)

12	<i>7. Health Sciences</i>	Lecture: Effects of the Sun/ 1. Topic Preview (+Warm-up Discussion); 2. Vocabulary Preview + Word Networks; 3. Listening to the Lecture (Part 1)	49 - 52
13	<i>7. Health Sciences (Cont'd)</i>	3. Listening to the Lecture (Parts 2 & 3); 4. Taking Notes; 5. Reviewing the Content (Description); Review Test	52 – 55 RT (103)
14	<i>8. Philosophy</i>	Lecture: Mystics and Prophets/ 1. Topic Preview (+Warm-up Discussion); 2. Vocabulary Preview + Word Networks; 3. Listening to the Lecture (Part 1)	57 - 60
15	<i>8. Philosophy (Cont'd)</i>	3. Listening to the Lecture (Parts 2 & 3); 4. Taking Notes; 5. Reviewing the Content (Definition); Review Test	60 – 63 RT (104)

Course #: 132 Najm
 Course Name: Reading
 Textbook: More Reading Power (second edition)
 Contact hours; 4 hours per week
 Credit hours: 2 hours

Weekly Plan

WEEK	PART	UNIT / TITLE	PAGE
1		REGISTRATION FIRST CONTACT WITH STUDENTS	
2	Part 1	Reading for Pleasure It is recommended here that instructors give the students a comprehensive view as to the importance of reading for pleasure rather than going through the chapter page by page.	2 to 14
	Part 2	Reading Comprehension Skills Introduction to Comprehension <u>Unit 1: Previewing</u> Exercises 1- 2- 3- 4 - 5	16 17 17 to 23
3	Part 2 Cont.	<u>Unit 2; Scanning</u>	25
		What is Scanning?	25
		Scanning in Everyday life	26
		Scanning Advertisements:	26
		Exercise 1	26- 27
		Exercise 2 (homework)	28- 29
4	Part 2 Cont.	Scanning a Table	30-31
		Exercise 3	30-31
		Scanning Listings from Newspapers	32-33
		Exercise 4	32-33
		Exercise 5 (homework)	34
		Scanning a Newspaper Article	34
4	Part 2 Cont.	Exercise 6	36
		<u>Unit 3; Skimming</u>	38/39
		What is skimming?	38/39
		When do you skim?	38/39
		How do you skim?	38/39
		Skimming New Stories and Magazine Articles	38/39
4	Part 2 Cont.	Exercise 1	40-41
		Exercise 2 (homework)	40-41
		Skimming Book Reviews	42- 43
		Exercise 3	44
		Exercise 4 (homework)	44
		Skimming for Research	45
Exercise 5 Exercise 6 (homework)	47		

			47
5	Part 2 Cont.	<p>Unit 4: Using Vocabulary Knowledge for Effective Reading</p> <p>Guessing Unknown Vocabulary 53</p> <p>Guessing Word Meaning in Context 53</p> <p>Exercises 1-2-3-4 54-57</p> <p>Exercises 5-6-7 (homework) 57-55-59</p> <p>Recognizing Words that Connect Ideas 60</p> <p>- Pronouns: exercises 8 and 9 60-61</p> <p>- Synonyms: exercise 10 62-63</p> <p>- Referents in a Larger Passage: exercises 11 – 12 63 to 64</p>	
6	Part 2 Cont.	<p style="text-align: center;">TEST TWO and</p> <p>Unit 5: Making Inferences</p> <p>Inferring Missing Information 65</p> <p>Making Inference from Conversation 65-66</p> <p>Exercises 1 - 2 66</p> <p>Exercises 3 - 4 67 68</p>	
7	Part 2 Cont.	<p>Unit 5; (Continue)</p> <p>Making Inferences from Descriptions Exercise 5 69 69</p> <p>Making Inferences from Short Stories and Plays Exercise 6 (a play) 70 70-71</p> <p>Exercise 7 (homework) 72-73</p> <p>Exercise 8 (a story) 74-75</p> <p>Exercise 9 (homework) 76</p> <p>Making Inferences about Opinions 77</p> <p>Exercise 10 - 11 77-78</p>	
8	Part 2 Cont.	<p>Unit 6: Finding Topics</p> <p>Identifying Topics Exercises 1 – 2 – 3 – 4 – 5 - 6 79 79 to 83</p> <p>Unit 7: Discovering Topics of Paragraphs</p> <p>What is a Paragraph? Exercise 1 84 85</p> <p>The Importance of Knowing the Topic 86</p> <p>Recognizing the Topic of a Paragraph Exercise 2 86-87 87</p> <p>Exercise 3 (homework) 88-89</p>	

9	Part 2 Cont.	<u>Unit 7: (Continue)</u> Stating the Topic of a Paragraph Exercises 4 – 5 Topic Sentences Exercises 6 – 7 Exercise 8 (homework)	89 90 – 91 92 92- 93- 94 94-95
10	Part 2 Cont.	<u>Unit 8: Understanding Main Ideas</u> What is a Main Idea? Finding the Main Idea Exercises 1 -2 - 3 Exercises 4 – 5 - 6 <u>Unit 9: Identifying Patterns of Organization</u> The Importance of Patterns Five Patterns of Organization in English	96 97 98 - 101 102 - 106 107 108 108

11	Part 2 Cont.	<p style="text-align: center;">TEST TWO</p> <p style="text-align: center;">and</p> Patterns and their Signal Words Listing Pattern Exercises 1-2-3 Sequence Pattern Exercises 4-5-6-7	109 110-112 112-113 114-117
12	Part 2 Cont.	<u>Unit 9: (Continue)</u> Comparison / Contrast Pattern Exercise 8 Exercise 9 (homework) Cause / Effect Pattern Identifying Causes and Effects Exercise 11 Multiple Causes and Effects Exercises 12 – 13 Exercises 14-15 (homework)	117-119 119-120 121 122 123 124 125-126 127-128

13	Part 2 Cont.	<p><u>Unit 9: (Continue)</u> Problem / Solution Pattern Signal words and the Problem / Solution Pattern Exercise 16 Recognizing Patterns Exercises 19-20</p> <p><u>Unit 10: Summarizing</u> What is Summarizing? Exercise 1 Summarizing a Sentence Exercise 2</p>	<p>128 128-129 129 133</p> <p>141 142-143 143 144</p>
14	REVISION BEFORE FINAL EXAM		

Course number: 133 Najm
Course name: Writing
Textbook: [First steps in Academic Writing](#)
Contact: 4 hours a week
Credit Hours: 2

Weekly Plan

	Unit/ title	Part	Pages
Wk. 1	Registration Week. Course Requirements & Objectives.		
Wk. 2	Unit 1: Introducing people	Introduction Part 1: Prewriting – Par. form – Writing practice – Part 2: Gram. & mechanics – Homework: paragraph form.	p. VII 3-7 8-17
Wk. 3	Unit 1: Introducing people	Part 3: Sentence structure – Simple sentences – Connecting words - Sentence combining. Part 4: The writing process – Review Q. – Free writing.	18-23 24-28
Wk. 4	Unit 2: Writing instructions	Brainstorming – Part 1: Time-order paragraphs – Outlining – Time Order Transitional Signals – <i>Homework: How to clean your house...</i> Part 2: Sentence structure – Compound sentences – Coordinating conjunctions – Comma splices – Sentence combining	32 33-43 44-54
Wk. 5	Unit 2: Writing instructions	Part 3: Grammar & mechanics: capitalization – Commas - Part 4: The writing process – Paragraph checklist – Time order paragraph practice (write a paragraph)	55-63 64-67
Wk. 6	Unit 3: Describing	Prewriting: Descriptive details; activity - Part 1: Organization – Descriptions – Space order par. – Space order outlining – Being specific (practice) Part 2: Grammar & mechanics (Adj. & prepositions) – Prep. Phrases – Writing practice (describe a room)	70-71 72-78 79-84
Wk. 7	Unit 3: Describing	Part 3: Sentence structure: Prep. phrases in space & time order (position, punctuation, identification, moving) – R Q Sentence combining (exercise) Part 4: The writing process – R Q – Clustering – Describing a place (write a paragraph) – Par. Checklist (write final draft) Homework (choose 1,2,3, or 4 p.97)	84-90 91-97

Wk.8	Unit 4: Listing characteristics	<p>Prewriting (activity) –</p> <p>Part 1: Organization – paragraph parts – The topic sentence Practice (topic sentences) The supporting sentences – paragraph unity & practice</p>	<p>99-103</p> <p>104-112</p>
Wk. 9	Unit 4: Listing characteristics	<p>Listing order paragraph & listing order transitional signals The concluding sentence – Detailed outlining – Writing practice p.118</p> <p>Part 2: Sent. structure – simple & compound sentences (R) Run-on sentences – Fixing comma splices & run-on sent. Sentence combining</p>	<p>112-118</p> <p>119-125</p> <p>121-125</p>
Wk.10	Unit 4: Listing characteristics	<p>Part 3: Grammar & mechanics –Adverbs – Formation of adverbs – Identifying Adj. & Adv. – Writing practice 3</p> <p>Part 4: The writing process – Writing practice 4 - Additional writing (choose one out of 3 p. 133)</p>	<p>125-130</p> <p>131-133</p>
Wk. 11	Unit 5: Stating reasons & using examples	<p>Prewriting – Activity</p> <p>Part 1: Organization – Reasons & examples – Transition signals with reasons – Transition signals with examples – Writing practice (Using examples)</p> <p>Part 2: Sentence structure – independent & dependent clauses – subordinating conjunctions – Complex sentences Kinds of sentences – Fragments – Sent. Comb. (practice)</p>	<p>135-147</p> <p>148-158</p>
Wk. 12	Unit 5: Stating reasons & Using examples	<p>Part 3: Grammar & mechanics – Commas: 4 more rules – Comma practice – Capitalization: 2 more rules – Personal letter form – Writing practice (A personal letter)</p> <p>Part 4: The writing process – Review Q. – Writing practice: Using reasons & examples (5 steps) – Homework (additional writing: Choose 1 topic pp. 168/169)</p>	<p>158-165</p> <p>166-169</p>
Wk. 13	Unit 6: Expressing your opinion	<p>Prewriting – Activity (Answer Qs. 1&2 pp.172-174)</p> <p>Part 1: Organization – facts & opinion – model paragraph & Questions – Transition signals for opinions – Writing practice: expressing opinion (5 steps)</p> <p>Part 2: Sentence structure & gram. – Adj. clauses – Punctuating & writing adj. clauses</p>	<p>170-181</p> <p>182-194</p>

		<ul style="list-style-type: none"> – Sentences with adj. clauses – practice – Sentence fragments – fixing fragments Writing practice (sentence combining) 	
Wk. 14	Unit 6: Expressing your opinion	<ul style="list-style-type: none"> Part 3: Mechanics (Business Letter Form) – Writing practice (A Business Letter) Part 4: The Writing Process (R Q) – Writing practice (5 steps) – Additional writing (choose 1 out of 4) 	<ul style="list-style-type: none"> 195- 198 199- 201

Course #: 134 Najm
Course Name: English for Medical Purposes
Textbook: [The medical Terminology Booklet](#)
Contact hours: 6 hours per week
Credit hours: 3

A

Medical Terminology

Weekly Plan

WEEK	Chapter	TITLE	PAGES
1		REGISTRATION FIRST CONTACT WITH STUDENTS	
2	ONE	Objectives in Studying the Medical Language Basic Word Structure	1 – 5
3	ONE	Word Analysis Study of Combining Forms Pronunciation of Terms	5 – 7
4	ONE	Word Analysis (cont.) Study of Combining Forms Study of Suffixes Pronunciation of Terms	8 - 10
5	ONE	Word Analysis (cont.) Study of Prefixes Pronunciation of Terms Exercises A - B - C - D - E - F - G - H	10 - 11 12 - 14
6	ONE	Word Analysis (cont.) Exercises I - J - K - L - M - N - O - P	15 - 19
7	ONE	REVIEW SHEET	26 -27

8	TWO	Terms Pertaining to the Body as a Whole Structural Organization of the Body a. Similarities in Cells Study Section One	28 28 29 - 31 32
9	TWO	Terms Pertaining to the Body as a Whole (cont.) b. Differences in Cells Study of Tissues / Organs / Systems Study Section Two	33 33 - 34 35
10	TWO	Terms Pertaining to the Body as a Whole (cont.) Body Cavities Study Section Three	36 - 38 39 - 42
11	TWO	Terms Pertaining to the Body as a Whole (cont.) Abdominopelvic Regions and Quadrants Division of the Back (Spinal Column) Study Section Four	43 - 44 45 45 - 46
12	TWO	Terms Pertaining to the Body as a Whole (cont.) Positional and Directional Terms Planes of the Body Study Section Five	47 48 49
13	TWO	Study of Combining Forms, Suffixes and Prefixes Exercises	50 - 53 53 - 58

The Language of Medicine in English

Weekly Plan

Weeks	Material to be covered
week 1	Chapter 1: Highlights from the History of Medicine: Ancient medicine, 1-7 -Paragraphs topic -Vocabulary acquisition
week 2	Chapter 1(ctd): Highlights from the history of medicine: Medieval, Renaissance and Modern medicine. 8-19 -Paragraphs topic -Vocabulary acquisition
week 3	Chapter 1(ctd) : -Special terms - Medical vocabulary -Vocabulary practice
week 4	Chapter 1 (ctd): -Discussing medical matters. - Analyzing words and word parts -Using new words and phrases -Comprehension
week 5	Chapter 2: Human Anatomy: The skeletal-muscular system. 1-7 -Paragraph topic -Vocabulary acquisition
week 5	Chapter 2 (ctd): A-The human heart: description and function. 8-11 -Paragraph topic -Vocabulary acquisition

	<p>B- The respiratory system, the skin and the respiratory systems. 12-15</p> <ul style="list-style-type: none"> -Paragraph topic - Vocabulary acquisition
week 6	<p>Chapter 2 (ctd):</p> <p>The reproduction and the nervous systems. 16-21</p> <ul style="list-style-type: none"> -Paragraph topic -Vocabulary acquisition <p>Revision & exam</p>
week 7	<p>Chapter 2 (ctd) :Special terms:</p> <ul style="list-style-type: none"> -General vocabulary -Major systems of the body - Chambers of the heart -Other body parts
week 8	<p>Chapter 2 (ctd):</p> <ul style="list-style-type: none"> - Vocabulary practice -Discussing medical matters -Analyzing words and word parts -Using new words and phrases -Comprehension
week 9	<p>Chapter 3: Disease: Its Symptoms and Treatments</p> <p>Disease symptoms. 1-8</p> <ul style="list-style-type: none"> -Paragraph topic -Vocabulary acquisition
	<p>Chapter 3 (ctd):</p> <p>Disease treatment 9-17</p> <ul style="list-style-type: none"> -Paragraph topic -Vocabulary acquisition

<p>week 10</p>	<p>Chapter 3 (ctd): Special terms</p> <ul style="list-style-type: none"> -Bodily responses to disease -Medication -Medical vocabulary -Other medical vocabulary
<p>week 11</p>	<p>Chapter 3(ctd)</p> <ul style="list-style-type: none"> - vocabulary practice -Discussing medical matters -Analyzing words and word parts -Using new words and phrases -Comprehension <p style="text-align: center;">Revision &exam</p>
<p>week 12</p>	<p>Chapter 4: Common Disease and Ailments:</p> <p style="text-align: center;">Modern Afflictions: Heart diseases 1-8</p> <ul style="list-style-type: none"> -Paragraph topic - Vocabulary acquisition
<p>week 13</p>	<p>Chapter 4 (ctd) Modern afflictions: Cancer, diabetes, neurological disorders 9-17</p> <ul style="list-style-type: none"> - Paragraph topic -Vocabulary acquisition
<p>week 14</p>	<p>Chapter 4(ctd): Modern diseases: Contagious diseases</p> <ul style="list-style-type: none"> -Topic paragraph, Vocabulary acquisition <p style="text-align: center;">Revision & final exam</p>

Cause and Effect

Weekly Plan

Course Code: 134 Najm
Language skill targeted: Reading
Textbook: Cause & Effect
Contact: 2 hours a week
Credit hours: 1

Week	Unit & Title	Content covered	Pages
Wk 1		Introduction & Discussion of Course Objectives	
Wk 2	Unit 1: Explorers Lesson 1: Burke & Wills	Pre-reading activity- reading comprehension- Vocabulary exercises- true/false questions- wh-questions Homework: vocabulary exercises	3-9
Wk 3	Unit 1: Explorers Lesson 2: Alexander David Neel	Pre-reading activity & contextual clues Reading comprehension: A French woman in Tibet Vocabulary Exercises on the reading text Homework: Comprehension questions	10-15
Wk 4	Unit 1: Explorers Lesson 2: Alexander David Neel	Multiple-choice questions on the text Word forms Articles Compound nouns	16-19
Wk 5	Unit 1: Explorers Lesson 3: Vitus Bering	Pre-reading activity & contextual clues Comprehension: across Siberia to North America Homework: vocabulary exercises	20-24
Wk 6	Unit 1: Explorers Lesson 3: Vitus Bering	Vocabulary review True/false comprehension questions Word forms: verbs Prepositions Homework: guided writing	25-28
Wk 7	Unit 1: Explorers Lesson 4: Robert Scott	Pre-reading task & contextual clues Comprehension: a race to the south pole Vocabulary exercises on the reading text	29-33
Wk 8	Unit 1: Explorers Lesson 4: Robert Scott	Vocabulary review: antonyms Multiple-choice question on the reading text Word forms: Nouns Two-word verbs Finding the reason Collocations Pre-reading activity & contextual clues Reading comprehension	34-39 40-44

Wk 9	Unit 1: Explorers Lesson 5: Into the Deep; Ocean Exploration	Vocabulary exercise on the reading text	
Wk 10	Unit 1: Explorers Lesson 5: Into the Deep; Ocean Exploration	Vocabulary Review Comprehension questions Word forms: Nouns Prepositions The article <i>The</i>	45-49
Wk 11	Video highlights on unit 1	Before you watch the video activity While you watch the video activity After you watch the video discussion Language game: Adventure trail Understanding definitions	50-54
Wk 12	Unit 2: World Issues Lesson 1: World Population Growth	Pre-reading activity & contextual clues Reading text: World Population Growth Vocabulary review	55-61
Wk 13	Unit 2: World Issues Lesson 1: World Population Growth	Comprehension questions Two-world verbs Irregular verbs Word forms: adjectives Articles Homework: guided writing	
Wk 14	Unit 2: World Issues Lesson 2: Changes in the family	Pre-reading activity & contextual clues Comprehension: changes in the family Comprehension questions Vocabulary exercises based on the reading text.	