

Course Specification NAJM 107

King Saud University
College of Languages and Translation

A Course Identification and General Information

1. Course title and code: Communication Skills for Engineers /Eng 108
2. Contact Hours: 3 / Credit Hours: 3
3. Program(s) in which the course is offered. (This course is taught to Engineering Students who have satisfactorily completed the Eng 107)
4. Name of faculty member responsible for the course Dr. Nooradeen Gulie, Mr Ridha Al-Arfi, Mr. Saleh Al-Qahtani, Mr. Abdussalam Yikhlef
5. Level/year at which this course is offered: Second semester of the second academic year.
6. Pre-requisites for this course (if any): Eng 107.
7. Co-requisites for this course (if any) NA
8. Location if not on main campus

B Objectives

<p>1. Summary of the main learning outcomes for students enrolled in the course.</p> <p>The course aims at developing the various communication skills through a series of tasks and classroom activities, as well as homework, that encourage engineering students to combine their knowledge of English with their technical knowledge needed in their future careers for a good professional conduct.</p> <p>The units are varied and move from general to more specialized topics, which will help the learners to benefit from this graded progression of units by working through the book from beginning to end. To further sustain the learners' interest and motivation, all units have been selected according to their areas of interest, that is to say, business and engineering industry.</p> <p>Upon completion of this book, the learners should feel more confident in expressing themselves in good English through receptive as well as productive skills. Thus ,they will enhance their linguistic ability and reinforce their professional background as future engineers and managers.</p>
<p>2. Briefly describe any plans for developing and improving the course that are being implemented. (eg increased use of IT or web based reference material, changes in content as a result of new research in the field).</p> <p>This course is subject to future changes of (textbooks, plans) once it has just been implemented one semester ago.</p>

C. Course Description (Note: General description in the form to be used for the Bulletin or Handbook should be attached)

1 Topics to be Covered (weekly distribution)

Week	Unit title
1	First contact with students Introduction: Engineering: What is it all about?
2	An Engineering Student
3	Correspondence Letters: The basics
4	Career Profiles Applying for a job
5	Company Structure Recruitment
6	Terms of Employment Contracts
7	Staff motivation Staff Engineer
8	General review Mid-term test 1
9	Mid-semester break
10	Meetings Trainings
11	Tips about delivering a good speech Conferences Presentations
12	Statistics Graphs
13	Business News Business to Business Business Mail
14	Patents Young Engineer General review & Mid-term test 2
15	Ethics Strategy Leadership General Review
16	Final exam

2 Course components (total contact hours per semester):			
Lecture: 3 contact hours a week	Tutorial: NA	Laboratory NA	Practical/Field work/Internship NA

3. Additional private study/learning hours expected for students per week. (This should be an average :for the semester not a specific requirement in each week)

4. Development of Learning Outcomes in Domains of Learning

For each of the domains of learning shown below indicate:

- A brief summary of the knowledge or skill the course is intended to develop;
- A description of the teaching strategies to be used in the course to develop that knowledge or skill;
- The methods of student assessment to be used in the course to evaluate learning outcomes in the domain concerned.

a. Knowledge

(i) Description of the knowledge to be acquired

The course aims at developing the various communication skills through a series of tasks and classroom activities, as well as homework, that encourage engineering students to combine their knowledge of English with their technical knowledge needed in their future careers for a good professional conduct. The units are varied and move from general to more specialized topics, which will help the learners to benefit from this graded progression of units by working through the book from beginning to end. To further sustain the learners' interest and motivation, all units have been selected according to their areas of interest, that is to say, business and engineering industry. Upon completion of this book, the learners should feel more confident in expressing themselves in good English through receptive as well as productive skills. Thus ,they will enhance their linguistic ability and reinforce their professional background as future engineers and managers.

(ii) Teaching strategies to be used to develop that knowledge

Lecture-Based

Team-Based Learning
Eclectic Method.

(iii) Methods of assessment of knowledge acquired

Two Midterm exams weighing 50 marks

A Final Exam weighing 50 marks

Learning Resources

1. Required Text(s)

- Cotton, D. & Falley, D. & Kent ,S. (2005). *Market Leader* : Practice File . Longman
- Deirdre,H.W. & Herd, C. (1992). *Business Words: Essential business vocabulary*. Heinemann editions
- Glendinning, E.H. & Glendinning, N. (2001). *Oxford English for Electrical and Mechanical engineering*. Oxford University Press.
- Hutchinson, T. & Waters, A. (1997). *English for Technical Communication*. Longman
- **Longman Dictionary of Contemporary English**