



جامعة المجمعة
Majmaah University



Course Specifications



Institution:	Majma'ah University
Academic Department :	Department of English
Programme :	B.A in English
Course :	Eng 412-Speech
Course Coordinator :	Dr.M.Fawares
Programme Coordinator :	Dr. Salah Alfarwan
Course Specification Approved Date :	.../ ... / H□

A. Course Identification and General Information

1 - Course title :	Basic Principles of Speech	Course Code:	Eng 412
2. Credit hours :	(2) □□		
3 - Program(s) in which the course is offered:	□□□□□□□□		
4 – Course Language :	□□□□□□□□		
5 - Name of faculty member responsible for the course:			





6 - Level/year at which this course is offered :

7 - Pre-requisites for this course (if any) : **None**

8 - Co-requisites for this course (if any) :
• None

9 - Location if not on main campus : (Ramah campus)

10 - Mode of Instruction (mark all that apply)

A - Traditional classroom <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> What percentage? <input type="checkbox"/>	<input type="checkbox"/> % <input type="checkbox"/>	<input type="checkbox"/>
B - Blended (traditional and online) <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> What percentage? <input type="checkbox"/>	<input type="checkbox"/>	100 % <input type="checkbox"/>	<input type="checkbox"/>
D - e-learning <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> What percentage? <input type="checkbox"/>	<input type="checkbox"/> % <input type="checkbox"/>	<input type="checkbox"/>
E - Correspondence <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> What percentage? <input type="checkbox"/>	<input type="checkbox"/> % <input type="checkbox"/>	<input type="checkbox"/>
F - Other <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> What percentage? <input type="checkbox"/>	<input type="checkbox"/> % <input type="checkbox"/>	<input type="checkbox"/>

Comments :
.....

B Objectives

The purpose of the course is to acquaint students with elements of speech organization and train students how to apply the principles of speech making to formal and everyday situations. . It trains students to communicate on the topics related to social relations, current events and study matters

Briefly describe any plans for developing and improving the course that are being implemented:





1. Students are encouraged to consult the web to practice more well- formed listening texts.
2. Students are encouraged to take parts in the speaking process.
3. Providing students with web-based exercises for extra training.



C. Course Description

1. Topics to be Covered

List of Topics	No. of Weeks	Contact Hours
Introduction	1	2
Seven Basic Principles of Speech	1	2
Methods of Speech Presentation	1	2
Elements of Speechmaking	1	2
Purposes of Speech	1	2
Using Supporting Materials	1	2
Organizing the Speech	1	2
Analyzing the Speech Situation	1	2
Revision	1	2





2. Course components (total contact hours and credits per semester):

<input type="checkbox"/>	Lecture	Tutorial	Laboratory	Practical	Other:	Total
Contact Hours	26 <input type="checkbox"/>	None	none	none	none	26 <input type="checkbox"/>
Credit2..... <input type="checkbox"/>	None	none	none	none2..... <input type="checkbox"/>

3. Additional private study/learning hours expected for students per week.

2 hours
per week

4. Course Learning Outcomes in NQF Domains of Learning and Alignment with Assessment Methods and Teaching Strategy





	<p style="text-align: center;">NQF Learning Domains And Course Learning Outcomes</p>	<p style="text-align: center;">Course Teaching Strategies</p>	<p style="text-align: center;">Course Assessment Methods</p>
1.0	Knowledge		
1.1	<ul style="list-style-type: none"> • Understand the principles of speech. • Speak about different topics in different real-life situations. • have the knowledge of being able to communicate . • have the confidence to start the conversation. 	Lectures	Quizzes
1.2		Class discussion	Class exercises and writing assignments
1.3		Mid terms
1.4		Final exam
2.0	Cognitive Skills		
2.1	<ul style="list-style-type: none"> • Develop their speaking and listening skills through exposing to the particular skills. • Start the speech confidently 	Lectures	Class participation
2.2		Class discussions	Home assignments
2.3	Individual meetings	Midterms
2.4	Final exam
2.5	
2.6
3.0	Interactional Skills & Responsibility		





	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
3.1	<ul style="list-style-type: none"> • speak and communicate and take part in the conversation. • take notes while listening to real- life listening tasks. • present some interesting facts on cultural topics related to the themes of the units. • present some expressions that will be very useful to the students inside and outside the class. • 	. Lectures	class participation
3.2	Midterm exam
3.3	Final exams
3.4	Individual supervision hours
3.5
3.6
4.0	Communication, Information Technology, Numerical		
4.1	<ul style="list-style-type: none"> • present some interesting facts on cultural topics related to the themes of the units. • present some expressions that will be very useful to the students inside and outside the class. 	. Lectures	
4.2
4.3
4.4





	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
4.5
4.6
5.0	Psychomotor		
5.1			Class discussion
5.2
5.3
5.4
5.5
5.6

5. Schedule of Assessment Tasks for Students During the Semester:

	Assessment task	Week Due	Proportion of Total Assessment
1	1st midterm	Week9	20%
2	Class exercises, assignments and project	All a long	20%
3	Quizzes	Week 6	10%





4	Participation and attendance	All along	10%
5	Final exam	End of the semester	40%
6			
7			
8





D. Student Academic Counseling and Support

Reachable via email or personal attendance.

E. Learning Resources

1. List Required Textbooks :

Sarett,L.,Foster,W.,&Sarett,A.(2000).Basic Principles of Speech.

2. List Essential References Materials :

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3-List Recommended Textbooks and Reference Material :

- Richard, J .,Bycina, D. &Wisniewska,I.(2005).Person to Person. New York, Oxford University Press.

4. List Electronic Materials:

1-<http://www.members.tripod.com/~lklivingston/essay/>

2-<http://www.essaypunch.com/>

5. Other learning material :

-
-
-





F. Facilities Required

1. Accommodation

-
-
-

2. Computing resources

-
-
-

3. Other resources

-
-
-

G Course Evaluation and Improvement Processes

1 Strategies for Obtaining Student Feedback on Effectiveness of Teaching:

- Midterm evaluation feed-back form to increase instructor's awareness of the weak and strong points of the class
- End of term college evaluation of course by students (to be collected by the department)
- End-of-term debriefing in class of students and teacher regarding what went well and what could have gone better.





2 Other Strategies for Evaluation of Teaching by the Program/Department Instructor :

- **Peer observation to benefit from colleagues' objective feedback and suggestions for improvement.**

3 Processes for Improvement of Teaching :

- **Training sessions**
- **Workshops to facilitate the exchange of experiences amongst faculty members**
- **Regular meetings where problems are discussed and solutions given**
- **Discussion of challenges in the classroom with colleagues and supervisors**
- **Encouragement of faculty members to attend professional development conferences.**
- **Keep up to date with pedagogical theory and practice**
- **Set goals for achieving excellence in teaching at the beginning of each new semester after reviewing last semester's teaching strategies and results**

4. Processes for Verifying Standards of Student Achievement

- **Check marking of a sample of examination papers either by a resident or visiting faculty member**
- **Students who believe they are under graded can have their papers checked by a second reader.**

5 Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement :

- **. Compare syllabus and course description with other universities (including those on the net)**
- **2. Bi-annual meetings of faculty members to discuss improvement**





Course Specification Approved

Department Official Meeting No (.....) Date ... / ... / H

Course's Coordinator

Department Head

Name : Dr.M.Fawares

Name : Dr. Salah Alfarwan

Signature :

Signature :

Date : .../ ... / H

Date : .../ ... / H

