



فكر حضاري وحوار متمدن
Civilized Thought ... Civilized
Dialogue

جامعة الزيتونة الأردنية
Al-Zaytoonah University of Jordan
كلية الآداب
Faculty of Arts



"عراقة وجودة"
Tradition and Quality

QF04/0408-4.0E	Course Plan for Bachelor program - Study Plan Development and Updating Procedures/ Basic Sciences Department
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Study plan No.	2024/2025	University Specialization	English Language
Course No.	0420121	Course name	Communication Skills in English
Credit Hours	3	Prerequisite/ Co-requisite	0420002
Course type	☐ MANDATORY UNIVERSITY REQUIREMENT ☐ UNIVERSITY ELECTIVE REQUIREMENTS	☐ FACULTY MANDATORY REQUIREMENT ☐ Support course family requirements	☐ Mandatory requirements ☐ Elective requirements
Teaching style	☐ Full online learning	☐ Blended learning	☐ Traditional learning
Teaching model	☐ 1 Synchronous: 1 asynchronous	☐ 1 face to face : 1 asynchronous	☐ 2 Traditional

Faculty member and study divisions' information (to be filled in each semester by the subject instructor)

Name	Academic rank	Office No.	Phone No.	E-mail	
Division number	Time	Place	Number of students	Teaching style	Approved model
		https://elearning.zuj.edu.jo/		Traditional learning	2

Brief description

This course aims to develop the student's ability and accuracy in using professional English language while developing their skills in verbal communication by learning effective listening skills along with verbal and non-verbal communication. The course uses a scientific and practical training, with an emphasis on comprehension and comprehension skills in speaking, reading and writing. In addition, students will be trained on job interviewing, performing roles, storytelling and dialogue, persuasion, conflict resolution skills and CV writing. In doing so, students will be encouraged to think critically and participate actively in class discussions through group work methods.

Learning resources

Course book information (Title, author, date of issue, publisher ... etc)	Communication Skills in English booklet 2021				
Supportive learning resources (Books, databases, periodicals, software, applications, others)	1- English Unlimited 2- Close Up 3- Working with English Grammar: An Introduction				
Supporting websites	1- https://www.perfect-english-grammar.com/ 2- https://www.pinterest.com/				
The physical environment for teaching			Virtual educational platform		
Necessary equipment and software	Web browser, Internet Access, Antivirus Software				
Supporting people with special needs	—				



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Course learning outcomes (S= Skills, C= Competences K= Knowledge,)

No.	Course learning outcomes	The associated program learning output code
Knowledge		
K1	Know the components and concept of basic communication skills such as listening, dressing and confidence.	
K2	Listen effectively, persuade others, ask questions and develop sound dialogue.	
Skills		
S1	Deal with positive and negative situations with social intelligence and in professional manner.	
S2	Design and build a professional presentation.	
S3	Negotiate and deal with conflicts professionally.	
Competences		
C1	Linguistic competences: Deal with formal characteristics of a language.	
C2	Discursive competences: Build and organize an oral discourse	
C3	Sociocultural competences: Concerns the sociocultural conditions of language use such as e.g. Politeness rules or social group repertoires	
C4	Pragmatic Competences: Cover the functional use of a language, for example the use in specific scenarios of how to act in a given social event or how to participate in a job interview.	

Mechanisms for direct evaluation of learning outcomes

Type of assessment / learning style	Fully electronic learning	Blended learning	Traditional Learning (Theory Learning)	Traditional Learning (Practical Learning)
Midterm exam	30%			
Participation / practical applications	20%			
Asynchronous interactive activities	10%%			
Final exam	40%			

Note 1: Asynchronous interactive activities are activities, tasks, projects, assignments, research, studies, projects, work within student groups ... etc, which the student carries out on his own, through the virtual platform without a direct encounter with the subject teacher.



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Note 2: According to the Regulations of granting Master's degree at Al-Zaytoonah University of Jordan, 40% of final evaluation goes for the final exam, and 60% for the semester work (examinations, reports, research or any scientific activity assigned to the student).

Schedule of simultaneous / face-to-face encounters and their topics

Week	Subject	learning style*	Reference **
1	Introduction	Traditional in-class learning	E-learning platform
2	Unit One: Developing the mind Reading: Emotional Intelligence		Communication skills in English booklet. Pages: 2 - 5
3	Grammar: Auxiliary verbs		Communication skills in English booklet. Pages: 6 - 8
4	Grammar: past continuous tense		Communication skills in English booklet. Pages: 9 - 12
5	Unit Two: Personal relationships Reading: The kindness of strangers		Communication skills in English booklet. Pages:13 - 16
6	Grammar: Present perfect tense		Communication skills in English booklet. Pages: 17 - 18
7	Grammar: Past perfect tense		Communication skills in English booklet. Pages: 19 - 22
8	Midterm Exam		
9	Unit Three: Fame Reading: William Shakespeare	Traditional in-class learning	Communication skills in English booklet. Pages:21 - 24
10	Grammar: Comparative and superlative		https://youtu.be/kzA6PmC9bHM Communication skills in English booklet. Page: 25
11	Grammar: Conditional sentences		Communication skills in English booklet. Pages: 26 - 29
12	Unit Four: Communication Reading: Social media		Communication skills in English booklet. Pages:30 - 33
13	Grammar: The passive		Communication skills in English booklet. Pages: 34 - 36
14	Grammar: Defining relative clauses		Communication skills in English booklet. P. 37 - 38
15	Revision		E-learning platform
16	Final Exam		

* Learning styles: Lecture, flipped learning, learning through projects, learning through problem solving, participatory learning ... etc.

** Reference: Pages in a book, database, recorded lecture, content on the e-learning platform, video, website ... etc.

Schedule of asynchronous interactive activities (in the case of e-learning and blended learning)

Week	Task / activity	Reference	Expected results
1	Introduction	Traditional in-class learning	
2	Quiz I : Choose the correct auxiliary verbs	Communication skills in English p. 8	Use Auxiliary verbs correctly



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3	Quiz 2: Put the verbs into the correct form (past progressive).	Communication skills in English p. 12	Use The Past Continues tense
4	Speaking: Do you think IQ Test is important to apply for a job? Give your opinion about that if you think it is important or not.	Communication skills in English p. 12	Master the concept of Emotional Intelligence and IQ Test
5	Writing: Read the text again, and then write it up in your own words.	Communication skills in English p. 16	Use own words in summarizing a text
6	Quiz: Correct the verbs in brackets (present and past perfect tenses):	Communication skills in English p. 20	Use present and past perfect tenses correctly
7	Speaking: Relationship building competency is important in all life fields. Explain how.	Communication skills in English p. 20	Practice the concept of building personal relationships
8	Midterm Exam		
9	Quiz 1: Choose the correct answer	Communication skills in English p. 25	Use Comparative and Superlative with Adjectives
10	Quiz 2: Correct the verbs in brackets (conditionals):	Communication skills in English p. 29	Use Conditional Sentences
11	Writing: Write a C.V to apply for a job?	Communication skills in English p. 29	Master the concept of Biography and Curriculum Vitae.
12	Quiz 1: Choose the correct answer (The passive):	Communication skills in English p. 36	Use present and past simple passive correctly.
13	Quiz 2: Use the relative pronouns in brackets to complete the sentences: (who – whom – which – where – when – whose)	Communication skills in English p. 38	Use the defining relative pronouns correctly.
14	Speaking: Basic communication skills, such as listening, dressing and confidence, play an important role in our life. Explain that.	Communication skills in English p. 38	Learn the concepts of basic communication.
15	Revision	Traditional in-class learning	