

الوصف التفصيلي Syllabus للمادة التعليمية

اسم المؤهل	جميع المؤهلات
اسم المسار (التخصص)	جميع المسارات
اسم المادة التعليمية	اللغة الإنجليزية التطبيقية
رقم المادة التعليمية	L60000122
المتطلب السابق / المتزامن للمادة	النجاح في امتحان المستوى في اللغة الإنجليزية أو دراسة مادة اللغة الإنجليزية 99
الساعات المعتمدة للمادة	3
الساعات النظرية (المحاضرات) للمادة	2
الساعات العملية / التطبيقية للمادة	1
طبيعة المادة العملية / التطبيقية	تطبيقات وتمارين
طريقة التدريس	وجاهي / مدمج / عن بعد

First: Course Short Description

This course aims to improve students' practical English skills for everyday life and basic workplace communication. Students engage in real-life conversations, write simple emails and messages, and discuss familiar topics such as family, work, travel, and daily routines. Through engaging materials—including videos, images, role-plays, and interactive tasks—students practice how to introduce themselves professionally, write basic business emails, fill out business forms, give short presentations, and hold conversations in social and work-related contexts. All activities are based on realistic situations students may encounter at work, school, or in the community. By the end of the course, students will feel more confident using English in daily and professional settings.

Second: Course Learning Outcomes (CLOs)

Code	Learning Outcome
CLO1	Talk about themselves, formally and informally
CLO2	Participate in simple, everyday conversations on familiar topics from daily-life
CLO3	Comprehend and respond, orally and in writing, to written and audio-visual prompts.
CLO4	Recognize basic professional communication conventions such as formal expressions and phrases.
CLO5	Use English professionally and confidently in social, academic and professional discussions.
CLO6	Fill out different application forms and create effective professional resumes, and write simple emails and messages.

Third: Theoretical Content

Week	Unit Title	Unit Content	Hours	CLO Code
1	Meeting People	Greetings, introductions, orientation, expectations	2	1,2,4
2	Describing Your World	Talking about countries, cities, and personal information, Describing places; writing a travel request form	2	2,5,6

3	Family and Friends	Describing family, talking about relationships, Writing short descriptions/messages	2	2,4,5,6,
4	Describing Places	Using prepositions, describing locations, giving directions, Writing a place description	2	4,5,6
5	Technology in Life	Talking about devices, using technology for learning/communication, Writing an email about technology	2	4,,56
6	Likes and Dislikes	Talking about hobbies/interests, asking about others' preferences, Writing about likes/dislikes	2	1,3,5
7	<i>Midterm Examination</i>			
8	Daily Routines	Talking/writing about daily routines and hobbies	2	1,3,5
9	Work and Study	Talking about jobs, describing workplace or school tasks, Writing a short email or paragraph	2	4,5,6
10	Vacations	Talking about vacations, destinations, Making suggestions, Writing suggestions	2	1,3,5
11	Telling Stories	Sharing past experiences, storytelling basics, Writing a short story	2	2,3,5
12	True Stories	Describing people's achievements or jobs, Writing about someone's background	2	3,4,6
13	Future Plans	Discussing future plans and ambitions, discussing solutions, Writing a plan or bucket list	2	1,4,5
14	Final Review			

Fourth: Practical Content

Practical Activity	Allocated Hours	CLOs
Writing: greeting cards	2	1,2,4
Writing: fill out basic travel request forms	2	2,5,6
Writing/Speaking: short descriptions/messages	2	2,4,5,6,
Writing: a place description	2	4,5,6
Writing: an email about technology	2	4,6
Writing/speaking short opinions (Likes/Dislikes)	2	1,3,5
Writing: short paragraphs about daily routines	2	1,3,5
Writing: work emails	2	4,5,6
Writing/speaking: suggestions	2	1,3
Writing: short stories (past events)	2	2,3,5
Write about People	2	4,5,6
Writing: a thank-you notes	2	4,6

Fifth: Textbooks and References

Primary textbook

Life (3rd Edition) - American English, Student's Book 1 (National Geographic Learning)-(2020).

Supplimentary Resources:

- **Murphy, R.** *Essential Grammar in Use* (4th Edition). Cambridge University Press. (2015)
- **Redman, S.** *English Vocabulary in Use Elementary* (2nd Edition). Cambridge University Press. (2017)
- **Oxenden, C. & Latham-Koenig, C.** *English File Elementary* (4th Edition). Oxford University Press. (2019)

Business English Textbooks

- **Badger, I. & Menzies, P.** *English for Work: Everyday Business English* (Elementary). Pearson. (2003)

- **Cotton, D., Falvey, D. & Kent, S.** *Language Leader Elementary* (Coursebook). Pearson
- **Alred, G. J., Brusaw, C. T., & Oliu, W. E.** *Handbook of Technical Writing* (12th Edition). Bedford/St. Martin's. (2018)
- **Bovée, C. L. & Thill, J. V.** *Business Communication Today* (15th Edition). Pearson. (2020)
- **Markel, M. & Selber, S. A.** *Technical Communication* (13th Edition). Bedford/St. Martin's. (2020)

Online and Extra Materials

- **Simple English videos, basic workplace conversations, easy email templates, and picture activities**
- **McCarthy, M. & O'Dell, F.** *Academic Vocabulary in Use* (Cambridge University Press). (2016)
- **Blanchard, K. & Root, C.** *Skills for Effective Writing* (Cambridge University Press). (2013)