

## COURSE PLAN

### FIRST: BASIC INFORMATION

#### College

College : Faculty of Karak - Balqa Applied University  
 Department : Department Of Basic and Information Science

#### Course

Course Title : Communication and Presentation Skills  
 Course Code : 020112226  
 Credit Hours :1 (0 Theoretical, 1 Practical)  
 Prerequisite :

#### Instructor

Name : Aswan sabrie al dalaeen  
 Office No. :2  
 Tel (Ext) :  
 E-mail :A.dalaeen@bau.edu.jo  
 Office Hours :  
 Class Times


#### Text Book

- Davies,J.,Dunn,I.,(2011), Communication Skills A Guide for Engineering and Applied Science Students, Third Edition,

#### References

- GROW question method - Google
- Seven Steps for effective problem solving - Google Human personality MBTI – Google

### SECOND: PROFESSIONAL INFORMATION

#### COURSE DESCRIPTION

This course covers the language skills to communicate confidently in English-speaking workplaces and real life. And students improve their oral/written communication skills through presentations

#### COURSE OBJECTIVES

The objective of this course is to enable the student to do the following:

- Introduce their selves, and people.
- Describe work and school.

- Ask for and Speak one's opinions about past experiences.
- Compare buying and selling things.
- Say what you like and don't like
- Talk about families
- Ask about and describe routines and exercise

### COURSE LEARNING OUTCOMES

On successful completion of this course, students are expected to be able to:

- CLO1. Recognize the importance of communication
- CLO2. Choose the correct words regard of spelling and speech
- CLO3. Use appropriate grammar to write and talk about different topics
- CLO4. Improve oral and written communication skills
- CLO5. Use reliable [sources](#) of information for presentation
- CLO6. Recognize how to make different kinds of reports and work within teams
- CLO7. Write paragraphs and passages related to [the](#) work
- CLO8. Overcome the barriers of communication

### COURSE SYLLABUS

Week	topic	Topic details	Related LO and Reference (Chapter)	Proposed assignments
1	Introduction	<ul style="list-style-type: none"> <li>• Aspect of Communication</li> <li>• Definition, Nature and Scope of Communication</li> <li>• The Importance and Purpose of Communication</li> <li>• How to communicate</li> </ul>	CLO1	
2	words	<ul style="list-style-type: none"> <li>• Knowledge of words</li> <li>• Spelling</li> <li>• Parts of speech</li> <li>• Words in use</li> <li>• The right word</li> </ul>	CLO2	
3	sentences	<ul style="list-style-type: none"> <li>• Forming sentences</li> <li>• punctuation marks</li> <li>• sentences and punctuation</li> <li>• further punctuation details</li> </ul>	CLO3	
4	Grammar and style	<ul style="list-style-type: none"> <li>• The need for judgment</li> <li>• Grammar</li> <li>• Style</li> <li>• Word-problems</li> </ul>	CLO3	
5	The writing process	<ul style="list-style-type: none"> <li>• Getting started</li> <li>• Layout</li> <li>• Word processing</li> </ul>	CLO4	
6	Technical information	<ul style="list-style-type: none"> <li>• Numbers and symbols</li> <li>• Tables</li> </ul>	CLO4	

Week	topic	Topic details	Related LO and Reference (Chapter)	Proposed assignments
		<ul style="list-style-type: none"> <li>• Graphs</li> <li>• Diagrams</li> </ul>		
7	Source information and good practice	<ul style="list-style-type: none"> <li>• Internet information</li> <li>• References</li> <li>• Avoiding claims of academic dishonesty</li> </ul>	CLO5	
8	<b>Mid-term exam</b>			
9	Spoken presentations	<ul style="list-style-type: none"> <li>• State of mind</li> <li>• Visual aids</li> <li>• Preparing</li> <li>• Making best use of presentation software</li> </ul>	CLO5	
10	Reports	<ul style="list-style-type: none"> <li>• Defining the task</li> <li>• Structure</li> <li>• Beginning and end</li> <li>• Style</li> <li>• Appearance</li> </ul>	CLO6	
11	Group work and meetings	<ul style="list-style-type: none"> <li>• Problem solving and group work</li> <li>• Communication as part of working with people</li> <li>• Making group work successful</li> <li>• Meetings</li> </ul>	CLO6	
12	Essays and exam answers	<ul style="list-style-type: none"> <li>• Essays</li> <li>• Writing in exams</li> </ul>	CLO7	
13	Letters and email	<ul style="list-style-type: none"> <li>• Letters</li> <li>• Email</li> </ul>	CLO7	
14	CVs and job applications	<ul style="list-style-type: none"> <li>• Writing CVs</li> <li>• Job application</li> </ul>	CLO7	
15	Interviews	<ul style="list-style-type: none"> <li>• Job interviews</li> </ul>	CLO8	
16	<b>Final exam</b>			

### COURSE LEARNING RESOURCES

Teaching will be achieved using available resources including lectures, data show, and materials uploaded on the e-learning system.

### ONLINE RESOURCES

<https://books.google.jo/books?id=IQ8nCYixZ8IC&printsec=frontcover&hl=ar#v=onepage&q&f=false>

**ASSESSMENT TOOLS**

Assessment Tools	%
Projects and Quizzes	30%
MID Exam	20%
Final Exam	50%
Total Marks	100%

**THIRD: COURSE RULES****ATTENDANCE RULES**

Attendance and participation are extremely important, and the usual University rules will apply. Attendance will be recorded for each class. Absence of 10% will result in a first written warning. Absence of 15% of the course will result in a second warning. Absence of 20% or more will result in forfeiting the course and the student will not be permitted to attend the final examination. Should a student encounter any special circumstances (i.e. medical or personal), he/she is encouraged to discuss this with the instructor and written proof will be required to delete any absences from his/her attendance records.

**GRADING SYSTEM****Example:**

Average	Maximum	Minimum
Excellent	100%	90%
Very Good	89%	80%
Good	79%	70%
Satisfactory	69%	60%
Weak	59%	50%
Failed	49%	35%

**REMARKS**

{The instructor can add any comments and directives such as the attendance policy and topics related to ethics }

**COURSE COORDINATOR****Course Coordinator :****Department Head:****Signature:****Signature:****Date:****Date:**