

## Course Syllabus— Arabic Communication Skills (HUM1003)

**Prerequisite** None

**QF Emirates Level** 5, 6 & 7

**Course Description** The communication process of the Arabic language is essential in everyday life, and, based on it, we build our decisions on an individual, collective and international level. This course aims to develop students' capabilities in listening, reading, writing and speaking in their native language. It also helps students to gain linguistic abilities to communicate professionally and socially. In addition, it trains students in different communication skills to avoid common mistakes that can arise from miscommunication. Linguistic performance is developed through a solid and clear understanding of the meanings of different types of texts, which are relevant to the students' environment. Students will navigate through a variety of texts from the Quran, poetry, prose and short stories.

**Instructor:**

**Office hours** (Open door policy, check teaching schedule)

**Email**

**Schedule:** 3 hrs/wk

**Duration:** 15 weeks plus examination week

**Credit hours** (3 credit hours)

This course introduces students to the concept of Arabic communication skills, its resources, importance, and characteristics while understanding the need to master Arabic communication skills and the possibility of achieving many purposes of proper communications. Students will grasp proper linguistic communication for true understanding and fluency in speaking to building healthy relationships.

#### المصادر التدريسية

1. Al-Tamimi, Hamdiya Mahmoud (2012) (كتاب مهارات الاتصال باللغة العربية) Al Jazeera University, Dubai
2. Aisha Ibrahim Mousa Mohsen, (2014) كتاب مهارات الاتصال باللغة العربية, Dar Al Afaq Al Mushrekah.
3. “Rushdi Ahmed Taima (2004) ” كتاب المهارات اللغوية؛ مستوياتها، تدريسها، صعوباتها ” , Dar Alfeker AlArabe, Cairo.
4. “Riad Hassan Khawwam, (2014) كتاب مساعد المهارات اللغوية Edition 4, Arabic Complex. KSA.
5. Abdullah Ali Mustafa, (2014) كتاب مهارات الاتصال باللغة العربية, AL Maseera Publishing Company.

#### Course Teaching Guide:

An extensive teaching guide to Arabic language has been prepared based on the references above. It has been divided into eight units distributed among the teaching weeks as indicated in the week-by-week plan.

**At the end of the course, students should be able to:**

- CLO1.** Listen to various literary texts for the purpose of understanding, remembering, tasting and criticizing.
- CLO2.** Read various literary texts for the purpose of understanding, remembering, tasting and criticizing.
- CLO3.** Write good compositions taking into account the integrity of expressive structures, brainstorming, and accurate meaning
- CLO4.** Speak about different topics taking into account word choice, oral performance and public speaking skills mostly tone, register and gestures.
- CLO5.** Speak about different topics taking into account the use of non-verbal language to achieve better efficiency in building relationships with others
- CLO6.** Prepare and deliver professional forms of oral communication, including presentations, interpersonal communication and small group discussions.

**Course Topics (CTs)**

- CT1.** Introduction to Arabic: Arabic as a communication tool, resources found in Arabic, its importance and characteristics
- CT2.** Listening: Effective listening, understanding and absorption, remembrance, judgements made through listening, critical listening and appreciative listening
- CT3.** Reading: Reading various texts, understanding, interpreting, and analyzing information, production based on reading comprehension
- CT4.** Writing: Idea development, planning and organization, correct composition, tone and expression, sentence and paragraph structures, other linguistic structures, grammar
- CT5.** Speaking: Proper pronunciation when reading and speaking, accuracy, fluency, facial expressions and body language, voice tone, volume, emphasis, pauses, and pitch, using speech to build relationships
- CT6.** Professional oral communication: Effective and ineffective professional communication, formal and informal discussion and debate, formal presentations (memorized and impromptu), using visual aids when speaking

**Table 1: Relation Course Topics (CTs) to Course Learning Outcomes (CLOs)**

	CT1	CT2	CT3	CT4	CT5	CT6
CLO1	H	L	L	M	M	L
CLO2	M	H	M	M	L	L
CLO3	L	M	H	M	L	L
CLO4	M	M	L	H	H	H
CLO5	L	L	L	M	H	H
CLO6	L	M	L	L	H	H

H: High    M: Moderate    L: Low

**Table 2: Relation Course Learning Outcomes (CLOs) to Students Learning Outcomes (SLOs):**

H: High    M: Moderate    L: Low

	SLO1	SLO2	SLO3	SLO4	SLO5
CLO1	0	0	H	0	0
CLO2	0	0	H	0	0
CLO3	0	0	H	0	0
CLO4	0	0	H	0	0
CLO5	0	0	H	0	0
CLO6	0	0	H	0	0

Table 3: Relation between assessment and associated CLOs.

	HW1	HW2	HW3	HW4	HW5	Q1	Q2	Q3	Q4	Q5	Q6	Midterm	Final
CLO1	✓					✓	✓	✓				✓	✓
CLO2	✓	✓					✓	✓			✓	✓	✓
CLO3			✓		✓			✓		✓	✓	✓	✓
CLO4				✓	✓				✓		✓	✓	✓
CLO5					✓						✓		✓
CLO6					✓						✓		✓

Assessments Weekly quizzes, assignments, projects, midterm exam, and final exam

<b>Grading policy</b>	Projects	15%
	Assignments	10%
	Quizzes	20%
	Midterm Exam	20%
	Final Exam	35%
	<b>Total</b>	<b>100 %</b>

Week	Topic	Content	Recourses and References*	Tasks/activities
1	Course Syllabus Introduction to Arabic communication skill	Importance of Arabic language Branches of Communication skills	<i>Course syllabus</i> <i>Unit: Why Arabic Language?</i>	
2	Types of Listening and Effective Listening Outcomes	Introduction to types of listening and the effective listening outcomes	<i>Unit 2: Introduction to types of listening and the effective listening outcomes</i>	<i>Assignment 1</i>
3&4	Listening Skill Branches	Understanding Comprehension Remembering Appreciation, criticizing and making judgments.	<i>Unit 3: Poetry</i> <i>Unit 4: Poetry</i>	<i>Quiz 1</i> <i>Quiz 2</i>
5&6	Types of reading, Reading skill branches	Understanding Comprehension Analysing Appreciation, criticizing and making judgments.	<i>Unit 5: Poem</i>	<i>Assignment 2</i>
7	Reading and Listening Acquisition		<i>Unit 6: Short Story</i>	<i>Quiz 3</i>
<b>Midterm Exam</b>				
9&10	Types of writing, Writing skill branches	Proper tracing Correct sentence structure Planning Accurate expression	<i>Unit 7: Reading text "Benefits of Honey"</i> <i>Reading text "reality of attractive titles"</i> <i>Examples and applications</i>	<i>Quiz 4</i> <i>Assignment 3</i>

11	Types of speaking	Understanding Comprehension Remembering Appreciation, criticizing and making judgments.	<i>Unit 7: Reading text "Benefits of Honey"</i> <i>Reading text "reality of attractive titles"</i> <i>Examples and applications</i>	<i>Quiz 5</i> <i>Assignment 4</i>
12&13	Speaking Skill Branches (Oral presentation)	Correct Pronunciation in loud reading and speaking. Discussion and dialogues Public Speaking	<i>Unit 8: Reading Text: "Health risks of smoking"</i> <i>Examples and applications</i>	<i>Quiz 6</i> <i>Assignment 5</i>
14&15	Project	Students are divided into groups. Each group chooses a contemporary Islamic issue. Students do research on a certain topic then present it to students through discussion and dialogue. Examples include: 1- Time management. 2- Successful planning 3- Post-Internet era. 4- Media is a double-edged sword		
Final Exam				

#### Recourses and References\*

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