

## Course Description Form

<b>Course Name:</b>					
English language					
<b>Course Code</b>					
<b>Year/Quarterly:</b>					
annual					
<b>Date of preparation of this description:</b>					
25/3/2024					
<b>5. Available Forms of Attendance:</b>					
Attendance					
<b>6. Number of study hours/units:</b>					
2 hours					
<b>7- Course Administrator Name:</b>					
<b>Name: Muthanna Hafedh Dawood</b>					
<b>Email: muthanahafedh@gmail.com</b>					
<b>8- Course Objectives</b>					
<b>Course Objectives</b>	Identify the rules of the English language. Learn the conversation skills in English. Identify translation skills in English. Identify writing skills in the English language. Identify reading skills in the English language.				
<b>9- Teaching and Learning Strategy</b>					
<b>Strategy</b>					
<b>.10Course Structure</b>					
Week	Hours	Required Learning Outcomes	Unit/Subject Name	Learning method	Evaluation method
The first	2	Conversation	To know the abilities of the students	1- How to give lectures 2- Student Groups 3-Workshops 4. Reports and Studies 5. Case studies and	1- Exams of all kinds 2- Feedback from students 3- The way of expressing faces

				discussion	4-Learning Matrix 5. Reports and studies
The second	2	location and direction	Explanation of places and directions in English	1- How to give lectures 2- Student Groups 3-Workshops 4. Reports and Studies 5. Case studies and discussion	1- Exams of all kinds 2- Feedback from students 3- The way of expressing faces 4-Learning Matrix 5. Reports and studies
Third	2	Languages and countries	Explanation of countries' languages with country names	1- How to give lectures 2- Student Groups 3-Workshops 4. Reports and Studies 5. Case studies and discussion	1- Exams of all kinds 2- Feedback from students 3- The way of expressing faces 4-Learning Matrix 5. Reports and studies
Fourth	2	Primary suffixes	Explanation of the primary suffixes of negation	1- How to give lectures 2- Student Groups 3-Workshops 4. Reports and Studies 5. Case studies and discussion	1- Exams of all kinds 2- Feedback from students 3- The way of expressing faces 4-Learning Matrix 5. Reports and studies
Fifth	2	prefix	Explain prefix rule	1- How to give lectures 2- Student Groups 3-Workshops 4. Reports and Studies 5. Case studies and discussion	1- Exams of all kinds 2- Feedback from students 3- The way of expressing faces 4-Learning Matrix 5. Reports and studies
Sixth	2	Multiple choice questions	To know the students' ability to comprehend the material	1- How to give lectures 2- Student Groups 3-Workshops 4. Reports and Studies 5. Case studies and discussion	1- Exams of all kinds 2- Feedback from students 3- The way of expressing faces 4-Learning Matrix 5. Reports and studies
Seventh	2	Solving exercises	Solve the exercises related to the previous chapters	1- How to give lectures 2- Student Groups 3-Workshops 4. Reports and Studies 5. Case studies and discussion	1- Exams of all kinds 2- Feedback from students 3- The way of expressing faces 4-Learning Matrix 5. Reports and studies
Eighth	2	Experimental exam	To know the level of students through understanding the academic material	1- How to give lectures 2- Student Groups 3-Workshops 4. Reports and Studies 5. Case studies and discussion	1- Exams of all kinds 2- Feedback from students 3- The way of expressing faces 4-Learning Matrix 5. Reports and studies
Ninth			First Monthly Exam / First Semester	editorial	10 degrees

Tenth	2	Article translation	Study translation concepts	1- How to give lectures 2- Student Groups 3-Workshops 4. Reports and Studies 5. Case studies and discussion	1- Exams of all kinds 2- Feedback from students 3- The way of expressing faces 4-Learning Matrix 5. Reports and studies
Eleventh	2	Reading skills	To correct students' mistakes while reading	1- How to give lectures 2- Student Groups 3-Workshops 4. Reports and Studies 5. Case studies and discussion	1- Exams of all kinds 2- Feedback from students 3- The way of expressing faces 4-Learning Matrix 5. Reports and studies
Twelfth	2	English verbs	Teaching the student verbs in the English language	1- How to give lectures 2- Student Groups 3-Workshops 4. Reports and Studies 5. Case studies and discussion	1- Exams of all kinds 2- Feedback from students 3- The way of expressing faces 4-Learning Matrix 5. Reports and studies
Thirteenth	2	Experimental exam	To know the level of students through understanding the academic material	1- How to give lectures 2- Student Groups 3-Workshops 4. Reports and Studies 5. Case studies and discussion	1- Exams of all kinds 2- Feedback from students 3- The way of expressing faces 4-Learning Matrix 5. Reports and studies
Fourteenth	2	Solution exercises + practice exam	Solving the exercises of previous chapters + conducting a trial exam for students to determine their understanding of the given materials	1- How to give lectures 2- Student Groups 3-Workshops 4. Reports and Studies 5. Case studies and discussion	1- Exams of all kinds 2- Feedback from students 3- The way of expressing faces 4-Learning Matrix 5. Reports and studies
Fifteenth			Second Monthly Exam / First Semester	editorial	10 degrees
Sixteenth	2	Conversation	To know the abilities of the students	1- How to give lectures 2- Student Groups 3-Workshops 4. Reports and Studies 5. Case studies and discussion	1- Exams of all kinds 2- Feedback from students 3- The way of expressing faces 4-Learning Matrix 5. Reports and studies
Seventeenth	2	Conditions for writing an email	To give the basic conditions when writing the official email	1- How to give lectures 2- Student Groups 3-Workshops 4. Reports and Studies 5. Case studies and discussion	1- Exams of all kinds 2- Feedback from students 3- The way of expressing faces 4-Learning Matrix 5. Reports and studies
Eighteenth	2	Writing a CV	To teach students to write a CV	1- How to give lectures 2- Student Groups 3-Workshops	1- Exams of all kinds 2- Feedback from students

				4. Reports and Studies 5. Case studies and discussion	3- The way of expressing faces 4-Learning Matrix 5. Reports and studies
nineteenth	2	Reading skills	To correct students' mistakes while reading	1- How to give lectures 2- Student Groups 3-Workshops 4. Reports and Studies 5. Case studies and discussion	1- Exams of all kinds 2- Feedback from students 3- The way of expressing faces 4-Learning Matrix 5. Reports and studies
20th	2	Article translation	Study translation concepts	1- How to give lectures 2- Student Groups 3-Workshops 4. Reports and Studies 5. Case studies and discussion	1- Exams of all kinds 2- Feedback from students 3- The way of expressing faces 4-Learning Matrix 5. Reports and studies
Twenty one	2	Relative pronouns	To teach students about relative pronouns	1- How to give lectures 2- Student Groups 3-Workshops 4. Reports and Studies 5. Case studies and discussion	1- Exams of all kinds 2- Feedback from students 3- The way of expressing faces 4-Learning Matrix 5. Reports and studies
Twenty-second	2	The difference between the British language and the American language	Giving the student a summary of the difference between languages	1- How to give lectures 2- Student Groups 3-Workshops 4. Reports and Studies 5. Case studies and discussion	1- Exams of all kinds 2- Feedback from students 3- The way of expressing faces 4-Learning Matrix 5. Reports and studies
Twenty-third	2	Solving exercises	Solve the exercises of the previous topics	1- How to give lectures 2- Student Groups 3-Workshops 4. Reports and Studies 5. Case studies and discussion	1- Exams of all kinds 2- Feedback from students 3- The way of expressing faces 4-Learning Matrix 5. Reports and studies
Twenty-fourth	2	Experimental exam	To know the students' level of understanding of the academic material taught to them	1- How to give lectures 2- Student Groups 3-Workshops 4. Reports and Studies 5. Case studies and discussion	1- Exams of all kinds 2- Feedback from students 3- The way of expressing faces 4-Learning Matrix 5. Reports and studies
Twenty-fifth	2		First Monthly Exam / Second Semester	editorial	10 degrees
Twenty-sixth	2	Compound verbs	Study the concepts of phrasal verbs	1- How to give lectures 2- Student Groups 3-Workshops 4. Reports and Studies 5. Case studies and discussion	1- Exams of all kinds 2- Feedback from students 3- The way of expressing faces 4-Learning Matrix

					5. Reports and studies
Twenty-seventh	2	Conversation	To know the abilities of the students	1- How to give lectures 2- Student Groups 3-Workshops 4. Reports and Studies 5. Case studies and discussion	1- Exams of all kinds 2- Feedback from students 3- The way of expressing faces 4-Learning Matrix 5. Reports and studies
Twenty-eighth	2	Solving exercises	Solve exercises related to the previous topics	1- How to give lectures 2- Student Groups 3-Workshops 4. Reports and Studies 5. Case studies and discussion	1- Exams of all kinds 2- Feedback from students 3- The way of expressing faces 4-Learning Matrix 5. Reports and studies
Twenty-ninth	2	Experimental exam	To know the students' level of understanding the academic material	1- How to give lectures 2- Student Groups 3-Workshops 4. Reports and Studies 5. Case studies and discussion	1- Exams of all kinds 2- Feedback from students 3- The way of expressing faces 4-Learning Matrix 5. Reports and studies
Xxx			Second Monthly Exam / Second Semester	editorial	10 degrees

### 11. Course Evaluation

Distribution of the score out of 100 according to the tasks assigned to the student such as daily preparation, daily, oral, monthly, written exams, reports .... etc

### 12. Learning and Teaching Resources

Headway student book 1: Headway exercise book 1. Headway student book2: Headway exercise book2. Headway student book 3: Headway exercise book3. Headway student book 4: Headway exercise book 4	Required prescribed books
NEW ENGLISH FILE BOOK ENGLISH FOR MANAGEMENT.	Main references (sources)
NEW ENGLISH FILE BOOK. ENGLISH FOR MANAGEMENT.	Scientific journals in administrative specializations
Websites specialized in the English language	Specialized Websites