**Course Description Form**

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| **1- Course Name:**  |
| **English language**  |
| **2- Course Code** |
|  |
| **3- Year/Quarterly:** |
|  **annual** |
| **4. Date of preparation of this description:** |
|  **24/3/2024** |
|  **5**. **Available Forms of Attendance:** |
|  **Presence** |
| **6**. **Number of study hours/units:** |
|  **2 hours**  |
| **7- Course Administrator Name:**  |
| **Name: Muthanna Hafedh Dawood** **Email: muthanahafedh@gmail.com** |
| **8- Course Objectives** |
| **Course Objectives** |          Identify the rules of the English language.• Learn the conversation skills in English.• I Identify translation skills in English.Ide Identify writing skills in the English language.Ide Identify reading skills in the English language.          |
| **9- Teaching and Learning Strategy** |
| **Strategy** | 1-  |
| **10. Course Structure** |
| **Week** | **Hours** | **Required Learning Outcomes** | **Unit/Subject Name** | **Learning method** | **Evaluation method** |
| The first | 2 | Basics of the English language | English concepts | 1- How to give lectures2- Student Groups3-Workshops4. Reports and Studies5. Case studies and discussion | 1- Exams of all kinds2- Feedback from students3- The way of expressing faces4-Learning Matrix5. Reports and studies |
| The second | 2 | English pronouns | Learn about pronoun concepts | 1- How to give lectures2- Student Groups3-Workshops4. Reports and Studies5. Case studies and discussion | 1- Exams of all kinds2- Feedback from students3- The way of expressing faces4-Learning Matrix5. Reports and studies |
| Third | 2 | Auxiliary verbs | Identify auxiliary verbs in English | 1- How to give lectures2- Student Groups3-Workshops4. Reports and Studies5. Case studies and discussion | 1- Exams of all kinds2- Feedback from students3- The way of expressing faces4-Learning Matrix5. Reports and studies |
| Fourth | 2 | Verb rules | Learn about the rules of verbs in the English language | 1- How to give lectures2- Student Groups3-Workshops4. Reports and Studies5. Case studies and discussion | 1- Exams of all kinds2- Feedback from students3- The way of expressing faces4-Learning Matrix5. Reports and studies |
| Fifth | 2 | Sections of speech | Identify the parts of speech in the English language | 1- How to give lectures2- Student Groups3-Workshops4. Reports and Studies5. Case studies and discussion | 1- Exams of all kinds2- Feedback from students3- The way of expressing faces4-Learning Matrix5. Reports and studies |
| Sixth | 2 | Rules for nouns - rules for adjectives | Learn about the concepts of noun and adjective grammar | 1- How to give lectures2- Student Groups3-Workshops4. Reports and Studies5. Case studies and discussion | 1- Exams of all kinds2- Feedback from students3- The way of expressing faces4-Learning Matrix5. Reports and studies |
| Seventh | 2 | Solving exercises | Solve the exercises related to the previous chapters | 1- How to give lectures2- Student Groups3-Workshops4. Reports and Studies5. Case studies and discussion | 1- Exams of all kinds2- Feedback from students3- The way of expressing faces4-Learning Matrix5. Reports and studies |
| Eighth | 2 | Experimental exam | To know the level of students through understanding the academic material | 1- How to give lectures2- Student Groups3-Workshops4. Reports and Studies5. Case studies and discussion | 1- Exams of all kinds2- Feedback from students3- The way of expressing faces4-Learning Matrix5. Reports and studies |
| Ninth |  |   | First Monthly Exam / First Semester | editorial | 10 degrees |
| Tenth | 2 | English conjunctions | Identify conjunctions in the English language | 1- How to give lectures2- Student Groups3-Workshops4. Reports and Studies5. Case studies and discussion | 1- Exams of all kinds2- Feedback from students3- The way of expressing faces4-Learning Matrix5. Reports and studies |
| Eleventh | 2 | English Prepositions | Recognizing prepositions in the English language | 1- How to give lectures2- Student Groups3-Workshops4. Reports and Studies5. Case studies and discussion | 1- Exams of all kinds2- Feedback from students3- The way of expressing faces4-Learning Matrix5. Reports and studies |
| Twelfth | 2 | Negation rule  | Identify the negation tools in the English language | 1- How to give lectures2- Student Groups3-Workshops4. Reports and Studies5. Case studies and discussion | 1- Exams of all kinds2- Feedback from students3- The way of expressing faces4-Learning Matrix5. Reports and studies |
| Thirteenth | 2 | Question composition | To give students the concept of question formulation in the English language | 1- How to give lectures2- Student Groups3-Workshops4. Reports and Studies5. Case studies and discussion | 1- Exams of all kinds2- Feedback from students3- The way of expressing faces4-Learning Matrix5. 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 lectures2- Student Groups3-Workshops4. Reports and Studies5. Case studies and discussion | 1- Exams of all kinds2- Feedback from students3- The way of expressing faces4-Learning Matrix5. Reports and studies |
| Fifteenth |  |   | Second Monthly Exam / First Semester | editorial | 10 degrees |
| Sixteenth | 2 | Additional rules | To increase the student's knowledge of additional rules in the English language | 1- How to give lectures2- Student Groups3-Workshops4. Reports and Studies5. Case studies and discussion | 1- Exams of all kinds2- Feedback from students3- The way of expressing faces4-Learning Matrix5. Reports and studies |
| Seventeenth | 2 | Irregular verbs | To enable the student to distinguish irregular irregular verbs from regular verbs | 1- How to give lectures2- Student Groups3-Workshops4. Reports and Studies5. Case studies and discussion | 1- Exams of all kinds2- Feedback from students3- The way of expressing faces4-Learning Matrix5. Reports and studies |
| Eighteenth | 2 | Common words | To demonstrate the student's knowledge of common words used in the English language | 1- How to give lectures2- Student Groups3-Workshops4. Reports and Studies5. Case studies and discussion | 1- Exams of all kinds2- Feedback from students3- The way of expressing faces4-Learning Matrix5. Reports and studies |
| nineteenth | 2 | The difference between the British language and the American language | For the student to know the difference between languages | 1- How to give lectures2- Student Groups3-Workshops4. Reports and Studies5. Case studies and discussion | 1- Exams of all kinds2- Feedback from students3- The way of expressing faces4-Learning Matrix5. Reports and studies |
| 20th | 2 | Article Translation | To identify common students’ pronunciation errors during translation | 1- How to give lectures2- Student Groups3-Workshops4. Reports and Studies5. Case studies and discussion | 1- Exams of all kinds2- Feedback from students3- The way of expressing faces4-Learning Matrix5. Reports and studies |
| Twenty one | 2 | Write the official email | Increasing students' knowledge of writing official emails | 1- How to give lectures2- Student Groups3-Workshops4. Reports and Studies5. Case studies and discussion | 1- Exams of all kinds2- Feedback from students3- The way of expressing faces4-Learning Matrix5. Reports and studies |
| Twenty-second | 2 | Writing a CV | To teach the student to write his own CV | 1- How to give lectures2- Student Groups3-Workshops4. Reports and Studies5. Case studies and discussion | 1- Exams of all kinds2- Feedback from students3- The way of expressing faces4-Learning Matrix5. Reports and studies |
| Twenty-third | 2 | Solving exercises | Solve the exercises of the previous topics | 1- How to give lectures2- Student Groups3-Workshops4. Reports and Studies5. Case studies and discussion | 1- Exams of all kinds2- Feedback from students3- The way of expressing faces4-Learning Matrix5. 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 lectures2- Student Groups3-Workshops4. Reports and Studies5. Case studies and discussion | 1- Exams of all kinds2- Feedback from students3- The way of expressing faces4-Learning Matrix5. Reports and studies |
| Twenty-fifth | 2 |   | First Monthly Exam / Second Semester | editorial | 10 degrees |
| Twenty-sixth | 2 | Conversation skills  | To give students the ability to speak the English language and know the weak points of each student | 1- How to give lectures2- Student Groups3-Workshops4. Reports and Studies5. Case studies and discussion | 1- Exams of all kinds2- Feedback from students3- The way of expressing faces4-Learning Matrix5. Reports and studies |
| Twenty-seventh | 2 | Article translation | To understand the basics of students’ pronunciation through translation | 1- How to give lectures2- Student Groups3-Workshops4. Reports and Studies5. Case studies and discussion | 1- Exams of all kinds2- Feedback from students3- The way of expressing faces4-Learning Matrix5. Reports and studies |
| Twenty-eighth | 2 | Solving exercises | Solve exercises related to the previous topics | 1- How to give lectures2- Student Groups3-Workshops4. Reports and Studies5. Case studies and discussion | 1- Exams of all kinds2- Feedback from students3- The way of expressing faces4-Learning Matrix5. Reports and studies |
| Twenty-ninth | 2 | Experimental exam | To know the students’ level of understanding the academic material | 1- How to give lectures2- Student Groups3-Workshops4. Reports and Studies5. Case studies and discussion | 1- Exams of all kinds2- Feedback from students3- The way of expressing faces4-Learning Matrix5. 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 BOOKEN ENGLISH FOR MANAGEMENT. | Main references (sources) |
| NEW ENGLISH FILE BOOK.EN ENGLISH FOR MANAGEMENT. | Scientific journals in administrative specializations |
| Websites specialized in the English language | Specialized Websites |
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