

**Course Title:** Applied English

**Course No.:** 121602102

**Course Syllabus: Fall Semester 2014/2015**

**Course Description:**

Applied English is an elective course provided by the Language Center as an independent unit in the Hashemite University. It aims at introducing students to the scope of technical communication and writing. This course benefits students in their areas of study and when graduating from university and going ahead to workplace.

Technical writing encompasses the processes and techniques used to produce manuals and other supporting documents to communicate complex and technical information more easily. The processes including developing methods to develop, gather, and disseminate technical information among customers, designers, and manufacturers.

**Textbook:** ((*Technical Communication: Process and Product*, 2009, by Sharon J. Gerson and Steven M. Gerson, 6th ed., New Jersey: Pearson, Prentice Hall))

**Course Objectives:**

After the completion of this course students should be able to:

1. Identify main terms in technical communication.
2. Apply the five traits of technical writing effectively.
3. Improve their personal and interpersonal skills within the business environment.
4. Write various types of technical texts such as letters, memos, emails and reports.
5. Design a reputable resume and cover letter to market their skills, education and experiences in the workplace.
6. Design brochures and power point presentations with a good command of written and spoken English.

7. Work individually or with a team to achieve technical projects.
8. Pass a job interview successfully without worries or fears.

## **COURSE POLICIES**

### **Attendance**

This is a studio-style class that incorporates workshops; therefore, attendance and participation is required. Please note that missing more than two weeks' worth of class for any reason—excused or unexcused—may result in a zero for the participation portion of your grade and will likely seriously jeopardize your overall course grade. Missing half the semester or more, regardless of the reason, will result in a failing grade.

You will be given class time throughout the semester to work in groups, to research, and to conference with me. Please make use of this time and come prepared to participate in an intellectual dialogue by completing the required reading and assignments for each class.

If you have circumstances that arise during the semester that affect your attendance in this class—whether those circumstances are extenuating or planned. Coming late to class is disruptive. Leaving class early or in the midst is also disruptive. I will take roll at the beginning of class. It is your responsibility to ensure you are marked on the class roll.

### **Communication**

The primary way of contacting me is in person. Please make the necessary arrangements to attend my office hours if you want to discuss course policies, ask questions about readings, or get feedback on assignments.

### **Late Assignments**

**I do not accept late work.** Your work is due on the assigned date as noted on the calendar. In the case of emergency or extenuating circumstances, please contact me as soon as possible so we can work together on an effective course of action. If you know in advance that you will need to miss a class, please contact me at least one week beforehand as well as receive a response from me in order to submit an assignment on a due date that varies from what is stated on the calendar.

## **Cell Phones and Computers**

You are not allowed to take calls, make calls, text, email, or surf the web during our class period. Please turn off your cell phone, laptop, iPad or iPod, or other electronic devices when you come to class, and please plan to use computers only for class activities.

## **Workshops**

You will be required to read and comment on your peers' work throughout the semester. I call this "workshop," and it will occur during class time. On workshop days, you are required to come prepared with a printed copy of your completed draft, exchange that draft with a peer, review that peer's draft, and discuss your comments together. Although some of your drafts will be group efforts, you are required to provide an individual review. This aspect of our course is aligned with the collaborative nature of the workplace, and I expect you to approach workshopping with an attitude of professionalism.

## **Participation**

Your participation grade reflects my observation and judgment about your performance in the classroom and in the course as a whole.

## **\*\*Evaluation:**

**The first, the second and the final exams will be On-line**

- 1. 15% The First Exam**
- 2. 15% The Second Exam**
- 3. 30% Course Work and activities ( See marks division below)**

**(The lecturer will assign later which will be in groups)**

- 5% participation.
- 5% Writing Assignment: letter of Inquiry/ or sales letter.
- 5% Writing Assignment: Resume /and Cover letter.
- 5% Writing Assignment: Report.
- 5% Presentation Assignment: Power Point Presentation.
- 5% Presentation Assignment: Interview

- 4. 30% The Final Exam**

The first, the second and the final exams are assigned in accordance to the academic calendar; you should know about the first and the second exams' details from your instructor whereas for the final, you should access your portal on the University website.

## Course Description Lectures

Time	Content	Notes
<b>Week 1</b>	<b>Chapter One</b> Orientation <ul style="list-style-type: none"> <li>- Brainstorming session about the course</li> </ul>	
<b>Week 2</b>	<ul style="list-style-type: none"> <li>- What is writing?</li> <li>- Types of Writing.</li> <li>- Why is technical writing so important?</li> <li>- Technical writing vs. Essays</li> </ul>	
<b>Week 3</b>	<b>Eid Al Adha</b>	
<b>Week 4</b>	<b>Chapter Two</b> Five traits of Technical writing (1) <ul style="list-style-type: none"> <li>• Clarity</li> <li>• Conciseness</li> <li>• Accessibility</li> <li>• ((presentations))</li> </ul>	<b>Presentations will be assigned from your instructor according to a student list. Students will choose the topics of these presentations.</b>
<b>Week 4</b>	<ul style="list-style-type: none"> <li>- Five traits of Technical writing (2) <ul style="list-style-type: none"> <li>• Audience Recognition</li> <li>• Accuracy</li> <li>• Activities</li> <li>• ((presentations))</li> </ul> </li> </ul>	Applying the Five traits Rubric on a sample plain text
<b>Week 5+6</b>	<b>The First Exams in HU</b>	
<b>Week 6</b>	<b>Chapter Three</b> Applications in Technical Writing (1) <ul style="list-style-type: none"> <li>- Letters</li> <li>- Types of letters <ul style="list-style-type: none"> <li>• Sales letter</li> <li>• Letter of Inquiry</li> <li>• ((presentations))</li> </ul> </li> </ul>	<b>Writing two assignments 5 marks for each:</b> <ul style="list-style-type: none"> <li>- Sales letter</li> <li>- Letter of inquiry</li> </ul> <b>(The instructor assigns the assignments due date)</b>
<b>Week 7</b>	Applications in Technical Writing (2) <ul style="list-style-type: none"> <li>- Memos</li> <li>- Types of memos <ul style="list-style-type: none"> <li>• Problem /Solution memo</li> <li>• Comparison/ contrast memo</li> <li>• ((presentations))</li> </ul> </li> </ul>	<b>Writing one assignment. A memo with 5 marks evaluation</b>

		(The instructor assigns the assignments due date)
<b>Week 8</b>	Applications in Technical Writing (3) <ul style="list-style-type: none"> <li>- Emails</li> <li>- Reports</li> <li>- ((presentations))</li> </ul>	Writing one assignment. A report with 5 marks evaluation  (The instructor assigns the assignments due date)
<b>Week 9</b>	Applications in Technical Writing (4) <ul style="list-style-type: none"> <li>- The job search</li> <li>- Writing Resumes (CV)</li> <li>- Writing Cover letter</li> <li>- ((presentations))</li> </ul>	Writing two assignments. A resume and cover letter with 5 marks evaluation  (The instructor assigns the assignments due date)
<b>Week 10</b>	Applications in Technical Writing (5) <ul style="list-style-type: none"> <li>- Writing instructions</li> <li>- Designing brochures.</li> <li>- ((presentations))</li> </ul>	Make a 5- mark presentation and design a brochure.  (The instructor assigns the assignments due date) (The instructor assigns the assignments due date)
<b>Week 11+12</b>	<b>The second Exams in HU</b>	
<b>Week (12)</b>	Applications in Technical Writing Several and various class assignments assigned by the instructor in different areas of studies.  ((presentations))	Your instructors will assign a time for the students to step by their office or at the class to interview a

<b>Week (13)</b>	Office interviews with students	<b>group of students at a time. This interview will be out of 5 as a part of your evaluation.</b>
<b>Week (14)</b>	Office interviews with students	
<b>Week</b>	<b>The final Exams in HU</b>	

If you have any inquires or comments see your instructor in their assigned office hours.  
If you have any suggestions or extra comments please don't hesitate to step by my office and inform me in my office hours or by a prior appointment.

Applied English Coordinator

**Zainab Al Qaisi**  
**Language Center**  
**Office 217**

**Good Luck**