


Sub.	Course Description – توصيف مقرر دراسي	الموضوع	 كليات المعرفة ALMAAREFA COLLEGES
Date		التاريخ	

Course Code & No	ENGL 220		رقم المقرر ورمزه
Course Name	Academic and Professional Communication		اسم المقرر
Credit Hours	2 (2+0+1)		عدد الساعات المعتمدة
Pre-requisite	ENGL 106		المتطلب السابق

General Description	توصيف عام
<p>The course includes English for Specific Purpose (ESP) units that cover terminology and expressions, in various engineering disciplines. The course is designed to improve the communication and reading skills of engineering students. It equips the student with essential linguistic expertise for his engineering study and prospective professional career</p>	

Course Objectives	أهداف المقرر
<p>This course develops and builds on the skills and knowledge acquired by the students who have completed ENGL 106. Its main purpose is to develop a range of communication skills mainly those pertaining to writing and which are necessary for the students' professional and academic careers.</p> <p>By the end of this course, students should be able to</p> <ul style="list-style-type: none"> • Gather and manage information and data effectively by conducting a research into the resources available at the college's library . • Find relevant and reliable sources on the internet pertaining to a topic of one's choosing related to one's specialty. • Evaluate and choose sources in terms of their credibility, their academic value, and their relevance vis-à-vis one's position. • Communicate engineering notions which are both technical and non-technical to an audience that includes both specialists and non-specialists. • Reference citations properly to avoid plagiarism using one version of the author-date referencing style. • Summarize and paraphrase relatively long segments of academic or professional texts and use them in a relevant way to support one's position. • Turn one's academic report/ paper into a formal power point representation that would last between 7 to 10 minutes. • Plan, draft, revise and edit one's essay or report. • Take notes using different techniques viz. abbreviations, paraphrasing what has been said, etc . 	

Sub.	Course Description – توصيف مقرر دراسي	الموضوع	 كليات المعرفة ALMAAREFA COLLEGES
Date		التاريخ	

- Develop teamwork skills that would enable him/ her to work successfully as part of a team.
- Ethically assess issues related to both academic and professional topics .
- Produce lengthy reports or essays.
- Produce a variety of texts related to one’s profession such as memos, resumes etc.

Course Outlines	مفردات المقرر
<ul style="list-style-type: none"> • Chapter 1: Getting started: Writing and Your Career • Chapter 2: The Writing Process at Work • Chapter 3: Collaborative Writing and Meetings in the Workplace • Chapter 4: E-Communications at Work: Emails, Blogs, Messaging and Social Media • Chapter 5: Writing Letters: Some Basics for Communicating with Audiences Worldwide • Chapter 6: Types of Business Letters and Memos • Chapter 7: How to Get a Job: Searches, Networking, Dossiers, Portfolios/ Webfolios, Resumes, Transitioning to a Civilian Job, Letters, and Interviews • Chapter 8 + 16: Doing Research, Evaluating Sources, and Preparing Documentation in the Workplace + Writing Careful Long Reports + Making Successful Presentations at Work. • Chapter 9: Summarizing Information at Work • Chapter 10: Designing Clear Visuals • Chapter 11: Designing Successful Documents and Websites • Chapter 12: Writing Instructions and Procedures • Chapter 13: Writing Winning Proposals • Chapter 14: Writing Effective Short Reports • Chapter 15 + 16: Writing Careful Long Reports + Making Successful Presentations at Work. • Revision 	

References	المراجع
<p>Required Textbooks Kolin, P. C. (2017). Successful Writing at Work. Boston: Cengage Learning.</p> <p>Essential References Materials Huckin, T.N. and Olsen, L.A. (1991). Technical Writing and Professional Communication for Nonnative Speakers of English. McGraw-Hill.</p>	