



**English Language Centre [ELC]  
Preparatory Year Programme [PYP]  
Academic Campus(1) for Girls, Jazan University, KSA**



**Subject Outline for (102ENG-6)**

**دليل للمادة 102ENG-6**

**Second Semester 1435-1436**

**الفصل الثاني للعام الجامعي 1435 - 1436**

**English Language Centre [ELC]**

**مركز اللغة الانجليزية**

**Preparatory Year Programme [PYP]**

**(Academic Campus(1) for Girls, College of Design & Architecture)**

**Prepared by**

**Zainab Saeed Khurshid**

**منسقة مركز اللغة الانجليزية بكلية GAC-1, JU, KSA**

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<http://centers.jazanu.edu.sa/sites/en/elc/Pages/Default.aspx> (English)

<http://centers.jazanu.edu.sa/elc/Pages/default.aspx> (Arabic)

The English Language Centre's Coordinator at Samtah Campus "AHLAM GHURAIIS" attempts to ensure that the information contained here is correct at the time of production; however, sections may be amended without notice by the ELC in response to changing circumstances or for any other reason.



# English Language Centre [ELC] Preparatory Year Programme [PYP] Academic Campus(1) for Girls, Jazan University, KSA



## Contacts

For general enquiries or any difficulties that may influence your academic progress; please contact immediately the (ELC) English Language Centre Co-ordinator at GAC-1: Mrs. **Zainab Saeed Khurshid**, Main Building, Second Floor, Room No. 302.

- **Email:** [zainab.s.khurshid@gmail.com](mailto:zainab.s.khurshid@gmail.com)
- **Consultation times:** Office Hours

## Course Description

The course is designed for Preparatory Year students. It aims at familiarizing students with the appropriate register i.e. the language structures required to study different courses and also at scaffolding the necessary language repertoire in them prior to embarking upon the courses in their respective majors. The course develops the genre specific communication skills in Reading & Writing. Grammar lessons are content based and are elicited from the authentic texts used in discourse. This is an introductory course in which students will learn basic principles of the four skills; Reading, Writing, Grammar and Listening. These skills will be taught by different teachers.

### (Time Allocated for Each Skill Per Week)

<b>ESP: 6 hours</b>	<b>Grammar: 5 hours</b>	<b>Writing: 4 hours</b>
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<b>Course Code</b>	: 102ENG-6.	<b>Pre/co-requisites</b>	: 101ENG-6
<b>Course Name</b>	: English Language - 1	<b>Delivery Location</b>	: Girls Academic Campus-1
<b>Credit Hours</b>	: 6 Credit hours	<b>Contact Hours</b>	: 15 contact hours per week
<b>Mode of Delivery</b>	: On-campus.		



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## Instructors and Lecturers

This subject will be delivered to you by 7 of our qualified and esteemed Lecturers & Language Instructors:

1. **Saba Fatima**, Main Building, Second Floor, Room No. 305.
2. **Shaik Shakira**, Main Building, Second Floor, Room No. 303.
3. **Asma Aziz**, Main Building, Second Floor, Room No. 304.
4. **Mehreen Andleeb**, Main Building, Second Floor, Room No. 304.
5. **Zainab S. Khurshid**, Main Building, Second Floor, Room No. 302.
6. **Eiman Ahmed**, Main Building, Second Floor, Room No. 304.
7. **Rabah ELsayed**, Main Building, Second Floor, Room No. 304.

**Consultation times:** Office Hours

## Minimum Attendance Requirements

*Students are required to attend a minimum of 75 % of all lectures; failure to comply may result in an immediate ban from the exams and will be given a Denial “DN” grade on her Academic Record and consequently will result in failure in the subject.*

## Minimum Performance Requirements

*Students must achieve 60% or above in order to pass this subject; however students who do not meet the minimum performance requirements as set above will be given a Fail “F” grade on their Academic Record and they will be required to attend this course the next semester.*



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## Recommended Websites

There are many useful internet resources to assist you to practice grammar, listening, reading, speaking and writing skills. You may refer to the following list if appropriate:

- British Council <http://www.britishcouncil.org/>
- [www.eslgold.com](http://www.eslgold.com)
- British Council <http://www.britishcouncil.org/>
- BBC Learning English <http://www.bbc.co.uk/worldservice/learningenglish/general/talkaboutenglish/>
- Talk English <http://www.talkenglish.com/>
- How J Say, a free online pronunciation dictionary: <http://www.howjsay.com/>
- Google's free multilingual online language translation: <https://translate.google.com.sa/?hl=ar&tab=wT>
- [http://www.ieee.org/education\\_careers/education/university\\_programs/technical\\_english/index.html](http://www.ieee.org/education_careers/education/university_programs/technical_english/index.html)



## Make Up Exams (Supplementary Exams)

*If a student fails to attend the PTs or Final Exam due to some genuine reason, she could be allowed to sit in the makeup exam, but please note that the circumstances will be accepted only on the grounds of serious or extenuating circumstances. The circumstances will be assessed by the Dean of GAC-1. There is no makeup exam for the quizzes as per ELC's directive.*

## Learning Outcomes

**ESP/ English for Specific Purposes:** *This skill is introduced for students to gain command over both Technical and Vocational education. It covers the core language and skills that students need to communicate successfully in all technical and industrial specialization.*



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Through successful completion of this subject students will be able to:

- *learn technical concepts and terminology using motivating texts and clear illustrations.*
- *have clear concept of new topics which reflect the latest developments in technology and are relevant to students' future studies needs.*

## **Grammar:**

- *elicit, drill and practice the correct form of verbs and Tenses.*
- *develop paragraph writing skills and basic oral communication skills for classroom and workplace settings.*
- *understand phrases and common vocabulary on common areas.*
- *ask and answer simple questions on very familiar topics.*

## **Writing:**

- *learn the step-by step activities which guide them to learn from sentence level to paragraph level writing.*
- *practice with many different kinds of writing, such as describing people and places, writing instructions and opinions, and writing narrative paragraphs and real life situations.*
- *learn editing and proof reading with the exercises which encourage the students refine their writing skills.*

## **Students' Expectations from ELC-GAC-1**

- *\*Teachers with many years of experience, who support teaching inside and outside the classrooms*
- *\*A goal oriented curriculum that gives you clear objectives to work towards each level*
- *\*Well organized lessons, with carefully chosen activities and materials*
- *\*Frequent assessments and feedback on your progress towards objectives*





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## ELC's Expectations from the Students at GAC-1

PYP's prerequisites maintain the high quality of program. Students have responsibility for creating a positive and productive learning environment. Therefore students are expected to meet the following requirements:

- \* Attend all the classes
- \* Be punctual
- \* Complete all the assignments carefully and promptly
- \* Do their best in every class and participate fully and positively in all curricular & co-curricular activities



## Grades of Performance (Grading System)

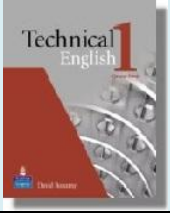

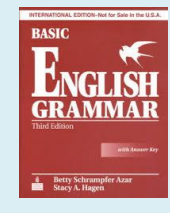
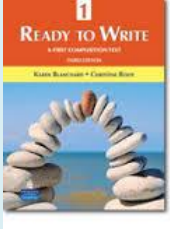
Marks	Grade	التقدير	الدرجة
95% to 100%	A+ Exceptional	ممتاز مرتفع أ +	من 95% الى 100%
90% to less than 95%	A Excellent	ممتاز أ	من 90% الى أقل من 95%
85% to less than 90%	B+ Superior	جيد جدا مرتفع ب +	من 75% الى أقل من 90%
80% to less than 85%	B Very Good	جيد جدا ب	من 80% الى أقل من 85%
75% to less than 80%	C+ Above Average	جيد مرتفع ج +	من 75% الى أقل من 80%
70% to less than 75%	C Good	جيد ج	من 70% الى أقل من 75%
65% to less than 70%	D+ High Pass	مقبول مرتفع د +	من 65% الى أقل من 70%
60% to less than 65%	D Pass	مقبول د	من 60% الى أقل من 65%
Zero to less than 60%	F Fail	راسب هـ	من صفر الى أقل من 60%
-----	IP In-Progress	مستمر م	-----
-----	IC Incomplete	غير مكتمل ل	-----
-----	DN Denial	محروم ح	-----
60% and Above	NP Pass - with no Grade	ناجح من دون درجة ند	من 60% وأكثر
Below 60%	NF Fail - with no Grade	راسب من دون درجة هد	أقل من 60%
-----	W Withdrawn	منسحب بعذر ع	-----



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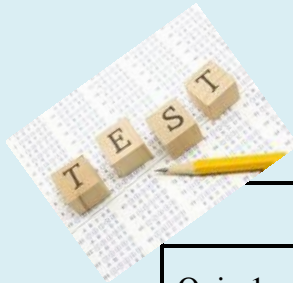


**Textbooks**

<b>Skill</b>	<b>Book's Name</b>	<b>Authors</b>	<b>Edition</b>	<b>Publisher</b>	<b>ISBN</b>
<b>Technical English Course Book</b>		<b>David Bomany</b>	<b>Sixth</b>	<b>Pearson Longman</b>	<b>78-1405845458</b>
<b>Technical English Work Book</b>		<b>Jacques, Christopher</b>	<b>Sixth</b>	<b>Pearson Longman</b>	<b>78-1405896528</b>
<b>Basic English Grammar</b>		<b>Azar, Betty et al</b>	<b>Third</b>	<b>Pearson Longman</b>	<b>978-0131957343</b>
<b>Ready to Write 1</b>		<b>Blanchard, K et al</b>	<b>Third</b>	<b>Pearson Longman</b>	<b>978-0131363304</b>



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**Assessment Tasks**

<b>Test</b>	<b>ESP</b>	<b>Writing</b>	<b>Grammar</b>
Quiz-1	Week-3 10 Marks	Week-3 10 Marks	Week-3 10 Marks
Quiz-2	Week-5 10 Marks	Week-5 10 Marks	Week-5 10 Marks
Progress Test-1	Week-7 20 Marks	Week-7 10 Marks	Week-7 10 Marks
Quiz-3	Week-9 10 Marks	Week-9 10 Marks	Week-9 10 Marks
Quiz-4	Week-11 10 Marks	Week-11 10 Marks	Week-11 10 Marks
Progress Test-2	Week-12 20 Marks	Week-12 10 Marks	Week-12 10 Marks
Progress Test - Make Up	Week-13	Week-13	Week-13
Final Exam	Week-16, Week-17 or Week-18 30 Marks	Week-16, Week-17 or Week-18 15 Marks	Week-16, Week-17 or Week-18 15 Marks
Final Exam - Make Up	Week-1 in the next semester		





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## Students' Queries/Advisory Board

**Zainab S. Khurshid** : The Head of Pep Talk Council, Main Building, Second Floor, Room No 302

1. **Eiman Ahmed**, Main Building, Second Floor, Room No 304
2. **Shaik Shakira**, Main Building, Second Floor, Room No 303

**Note:** You need to see Zainab S.Khurshid ONLY if you don't get any response from your academic advisor.

## Advisors' Responsibilities

- To clarify the college policies, regulations, programs, and procedures about which you may have questions.
- To be available to meet with you each semester.
- To keep regular office hours and be adequately available to meet with you.
- To offer advice on selecting courses and to assist you in developing an academic plan that satisfies degree requirements.
- To be a responsive listener and to refer you to appropriate support services within the college when needed.
- To discuss with you your academic performance and the implications of your performance for the undergraduate programs, graduate programs and professional programs you desire to pursue.
- To help you to explore your interests, abilities, and goals and to relate them to academic majors.
- To be knowledgeable about career opportunities and to refer you to Career Services as needed.
- To offer you the opportunity to participate in a mentoring relationship which will help you to become more independent and self-directed.



## Subject Timetable

*Will be provided when required.*



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## Frequently Asked Questions

- **Do I have to be enrolled at the college to take the ELC-PYP courses?**

*Yes, students must be enrolled at the college to take the ELC-PYP courses. They must go through the application process and submit required transcripts and other documents.*

- **How many credit hours are the ELC-PYP courses and how many courses will I need to take?**

*At the PYP, for two levels of the ELC's program, there are 6 credit hours for each course.*

- **Can I take other courses while I am taking ELC-PYP courses?**

*Yes. You can take.*

- **How many times may I repeat an ELC-PYP course?**

*Students are allowed to take any ELC-PYP course as many times as necessary to pass.*

- **Can I withdraw from an ELC-PYP class and continue to take my other courses?**

*Yes, Students may withdraw from an ELC-PYP course and remain in their other courses.*

- **What grades must I take in ELC-PYP courses?**

*To pass any ELC-PYP course, student must take at least a 60% in the course and earn a grade of "D" or better.*

- **Do the ELC-PYP courses count towards my graduation credit?**

*No, the ELC-PYP courses do not count toward graduation. They are required pre-college courses. For that reason, the grades do not count in a student's GPA (grade point average). However, the courses do count for fulfilling credit hours requirement.*

- **Whom do I speak to for more information?**

*For more specific information and for specific campus information, you may contact the following people:*

✚ Zainab Saeed Khurshid, ELC-Coordinator, GAC-1, JU, KS  
E-mail: [zainab.s.khurshid@gmail.com](mailto:zainab.s.khurshid@gmail.com)

✚ Rabah Elsayed, Lecturer and member of Pep Talk Council  
E-mail: [rabahelsayed808@yahoo.com](mailto:rabahelsayed808@yahoo.com)





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