

Department	General Studies	Major	Admin. Technology							
Course Name	English Language 1	Course Code	ENGL 111							
Prerequisites	None	Credit Hours CRH	3			CTH		4		
			L	3	P	0	T	1		
Course Description:										
This course provides trainees with a solid foundation of basic sentence form and function. It concentrates on grammatical structures, vocabulary expressions often used in technical and professional contexts.										
General Objective:										
The course aims to consolidate student’s previous knowledge of English, and bring it up to a pre-intermediate level which enables them continue courses related to their particular majors.										
Detailed Objectives:										
By the end of the course, trainees will demonstrate their abilities to do the following :										
1-	Communicate using work and major-related technical terms and vocabulary.									
2-	Understand simple dialogues, instructions, and descriptions about simple technical topics, objects and processes									
3-	Read various types of technical texts and charts with reasonable comprehension using a variety of reading skills such as skimming, scanning, and reading for details.									
4-	Utilize all available information such as graphs, charts, diagrams, and pictures to understand texts.									
5-	Write short guided texts using relevant vocabulary, basic sentence structure, reasonably correct spelling, and punctuation.									
Safety Procedures:										
1-	The interns must follow the instructions of safety.									
2-	The interns must follow the Islamic ethics in maintaining the cleanliness and safety of the place.									

SYLLABUS		
Hours	Contents	Instructional Objectives Students will learn and practice the following Language forms and functions:
6	<b>Unit 1</b>  <b>New Faces:</b>  Part A: Introducing yourself  Part B: Introducing other people	<ul style="list-style-type: none"> <li>Practice introducing themselves</li> <li>Introducing other people</li> <li>Read and understand business cards</li> <li>Identify social titles to address other people e.g. Mr. Mrs.</li> <li>Talk about friends and job</li> </ul>
6	<b>Unit 2</b>  <b>Around the Office:</b>  Part A: In the office  Part B: Workplaces and Location	<ul style="list-style-type: none"> <li>Talk about things in the office</li> <li>Identify office objects</li> <li>Describe office objects function</li> <li>Use prepositions to describe location of objects</li> <li>Compare different pictures</li> <li>Describe where places are</li> <li>Identify cities and location on map</li> <li>Write e-mail explaining locations.</li> <li>Use "would like to" in questions</li> </ul>
6	<b>Unit 3</b>  <b>Products and Services:</b>  Part A: Describing Products and Services  Part B: Comparing Products and Services	<ul style="list-style-type: none"> <li>Listen to people describing products and services</li> <li>Describe products and services</li> <li>Write short guided sentences using relevant vocabulary</li> <li>Listen to texts comparing between products or services</li> <li>Read about different products and services</li> <li>Talk in pairs about personal preferences vis-à-vis products and services</li> </ul>
2	<b>Review 1:</b>  Trainees will review and practice form, meaning, and use of the instructional content of units 1, 2 and 3.	

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6	<b>Unit 4</b>  <b>Time Zones:</b>  Part A: Telling the Time  Part B: Planning Schedules	<ul style="list-style-type: none"> <li>Ask questions about time</li> <li>Compare the time in three different places through using written questions</li> <li>Read a very short text about culture differences in terms of working weeks</li> <li>Fill in the gaps while listening to people describing their working weeks</li> <li>Get involved in a conversation about telling the time</li> </ul>
		<ul style="list-style-type: none"> <li>Read an e-mail about a business person visiting another company</li> <li>Plan a schedule for that business person</li> <li>Learn relative collocations</li> <li>Write and compare schedules with other students</li> <li>Write a reply to the business person with planned schedule</li> </ul>
6	<b>Unit 5</b>  <b>On the Phone:</b>  Part A: Answering the Phone  Part B: Calling for Information	<ul style="list-style-type: none"> <li>Listen to different phone calls and identify the caller of each call</li> <li>Role play some phone calls available in the book</li> </ul> <p>Read a very short text about culture use of mobile phones</p>
		<ul style="list-style-type: none"> <li>Listen to telephone conversations and complete a relative form</li> <li>Take different turns in phone calls</li> </ul>
6	<b>Unit 6</b>  <b>Placing an Order:</b>  Part A: Ordering what you Need  Part B: Dealing with problems	<ul style="list-style-type: none"> <li>Talk about different ways of ordering things on personal level, and identify good and bad points for each way</li> <li>Listen to text related to buying and selling products</li> </ul>

SYLLABUS		
Hours	Contents	<b>Instructional Objectives</b> Students will learn and practice the following Language forms and functions:
		<ul style="list-style-type: none"> <li>Listen and fill in missing information</li> <li>Role play ordering and taking orders over the phone</li> <li>Discuss questions and photos about cultural differences in terms of work clothes and uniforms</li> <li>Brainstorm problems that might arise with orders</li> <li>Listen to problems with invoices</li> <li>Write short action-points in a form</li> <li>Locate mistakes with different invoices</li> <li>Complain about mistakes in invoices</li> </ul>
2	<b>Review 2:</b> Trainees will review and practice form, meaning, and use of the instructional content of units 4, 5 and 6.	
6	<b>Unit 7</b> <b>Making a Reservation:</b> Part A: Making a Booking Part B: Choosing a Service	<ul style="list-style-type: none"> <li>Brainstorm some questions that a hotel receptionist could ask customers about</li> <li>Arrange mixed words to make questions</li> <li>Listen to different conversations about reservations</li> <li>Role play a hotel receptionist or a customer making a flight reservation</li> </ul>
		<ul style="list-style-type: none"> <li>Look at pictures and fill in the blanks</li> <li>Role play a customer/agent in rent-a-car agency in the UK</li> <li>Learn some cultural differences in saying and writing dates</li> </ul>

## SYLLABUS

Hours	Contents	Instructional Objectives Students will learn and practice the following  Language forms and functions:
		<ul style="list-style-type: none"> <li>Listen and fill in the gaps/answer questions about someone reserving a rental car at Gatwick airport</li> <li>Take notes, fill in a reservation form, and role play a customer/agent</li> </ul> <p>Report personal preferences about choosing a particular service/agency</p>
4	<b>Unit 8</b>  <b>Getting Around:</b>  Part A: Getting around Town  Part B: Arriving for an Appointment	<ul style="list-style-type: none"> <li>Read an e-mail including directions for the company's location</li> <li>Fill in the gaps of a conversation exercise</li> <li>Listen to people giving directions and takes notes for each one</li> <li>Look at a map and role play someone who needs/gives directions</li> </ul>
		<ul style="list-style-type: none"> <li>Listen to a conversation and fill in the gaps</li> <li>Read two mixed up conversations, rearrange their order, and role play them</li> <li>Explore cultural differences regarding some business practices</li> </ul> <p>Role play a receptionist/visitor</p>
2	<b>Review 3:</b>  Trainees will review and practice form, meaning, and use of the instructional content of units 7 and 8.	
4	<b>Unit 9</b>  <b>About the Company:</b>  Part A: Taking about a company's history  Part B: Reporting on company changes	<ul style="list-style-type: none"> <li>Use the past tense to talk about company history</li> <li>Order information according to importance</li> <li>Practice taking notes</li> <li>Use notes to talk about a company</li> <li>Use the present perfect when there is no past reference</li> <li>Write reports about company changes</li> </ul>

SYLLABUS		
Hours	Contents	Instructional Objectives Students will learn and practice the following  Language forms and functions:
4	<b>Unit 10</b>  <b>Routines:</b>  Part A: Routines and past events  Part B: Comparing routines	<ul style="list-style-type: none"> <li>Associate verbs with pictures</li> <li>Guess action from picture</li> <li>Use present continues to describe pictures</li> <li>Order pictures according to story</li> <li>Use adverbs of frequency</li> <li>Ask questions with how often</li> <li>Use but to compare two things</li> <li>Compare data using longest/shortest</li> </ul>
2	<b>Review 4:</b>  Trainees will review and practice form, meaning, and use of the instructional content of units 9 and 10.	
2	<b>Final Exam</b>	
64	<b>Total</b>	

Textbooks	Gareth Knight, Mark Oneil, Bernie Hayden, (2004) Business Goals 1.
Additional Readings and Teaching Aids.	1. Course Book Audio CD. 2. Workbook with Audio CD
References:	Oxford Word Power Dictionary