



**The Hashemite University  
Language Center  
First Semester/ 2024-2025  
The Syllabus of English Communication Skills**

**Title: English Communication Skills (2116021101)**

English Communication Skills (101) is a three-credit-hour university requirement course. The course is provided by the Language Centre to represent a review of the language functions and structures that are necessary for successful communication in both verbal and written language. The course mainly helps students to develop their abilities in the basic skills of English: listening, speaking, reading and writing. The overall objective of the course is to provide students with essential skills that enable them to communicate effectively in English. The course is also designed to prepare students for the TOEFL test (Test of English as a Foreign Language).

**Course Objectives:**

**Knowledge and understanding:**

- To enrich the students' asset of vocabulary.
- To expose students to a variety of challenging and interesting text-types and structural activities.
- To expose students to the most up-to-date English as used on a daily basis.

**Intellectual skills:**

- To encourage students to analyze the systems of language in use.
- To enable students to approach different texts through different strategies and at various levels (parts of speech; sentence parts; positions of adjectives, adverbs; paragraphs; essays, etc.)

**Employment skills:**

- To enable students to use English fluently.
- To enable students to sit for the test which is an entrance requirement for admission at universities in the States.

**Textbook:**

Philips, Deborah. (2003). *Longman: Preparation Course for the TOEFL test*.

**Evaluation:**

Midterm Exam 45%

Attendance and Participation: 5%

Final Exam: 50%

**Course Strategy:**

- The course will be taught online through the Microsoft Teams application.
- You should attend classes regularly.
- The midterm and final exams are assigned in accordance with the academic calendar; you should know about the details of the exams from the **STUDENT PORTAL** on the University Website.
- Don't be absent on the day of the exam and know that no make-up exam will be conducted unless you bring an official proof justifying your absence.

**Tentative Weekly Course Plan**

WEEK	SKILLS
<b>1</b> 6-10/ 10/2024	<b><u>Orientation and Introduction</u></b>
<b>2</b> 13-17/10	<b><u>Structure/ Sentences with One Clause</u></b> <ul style="list-style-type: none"><li>• Skill 1: Be sure the sentence has a subject and a verb.</li><li>• Skill 2: Be careful of objects of prepositions.</li></ul>
<b>3</b> 20-24/10	<b><u>Reading Section:</u></b> <ul style="list-style-type: none"><li>• Skill 1: Answer main idea questions correctly.</li><li>• Skill 2: Recognize the organization of ideas.</li></ul>
<b>4</b> 27-31/10	<b><u>Structure/ Sentences with one clause</u></b> <ul style="list-style-type: none"><li>• Skill 3: Be careful of appositives.</li><li>• Skill 4: Be careful of present participles.</li></ul>
<b>5</b> 3-7/11	<b><u>Reading Section</u></b> <ul style="list-style-type: none"><li>• Skill 3: Answer stated details questions correctly.</li><li>• Skill 4: Find unstated details.</li></ul>

<b>6</b>	10-14/11	<b><u>Structure</u></b> <ul style="list-style-type: none"> <li>• Skill 5: Be careful of past participles.</li> <li>• Skill 6: Use coordinate connectors correctly.</li> </ul>
<b>7</b>	17-21/11	<b><u>Reading Section</u></b> <ul style="list-style-type: none"> <li>• Skill 5: Find pronoun referents</li> <li>• Worksheets for Skill 5</li> <li>• Revision</li> </ul>
<b>8</b>	24-28/11	<b>Midterm Exams(expected)</b> <b><u>Structure/ Sentences with two clauses</u></b> <ul style="list-style-type: none"> <li>• Skill 7: Use adverb time and cause connectors correctly.</li> <li>• Skill 8: Use other adverb connectors correctly.</li> </ul>
<b>9</b>	1-5/12	<b><u>Structure/ Sentences with inverted subjects and verbs:</u></b> <ul style="list-style-type: none"> <li>• Skill 15: Invert the subject and the verb with question words.</li> <li>• Skill 17: Invert the subject and the verb with negatives.</li> </ul>
<b>10</b>	8-12/12	<b><u>Structure/ Sentences with inverted subjects and verbs:</u></b> <ul style="list-style-type: none"> <li>• Skill 19: Invert the subject and the verb with comparisons.</li> </ul> <b><u>Reading Section</u></b> <ul style="list-style-type: none"> <li>• Skill 8: Find definitions from structural clues.</li> </ul>
<b>11</b>	15-19/12	<b><u>Reading Section</u></b> <ul style="list-style-type: none"> <li>• Skill 9: Determine meaning from word parts.</li> <li>• Skill 10: Use context to determine meaning of difficult words.</li> </ul>
<b>12</b>	22-26/12	<b><u>Structure/ Problems with subject verb agreement:</u></b> <ul style="list-style-type: none"> <li>• Skill 20: Make verb agree after prepositional phrases.</li> <li>• Skill 21: Make verb agree after expressions of quantity.</li> </ul>
<b>13</b>	29/12- 2/1/2025	<ul style="list-style-type: none"> <li>• Skill 23: Make verb agree after certain words.</li> </ul>
<b>14</b>	5- 9/ 1	<ul style="list-style-type: none"> <li>• Revision</li> </ul>
12-23/ 1	<b>FINAL EXAMS</b>	

Best Wishes from the Course Instructors