Hashemite University
Faculty of Pharmaceutical Sciences
Department of

Semester: 2nd **Academic year 2018 / 2019**

Course Information	
Course Title	Writing skills
Course Number	Course Number: 131701578 Pre Requisites: 131702473
Credit Hours	1 Credit hours.
Prerequisites	

Instructors		
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Teaching assistants		
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Course Description

The course aims to raise awareness of written communication, how to assess the readability metrics for the paragraph and basics of effective writing. It also aims to explore different kind and tools for business writing, academic writing and writing for making applications. This course also provides the students with skills to prepare their Curriculum Vitae (CV) and the skills for the Job interview.

تهدف هذه المادة المتخصصة إلى زيادة وعي طلاب بالمهارات اللازمة بالاتصال الكتابي وكيفية تقييم مقاييس المقروئية للفقرة وأساسيات الكتابة الفعالة.

كما تهدف إلى استكشاف أنواع وأدوات مختلفة للكتابة في قطاع الأعمال والكتابة الأكاديمية والكتابة لتقديم الطلبات.كما تحتوي المادة مهارات إعداد السيرة الذاتية و مهارات المقابلات الشخصية

Course Objectives

This course has the following objectives:
1) illustrate professional tools to better manage effective and readable writing.
2) Review basics related to Academic writing: proposal and research structures
3) Empower students in Writing to apply for jobs and prepare their CV.
4) Illustrate wiring skills needed for professional business conduction as memos, meetings, reports and

announcements.

Intended Learning Outcomes

By the end of this course, the students will:

A. Knowledge and Understanding

1. A1 Have basic knowledge regarding writing skills and functions in business and academic communication

B. Essential for Practice and Care (Intellectual Skills)

2. B1 Understand basic parameters for text readability and its analysis (Fog scale, SMOG index ...etc)
3. B2 Develop skills for effective writing

C- Approach to Practice (Practical skills)

4. C1 Recognize, explain, and use writing skills for different business objectives
5. C2 Describe writing for academic tasks and understand styles for citation and references

D- Personal and Professional Development

6. D1 Know how good looks like in written communication
7. D2 Practice the use of citation management software packages for further professional development
8. D3 Lead, practice and prepare job applications as well as curriculum vitae

Reading List	
1 (textbook)	**Reference1**: Business Writing Handbook (2016) by John Trimbos (Author) and Jake Schogger (Editor). Published by: City Career Series. ISBN-13: 978-0993436420
2	**Reference 2**: Academic writing for international students of business (2nd edition 2015) by Stephen Bailey. Published by: Routledge. ISBN-13: 978-1138783904
3	**Reference 3**: Improve your Written English, Master the essentials of grammar, punctuation and spelling and write with greater confidence. By Marion Field. ISBN: 978 1 84803 330 6
4	**Reference 4**: Readability index and related writing statistics: http://www.readabilityformulas.com/free-readability-formula-tests.php
5	**Reference 5**: Automatic Arabic Readability Index (AARI), by Al-Tamimi et.al. (2014). The International Arab Journal of Information Technology, Vol. 11, No. 4, July 2014.
6	**Reference 6**: OSMAN – A Novel Arabic Readability Metric (2016) by Mahmoud El-Haj and Paul Rayson. 10th edition of the Language Resources and Evaluation Conference (LREC'16). Portoroz, Slovenia
7	**Reference 7:** Business writing skills by Harvard Manager Mentor, http://www.harvardbusiness.org/harvard-managementor
8	**Reference 8**: Research proposal prepare for your postgraduate study. https://www.findaphd.com/advice/finding/writing-phd-research-proposal.aspx

9	**Reference 9:** Citation and Referencing, Learning Development Service (2015) by Leonie Maria. Queen's University Belfast (http://www.qub.ac.uk/sites/graduateschool/Filestore/Filetoupload,538357,en.pdf).

Course Contents					
Topics	**Topic Details**	**Reference No.**	**Chapter**	**Estimated no. of hours**	**Assessment**
A1	Introduction to writing skills (Review English Course)	Ref 3	Part 1 (Ch1-7)	1	MTA, F
B1, D1	Readability indexes in English and Arabic (1)	Ref 4, Ref 5 and Ref 6		1	A
B1, D1	Readability indexes in English and Arabic (2)	Ref 4, Ref 5 and Ref 6		1	A
B2	General rules for effective writing (1)	Ref 2 Part 2 and Ref 7		1	MTA
B2	General rules for effective writing (2)	Ref 2 Part 3 and Ref 7		1	MTA
B2	Effective writing using Microsoft Word	Microsoft Word		1	MTA
1st exam					
C1	Business writing basics	Ref 1 and Ref 7		MTA, F	1
C1	Writing effective business e-mail	Ref 1 and Ref 2	Ref 1 (Ch 11) and Ref 2 (part 4)	A, MTA, F	1
C1	Writing business memo and business letter	Ref 1 and Ref 2	Ref 1 (Ch 12&13) and Ref 2 (part 4)	A, MTA, F	1
C1	Writing minutes of meetings and Development Action Plan (DAP)	Ref 1 and Ref 7	Ref 1 (Ch 17) and Ref 7	A, MTA, F	1
2nd exam					

C2	Academic writing, research proposal	Ref 8		1	A, MTA, F
D2	Citation and References	Ref 9		1	P
D3	Writing to apply for job and prepare your CV	Ref 1, Ref 3	Ref 1 (Ch 18) Ref 3 (Ch 12)	1	P, F
D4	Succeeful meeting and Job interview skills	Ref 1 , Ref 3	Ref 1 (Ch 18) Ref 3 (Ch 12)	1	P, F

Grade Distribution		
Assessment	**Grade**	**Date**
- First Exam		
- Second Exam		
- Assignments (homeworks, quizzes, reports)		
- Final Exam		

Important regulations

- On average, students need to spend ?? hrs of study and preparation weekly.
- Excellent attendence is expected. According to the university policy, students who miss more than 15% of the lecture hours with or without excuse will be dismissed from the course
- At the beginning of the lectures, be on time and don't leave before the end of the lecture without an accepted excuse
- If you missed a class, it is your responsibility to find out about any announcements or assignments you have missed
- For any clarification, please communicate your instructor at his posted office hours or by appointment
- Switch off your mobile or keep it silent throughout the lecture
- Listen well to the lecture and avoid side discussions, if you have a question, ask your instructor and not your collegue
- If you have any information, document your reference, if you didn't, then you broke the intellectual property rights law and the law will be applied
  - For more informations, visit the website:
  - http://www.plagiarism.org/
- Exams are scheduled to be given three times throughout the semester, your are expected to attend all. If not, make-up exams will be offered for valid reasons. It may be different from regular exams in content and format.
- Cheating, academic diconduct, fabrication and plagiarism will not be tolerated, and the university policy will be applied

Last updated on 24 /2 /2020 by : Dr. Mohanad Odeh