



Department of English
College of Basic Education
Salahaddin University-Erbil

Module: Academic Skills

Course Guide – Year 1

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Academic Year: 2023/2024

1. Course name	Academic Skills
2. Lecturer in charge	Hawran Abdullah Saeed
3. Department/ College	English, College of Basic Education
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5. Time (in hours) per week	Theory: 1 Practical: 2
6. Office hours	Wednesdays
7. Course code	/
8. Teacher's academic profile	<p>An English language professional and teacher trainer, working in the field for about eleven years, and holding MA in TESOL & Translation Studies at Aston University, UK. I am currently doing my split-site PhD on ELT curriculum design and evaluation.</p> <p>I have been training both pre-and in-service teachers since 2013. I have taught different courses/modules, namely Teaching Methodology, Classroom Management Skills and Practice, Micro-teaching, Teaching Issues, Language Testing & Assessment, etc.</p> <p>I have participated in different international training workshops and courses, as well as have delivered training courses in English language, ELT pedagogy and entrepreneurship education. To add, I have worked for different organisations like Birmingham College in the UK (now Imperial English UK) and British Council (Erbil Office).</p> <p>Currently, I'm the Director of Salahaddin Entrepreneurship Education Centre.</p>
9. Keywords	Study skills, presentations, critical thinking, communication skills, academic report, presentations, academic report, plagiarism, citation, referencing.

10. Course overview

The present course is an attempt to enrich students' minds with the skills of holding seminars, presentations, discussions, and debates. The materials that are taught are valid, fresh, vital, significant as well as inspiring. Students are encouraged to be on stage, think 'out of the box'; performing several activities that are expected to widen their minds and innovations. Moreover, the teacher explains various shapes of creativity, confidence and ethics. The whole curriculum moves around teaching academic skills as well as encouraging critical views. Students are motivated to see every phenomenon in double scales.

11. Course objectives

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This module generally aims to prepare students for their university academic life by addressing several key issues such as public speaking, critical thinking, study skills, plagiarism and some others. This module specifically aims to:

- enrich the students' motivations and appetites for learning.
- enlarge the students' capabilities of critical thinking and individual perceptions.
- strengthen the student's skills of communication, presentations, and articulation.
- implant, instil and empower the spirits of mutual respect and moral standards amongst the students.
- provide the learners of the department with a great amount of self-confidence and credibility.
- widen the students' abilities of analysis and interpretation towards the problems of society.

On successful completion of the course, you (students) will be able to:

- enhance your study skills,
- speak academically to a group of people on the stage,
- present and discuss topics and ideas confidently and critically,
- design and present a poster on a selected topic to the public.

12. Student's obligation

Attendance is obligatory. Students are expected to be seated in their positions before the instructor enters the class. Only for the classes which start on 8.30 a.m. students may enter the class up to 8.40, or else they will be deprived from the class. Each session lasts for 50 minutes. Students should avoid hammering on the instructor to leave unless s/he chooses to dismiss the class earlier than the scheduled time.

Preparation for class: Students should prepare themselves for each class beforehand according to the schedule that comes with this guide. They are expected to read the class assignment in advance and participate in class discussions actively. The students are required to jot down notes during class time since questions raised during that period are also required.

Assignments: Students must bring with them the assignments that the instructor may ask them during the course. The students should take the homework seriously and make sure they present their seminars on time or they will lose marks.

Some other obligations:

- Showing **respect** to the classroom.
- **Politeness** in speaking
- Active **participation**
- Showing zest of learning and **following** the **teacher's instructions**.

13. Forms of teaching

All the classes throughout the academic year will be in the form of seminars and workshops, not lectures. To this end, sometimes a topic is introduced in the class and many questions will be raised for students to discuss and answer them. However, often dominate class time by giving presentations and express your ideas; you will be rather guided and instructed how to prepare yourself and deliver these.

Furthermore, PowerPoint Presentations, projector and white board will mainly be used the main teaching aids in teaching this module.

14. Assessment scheme

It is **not exam-based**. Students are assessed on daily basis. It is project-based. The only exam will be the final debate exam which will be a debate based on a topic previously given to the students.

Assessment Tools:

- Daily Participation 15 marks
- Presentation 15 marks
- Quizzes 5 marks
- Story Telling 20 marks
- Video Project 15 marks
- Poster 15 marks
- Diary Writing 15 marks

16. Course Reading List and References

Donna T. Andrew, "Popular Culture and Public Debate" in The Historical Journal, Vol. 39, Issue 02 (Cambridge University Press, June 1996), p. 406.

17. The Topics

1. Presentation Skills
2. Designing PowerPoint Presentation
3. Study skills
 - searching for information (digital & hardcopy)
 - Note-taking.
 - Planning (short & strategic)
 - Memory & concentration
 - Time management skills

- Personal management
- 4. Communication Skills
- 5. Plagiarism (citation, referencing)
- 6. Academic Poster
- 7. Diary Writing (Journal Writing)

19. Examinations

20. Extra notes

21. Peer review

This course book has to be reviewed and signed by a peer. The peer approves the contents of your course book by writing few sentences in this section.

(A peer is person who has enough knowledge about the subject you are teaching, he/she has to be a professor, assistant professor, a lecturer or an expert in the field of your subject).