<table>
<thead>
<tr>
<th>PROFESSIONAL COMMUNICATION SYLLABUS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Title</strong></td>
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<tr>
<td><strong>Course Code</strong></td>
</tr>
<tr>
<td><strong>No. of Credits</strong></td>
</tr>
<tr>
<td><strong>Department</strong></td>
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<tr>
<td><strong>College</strong></td>
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<tr>
<td><strong>Pre-requisites</strong></td>
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<tr>
<td><strong>Course Code</strong></td>
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<tr>
<td><strong>Course Code</strong></td>
</tr>
<tr>
<td><strong>Co-requisites</strong></td>
</tr>
</tbody>
</table>
| **Course Coordinator(s)** | Dr. Ala Noori  
 Dr. Muayad Jajo |
| **Email** | Dr. Ala Noori  
 talabani.alaa@komar.edu.iq  
 Dr. Muayad Jajo  
 muayad.jajo@komar.edu.iq |
| **IP No.** | Dr. Ala Noori: 133  
 Dr. Muayad Jajo: 136 |
| **Other Course Teacher(s)/Tutor(s)** | None |
| **Learning Hours** | |
| Section 1: M, W (8:00 - 9:30) Room: G - 08  
 Section 3: S, T (14:00 - 15:30) Room: 103  
 Section 4: M, W (12:00 - 13:30) Room: G – 07 |
| **Contact Hours** | |
| Dr. Ala Noori  
 Sundays: (9:00 a.m. – 11:00 a.m.)  
 Tuesdays: (3:30 p.m. – 5:00 p.m.) |
| Dr. Muayad Jajo  
 Sundays (10:00 a.m. – 12:00 p.m.)  
 Tuesdays (10:00 a.m. – 12:00 p.m.) |
| **Course Type** | UNIVERSITY REQUIREMENT |
| **Offer in Academic Year** | SPRING 2016 |

**COURSE DESCRIPTION**

This course is designed for students who already passed Academic English II. It aims at teaching students how to communicate professionally in English and how to communicate effectively within their profession. The course is divided into two parts. The first part provides students with the verbal skills they need to apply to a job, handle a job interview effectively, and write professional CVs, resumes, cover letters, and different types of letters and emails. The second part of the course teaches students how to use academic English to communicate within the context of specific professions.
COURSE LEARNING OUTCOMES
After participating in the course, students would be able to:

1. Communicate professionally in English (B, C)
2. Write effective CVs, cover letters, job application letters and emails, bios and resumes (C, E)
3. Handle a job interview successfully (B, C)
4. Communicate effectively using technical terminology pertaining to their own academic fields of study (B, C)
5. Write technical reports within their own academic fields of study (A, B, C)
6. Prepare and deliver a presentation related to their own academic fields of study (A, B, C)
7. Observe the ethical standards of communication (D, E)

Note: the parenthesized uppercase letters following the learning outcome statements above refer to the five university learning outcomes below:
A. Critical Thinking
B. Communication
C. Professionalism (defined by an individual academic program)
D. Ethics
E. Life-Long Learning

GUIDELINES ON GRADING POLICY

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentage Scores</th>
<th>Grade</th>
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<tbody>
<tr>
<td>A</td>
<td>95–100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-94</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87–89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>3.0</td>
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<tr>
<td>B-</td>
<td>80-82</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>75–79</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>70-74</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>65-69</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>60–64</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>55-59</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>50-54</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0–49</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete Course Work</td>
<td></td>
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<tr>
<td>W</td>
<td>Official Withdrawal</td>
<td></td>
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</tbody>
</table>

COURSE TEACHING AND LEARNING ACTIVITIES
Course Teaching and Learning Activities: (short description)
1. Lecturing
2. Questions and Answers
3. Discussions
4. Workshops
5. Presentations
6. Exercises
7. Reading
8. Analysis
9. Reviewing
### COURSE ASSESSMENT TOOLS

<table>
<thead>
<tr>
<th>Assessment Method</th>
<th>Assessment Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Quizzes</td>
<td>Each quiz is out of 5%</td>
</tr>
<tr>
<td>4 Assignments</td>
<td>Each Assignment is out of 5%</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>20%</td>
</tr>
<tr>
<td>Report</td>
<td>15%</td>
</tr>
<tr>
<td>Presentation</td>
<td>15%</td>
</tr>
<tr>
<td>In-Class Participation</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**Grading:** Passing Grade: 60%

### ESSENTIAL READINGS: (Journals, textbooks, website addresses etc.)

**Textbooks:**
Title of the Textbook: *Professional English in Use*
Authors: M. Ibbotson, *et al.*
Place of Publication: Cambridge
Publisher: Cambridge University Press
ISBN:
Year: 2007

**References:**
1. Title: *Business Vocabulary in Use*
   Authors: B. Mascull
   Edition: First Edition
   Place of Publication: Cambridge
   Publisher: Cambridge University Press
   ISBN:
   Year: 2006

2. Title: *Technical and Professional Writing: Solving Problems at Work*
   Authors: G. E. Kennedy
   Edition: First Edition
   ISBN:
   Place of Publication: New Jersey
   Publisher: Pearson Education
   Year: 2002

### COURSE POLICY (including plagiarism, academic honesty, attendance etc)

KUST academic policy

- Students are expected to **attend all lectures** and **must attend** all examinations, quizzes and practical exercises.
- Faculty need not give substitute assignments or examinations to students who miss classes **without official permission**.
- The student must arrange with the faculty to make up the missed work.
Students are subject to the regulation and policies mentioned in the KUST Student Handbook.

University guidelines for lateness and attendance are as follows: **Three occasions of lateness count as one absence. You can be considered in lateness from the 10th minute.**

Students are expected to behave in a collegial manner at all times when in class. Rude, disrespectful, aggressive, or threatening language or behavior will not be tolerated, and students displaying this will be removed from class. Distracting behavior will not be tolerated, and students behaving in this way will be asked to leave the class. Examples of distracting behavior include:

- Verbal exchanges within class are not permitted without the teacher’s prior consent.
- Using a cell phone in class, leaving the class while a session is in progress, cutting classes, arriving late for class, improper sitting or standing postures, and any other form of behavior regarded as misdemeanor by the instructor(s) are all not to be tolerated.

Plagiarism in any form or degree is unacceptable, and the instructor can give a penalty grade for any student who commits plagiarism.

Assignments, research papers, presentations and any other documents sent by students via email to the course instructor should not be in any compressed or zipped format.

Hard copies of handwritten or typed assignments requested by the course instructor should be submitted in the form of unfolded A4 sheets.

Students should use their own laptops for their presentations.

Student’s presentations should be in editable PowerPoint format.

Assignments and reports sent to the course instructor should be in MS Word format or searchable PDF format. Scanned versions are not acceptable.

**GUIDELINES FOR SUCCESS**

1. Work independently and in groups of peers when told to by your course instructor
2. Attend every lecture, workshop and discussion
3. Make every effort to interact with your class partner(s).
4. Try to stay positively active throughout the class period.
5. Don’t hesitate to ask questions in class.
6. Put your fair share of effort in preparing projects.
7. Be cooperative at all times.
8. Spend at least 2-3 hours each day studying and doing homework assignments.

**Revision of the Syllabus:**

This syllabus is subject to change. It is the duty of the instructor(s) to notify the students in case of any modification to the syllabus. Students are obliged to be cognizant of any changes.
<table>
<thead>
<tr>
<th>WEEK</th>
<th>DUE DATE</th>
<th>CHAPTER(S) / SECTION(S) / TOPIC(S)</th>
<th>ASSIGNMENT AND QUIZZES</th>
<th>CLOS CONTRIBUTED TO FOR COURSE ITEMS</th>
<th>FOR ASSESSMENT TOOLS</th>
</tr>
</thead>
</table>
| 1    | 28 Feb – 3 March| COMMUNICATION
The Nature of Communication
Types of Communication
Professional Communication
Characteristics of Effective Communication
WRITING A PROFESSIONAL CV
Parts of a CV
Necessary, optional and unnecessary information to provide in a CV
In-class discussion of a sample CV | 1
2
2
1
2
2
2
2
2 |
| 3    | 13 March – 17 March| CV-RELATED DOCUMENTS
Resumes
Job Application Letters
Cover Letters
Bios
Assignment #1 | 2
2
2
2
2
2

<table>
<thead>
<tr>
<th>20 March – 24 March</th>
<th>Nawroz Holiday</th>
</tr>
</thead>
</table>
| 4                  | JOB INTERVIEWS
Interview skills
Anticipated questions
The Dos and Don'ts of Interviews
Interview Pitfalls
Body language
Tips and Tricks
Quiz #1 | 3
3
3
3
1
3
3
3
3|
| 5                  | JOB APPLICATION SKILLS
Research and Job Hunting
Networking
Cold Calling
Diplomacy and Patience
Follow up | 1
1
1
1
1

| 6                  | COMMUNICATION ISSUES
Blocks to effective communication
Overcoming communication blocks
Examples and case studies
Quiz #2 | 1
1
1
1

<p>| 7                  | 17 April – 21 April | PROFESSIONAL |</p>
<table>
<thead>
<tr>
<th></th>
<th>CORRESPONDENCE</th>
<th>Assignment #2</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Writing letters and emails</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parts of letters and emails</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Types of letters and emails</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Correspondence and communication etiquette</td>
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<thead>
<tr>
<th>22 April – 28 April</th>
<th>MIDTERM TESTS</th>
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</thead>
<tbody>
<tr>
<td>1 May</td>
<td>LABOR DAY (HOLIDAY)</td>
</tr>
<tr>
<td>8</td>
<td>2 May – 5 May</td>
</tr>
<tr>
<td>9</td>
<td>8 May – 12 May</td>
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</table>

| 10                  | 15 May – 19 May | Writing a Professional Report | 5 |
| 11                  | 22 May – 26 May | Communication at Workplaces Meetings | 1 |

| 12                  | 29 May – 2 June | Professional Presentation Tips | 1 |

| 13                  | 8 June – 12 June | Student Presentations Every student is required to deliver a presentation within his or her major | 6 |
| 14                  | 12 June – 16 June | Student Presentations Every student is required to deliver a presentation within his or her major | 6 |
| 15                  | 19 June – 23 June | Student Presentations Every student is required to deliver a presentation within his or her major | 6 |

| 16                  | FINAL EXAMINATION WEEK |

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