



وزارة التعليم العالي والبحث العلمي  
جامعة المستقبل  
كلية العلوم  
قسم الكيمياء الحياتية



## MODULE DESCRIPTOR FORM

### نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	<b>Communication Skills</b>		Module Delivery
Module Type	Nasic		<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	UOMU036366		
ECTS Credits	2		
SWL (hr/sem)	50		
Module Level	3	Semester of Delivery	
Administering Department	Biochemistry department	College	College of Science
Module Leader		e-mail	
Module Leader's Acad. Title		Module Leader's Qualification	
Module Tutor		e-mail	
Peer Reviewer Name		e-mail	
Review Committee Approval Date		Version Number	1.0

<b>RelationwithOtherModule</b> العلاقة مع المواد الدراسية الأخرى			
<b>Prerequisite module</b>	none	<b>Semester</b>	
<b>Co-requisites module</b>	None	<b>Semester</b>	

## Module Aims, Learning Outcomes and Indicative Contents

أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية

<b>Module Aims</b> أهداف المادة الدراسية	<ul style="list-style-type: none"> <li>• Equip students with essential verbal, written, and interpersonal communication skills for academic and professional contexts.</li> <li>• Develop competence in scientific and technical writing, report preparation, and presentation delivery.</li> <li>• Enhance listening, teamwork, and argumentation skills in both formal and informal settings.</li> <li>• Build confidence in using appropriate language and style when addressing diverse audiences.</li> </ul>
<b>Module Learning Outcomes</b> مخرجات التعلم للمادة الدراسية	<p>By the end of this course, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Demonstrate effective oral communication skills in academic and professional contexts.</li> <li>2. Write clear, concise, and well-structured scientific reports and documents.</li> <li>3. Utilize active listening and non-verbal communication techniques effectively.</li> <li>4. Prepare and deliver professional presentations with confidence.</li> <li>5. Apply communication strategies for negotiation and conflict resolution in team settings.</li> <li>6. Engage in constructive feedback and collaborative communication.</li> </ol>
<b>Indicative Contents</b> المحتويات الإرشادية	<ol style="list-style-type: none"> <li>1. <b>Fundamentals of Communication</b>, Types, elements, barriers, and models of communication</li> <li>2. <b>Verbal and Non-Verbal Communication</b>; Tone, body language, eye contact, active listening</li> <li>3. <b>Scientific and Technical Writing</b>; Reports, abstracts, lab summaries, emails</li> <li>4. <b>Presentation Skills</b>; Planning, slide design, visual aids, delivery techniques</li> <li>5. <b>Academic Discussions and Debates</b>; Structuring arguments, respectful disagreement</li> <li>6. <b>Team Communication</b>; Collaboration, group roles, feedback, conflict resolution</li> <li>7. <b>Interview and Professional Skills</b>; CV writing, cover letters, oral interviews</li> <li>8. <b>Communication in Cross-Cultural and Scientific Settings</b></li> </ol>
<b>Learning and Teaching Strategies</b> استراتيجيات التعلم والتعليم	
<b>Strategies</b>	<ul style="list-style-type: none"> <li>• Lectures supported by visual and interactive media</li> <li>• Laboratory practical sessions</li> <li>• Case-based learning and clinical discussions</li> <li>• Group assignments and mini-presentations</li> </ul>

Student Workload (SWL) الحمل الدراسي للطالب			
<b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطالب خلال الفصل	34	<b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطالب أسبوعياً	2.3
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطالب خلال الفصل	16	<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطالب أسبوعياً	1.1
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطالب خلال الفصل	50		

Module Evaluation تقييم المادة الدراسية					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
<b>Formative assessment</b>	<b>Quizzes</b>	2	10% (10)	5, 10	LO #1, 2, 10 and 11
	<b>Assignments</b>	2	10% (10)	2, 12	LO # 3, 4, 6 and 7
	<b>Projects / Lab.</b>	1	10% (10)	Continuous	
	<b>Report</b>	1	10% (10)	13	LO # 5, 8 and 10
<b>Summative assessment</b>	<b>Midterm Exam</b>	2 hr	10% (10)	7	LO # 1-7
	<b>Final Exam</b>	3hr	50% (50)	15	All
<b>Total assessment</b>			100% (100 Marks)		

Delivery Plan (Weekly Syllabus) المنهاج الأسبوعي النظري	
	Material Covered
<b>Week 1</b>	Introduction to communication skills
<b>Week 2</b>	Oral communication fundamentals

<b>Week 3</b>	Written communication: grammar and clarity
<b>Week 4</b>	Scientific writing basics
<b>Week 5</b>	Structure of scientific reports
<b>Week 6</b>	Presentation skills: planning and design
<b>Week 7</b>	Delivering presentations confidently
<b>Week 8</b>	Listening skills and feedback
<b>Week 9</b>	Non-verbal communication
<b>Week 10</b>	Communication in teams and collaborative work
<b>Week 11</b>	Negotiation skills and conflict resolution
<b>Week 12</b>	Professional communication etiquette
<b>Week 13</b>	Communication challenges in scientific settings
<b>Week 14</b>	Final presentation preparation
<b>Week 15</b>	Final presentations and course review

Learning and Teaching Resources		
مصادر التعلم والتدريس		
	Text	Available in the Library?
<b>Required Texts</b>	1. "Communication Skills for the Biosciences" by Ian Bone 2. "Scientific Writing and Communication" by Angelika H. Hofmann  Applications	<i>Clinical Chemistry</i>
<b>Recommended Texts</b>	<ul style="list-style-type: none"> <li>TED Talks on communication</li> <li>Academic writing websites and tutorials</li> </ul>	
<b>Websites</b>	<a href="https://www.skillsyouneed.com/ips/communication-skills.html">https://www.skillsyouneed.com/ips/communication-skills.html</a>	

#### APPENDIX:

GRADING SCHEME				
مخطط الدرجات				
Group	Grade	التقدير	Marks (%)	Definition
<b>Success Group (50 - 100)</b>	A - Excellent	امتياز	90 - 100	Outstanding Performance
	B - Very Good	جيد جدا	80 - 89	Above average with some errors
	C - Good	جيد	70 - 79	Sound work with notable errors
	D - Satisfactory	متوسط	60 - 69	Fair but with major shortcomings
	E - Sufficient	مقبول	50 - 59	Work meets minimum criteria
<b>Fail Group (0 - 49)</b>	FX – Fail	مقبول بقرار	(45-49)	More work required but credit awarded
	F – Fail	راسب	(0-44)	Considerable amount of work required
Note:				

NB Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.



ملاحظة: هذا النموذج تم وضعه وتقديمه من قبل مديرية ضمان الجودة في وزارة التعليم العالي والبحث العلمي م