COURSE OUTLINE

Faculty : Language Academy UTM International campus	Page : 1 of 5
Course Name : English for Professional Communication Course Code : ULAB 2032 Total Contact Hour : 56 hours Credit : 2 hours	Semester : 1, 2 Academic Session: 2011/2012

Lecturer	:	Teaching Staff of Modern Languages Unit, UTM International Campus
Coordinator	:	Pn. Wan Farah Wani Bt. Wan Fakhruddin
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Synopsis	:	This course is task-based in nature and its activities will focus on report writing, group discussions and oral presentation. Students will be exposed to the basic principles of writing short reports, which are informative and analytical in nature. Evaluation will emphasize on critical and analytical skills toward achieving specified objectives. Guidelines will also be given on writing the purpose of reports, conducting investigations / surveys, designing questionnaires, presenting and interpreting the data collected and concluding the findings of the survey. Students will also be given practice in making oral presentations apart from exposure to the techniques and language of oral presentations.

LEARNING OUTCOME

After completing this course, students should be able to:

No.	Course Learning Outcome	Programme Learning Outcome Addressed	Cognitive, Psychomotor, Affective and KI Level	Assessment Method
1.	identify the purpose and analyse the various components of a variety of reports	PO1	C4	R, HW, F
2.	search for articles then extract and synthesise essential and relevant information from a variety of texts in preparation for the writing of report outlines and making oral presentations	PO6	A3, LL1- LL2	PR, R, F
3.	design questionnaire for survey by looking at the content, format and language. Analyse the findings of survey, draw logical conclusions and recommend appropriate solutions	PO1	C6	HW, Q F, R, PR
4.	convey ideas clearly, effectively and exchange views on specific tasks orally	PO4	P3, CS1-CS5, CS7	HW, PE
5.	write a complete report and make short, formal presentation based on survey findings incorporating technology usage in a group for 10 minutes per person	PO5	A3, TS1-TS3 (C – Cognitive, P-Psychomotor	Pr, R, PR (T – Test, PR -

Prepared by: Course Coordinator Name : Pn. Wan Farah Wani Bt. Wan Fakhruddin Signature : Date : 6 July 2010	Certified by: Course Panel Head Name : Pn. Ramona Abd. Rahim Signature : Date : 7 July 2010

			CS- Communication Skill, TS-Team working Skill, A-Affective, LL-Life-long Learning)	Project Q – Quiz, HW - Homework Pr- Presentation, F - Final Exam, PE – Peer Evaluation, Q-Questionnaire)

STUDENT LEARNING TIME

Teaching and Learning Activity	Student Learning Time (hour)

1. Face-to-face Learning
   a. Lecture
   b. Student-centred learning activities such as searching and managing library and online information
	
	28
	28

2. Self Directed Learning
   a. Non-face-to-face learning or student-centred learning (SCL):
     i. Information search
     ii. Library search
     iii. Group discussion
     iv. Formulating questionnaire
     v. Report writing
     vi. Peer evaluation
   b. Assessment preparation
   c. Revision
	13.5
	
	4.25
	4

3. Formal Assessment
   a. Oral Presentation
   b. Final Exam
	
	0.25
	2

Total	80

TEACHING METHODOLOGY

Lecture and Discussion, Independent Study and Group Project.

WEEKLY SCHEDULE

Week 1 : Briefing of Course Outline & Course Evaluation
Review of Note-Making & Note-Taking Skills

Week 2 : Introduction to Report
Functions & Format
Planning & Writing a Report
Language Focus

Week 3 : Contents of Reports: Comprehension
Vocabulary & Language
Focus of reports

Week 4 : Conducting a Study: Designing Individual Survey Questionnaire
- Selecting & Narrowing a Topic
- Giving a Title
- Developing a Purpose Statement
- Designing the Questionnaire
- Analysing Question Type
- Choosing Appropriate Question Type
- Formulating Questionnaire Item

Week 5 : Questionnaire Design
Consultation
Administration of Questionnaire

Week 6 : Questionnaire Design (Continuation)
Consultation
Administration of Questionnaire

Week 7 : Data Analysis & Interpretation
- Interpretation & Analysis of Data
- Describing General Trends
- Comparing Trends
- Showing Relationship & Predictions of Future Trends
Consolidation Activity
- Report Comprehension
- Report Writing
- Cloze & Language Usage

Week 8	:	Analysing and Interpreting Raw Data Consultation Referencing

Week 9	:	Effective Reporting of Research Findings
		Writing the Introduction Section
		   - background
		   - statement of problem
		   - statement of purpose
		   - scope of study
		   - research question

Week 10	:	Writing the Findings Section - major finding 1 to 5

Week 11	:	Writing the Conclusion and Recommendation Section
		   - summary of findings
		   - recommendations
		   - writing of Final Report
		   - editing of Final Report

Week 12	:	Effective Oral Presentation Introduction to Effective Presentation Factors Affecting Presentation Effective Delivery Using Visual Aids Language of Oral Presentation
Week 13	:	Preparation for Oral presentation **Note: Students submit Survey Questionnaire (10%)** **Peer Evaluation (5%)**
Week 14	:	**Oral Presentation (20%)** **Note: Students submit Final Report (15%)**
Week 15	:	Oral Presentation (Continuation)
Week 16-18	:	Revision Week and **Final Examination** Week **(50%)**

REFERENCES :

Main Text

Abu Bakar, Norsiah., et al. English for Professional Communication, Malaysia: Universiti Teknologi Malaysia, 2002.

Other References

Norazman Abdul Majid et.al. Academic Report Writing: From Research to Presentation 2nd Ed. Kuala Lumpur: Pearson Prentice Hall, 2007.

Palmer, Richard., Write In Style – A Guide to Good English, 2nd Ed. London: Routledge Falmer, *No. Panggilan: PE 1128 P35 2002 C.2,* 2002.

Verderber, Rudolph F., and Kathleen S. Verderber. Communicate! 10th Ed. Belmont: Wadsworth / Thomson Learning, *No. Panggilan*: P 90 V47 2002 C.2, 2002.

GRADING:

No.	Assessment	Number	% each	% total	Assessment Week
1.	Assignment: i. Survey Questionnaire ii. Final Report	1 1	10 15	10 15	Week 7 Week 14 / 15
2.	Oral Presentation	1	20	20	Week 14/15
3.	Peer Evaluation	1	5	5	Week 13
4.	Final Exam	1	50	50	Week 17
	Overall Total			**100**	