

## COURSE OUTLINE

Faculty: Language Academy UTM Kuala Lumpur	Page :
Course Code: ULAB 2222 (Communication Skills) Total Contact Hour: 2 hrs x 14 weeks = 28 hrs	Semester:  Academic Session:

**Lecturer** : Teaching Staff of Language Academy, UTM KL  
**Course Coordinator** : En.Noh Muhamad Adlan Bin Mohd Noh  
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**Synopsis** : This course is designed to enhance students' communication skills through a community-based project, where students will engage with the community and identify an issue or problem faced. This project will enhance students' listening, speaking and writing skills through several tasks outlined for the students. The tasks include writing of project outline, and oral communication activities through group discussion, consultation with lecturers and presentations. Leadership skills are also developed through the tasks given. At the end of the course students should be able to apply these communication skills and leadership qualities in their professional career.

### LEARNING OUTCOME

By the end of the course, students should be able to:

No	Course Learning Outcome	Course Learning Outcome Addressed	Taxonomy (C,P,A)	Assessment Method
1.	Discuss a community-based project	CS1, CS5, TS4, LS3	C5	Group Discussion Consultation I Consultation II
2.	Write a community-based project outline	CS1, CS3	C3	Project Outline
3.	Present project report orally	CS3, CS4	C4	Project Proposal Presentation Project Presentation

### STUDENT LEARNING TIME

Teaching and Learning Activities	Student Learning Time (hours)
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1. Face –to-Face Learning	<b>28</b>
a. Lecture-Centred Learning	
i. Lecture	14
b. Student-Centred Learning	14
i. Field work	
ii. Task-based activities	
• Group discussion practice	
• Writing practice	
• Oral practice	
• Preparation for presentation	
2. Self-Directed Learning	<b>38</b>
a. Non face-to-face learning or student-centred learning (SCL) such as assignment and practice exercises	6
b. Preparing for a project	32
• Looking for a topic	
• Discussing in group	
• Preparing outline	
• Preparing for presentation	
3. Formal Assessment	<b>14</b>
a. Group discussion	
b. Consultation	
c. Project outline	14
d. Project proposal presentation	
e. Project presentation	
<b>TOTAL</b>	<b>80</b>

### TEACHING METHODOLOGY

Lecture, Discussion, Practice Exercises, Independent Study.

### WEEKLY SCHEDULE

Meeting	Content
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Week 1	<p>Introduction to the course</p> <ul style="list-style-type: none"> <li>overview of course content, mode of implementation and assessment</li> </ul> <p>General overview on communication</p> <ul style="list-style-type: none"> <li>convey messages effectively and efficiently</li> <li>different modes of communication</li> <li>barriers in communication</li> </ul>	
Week 2-3	<p>Introduction to a community-based project</p> <ul style="list-style-type: none"> <li>giving an overview of the activities involved in the project</li> <li>Fieldwork (deciding on a topic/target community)</li> </ul> <p>Discuss a project (topic)</p> <ul style="list-style-type: none"> <li>Input on group discussion <ul style="list-style-type: none"> <li>handling a discussion</li> <li>giving and responding to opinion</li> <li>agreeing and disagreeing to opinions and suggestions</li> <li>making suggestion and recommendation</li> </ul> </li> <li>asking and responding to questions <ul style="list-style-type: none"> <li>initiating conversations</li> </ul> </li> </ul> <p>Planning and organising a project</p> <ul style="list-style-type: none"> <li>Explaining and justifying for choosing a project topic</li> <li>Input on planning and organising a project <ul style="list-style-type: none"> <li>managing a project</li> <li>planning a project</li> <li>drawing out an action plan</li> </ul> </li> </ul> <p>Project outline</p> <ul style="list-style-type: none"> <li>Format of an outline</li> </ul>	
Week 4-5	<p><b>Assessment:</b> Presentation of project proposal Submission of project outline</p>	
Week 6	<p>Consultation with lecturer (I) Revising proposal based on comments</p> <p><b>Assessment:</b> Consultation I</p>	
Week 7-10	<p>Embarking on a project (field work)</p> <ul style="list-style-type: none"> <li>Community discussion and data gathering <ul style="list-style-type: none"> <li>input on negotiation skill</li> <li>effective verbal communication</li> <li>listening and responding to others</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>- building rapport</li> <li>- agreeing and disagreeing to opinions</li> <li>- making suggestions and recommendation</li> <li>- reaching consensus</li> </ul> <ul style="list-style-type: none"> <li>• Consulting target community and authorities involved</li> <li>- input on interview techniques, expressions used in asking and answering questions</li> </ul>
Week 9	<b>SEMESTER BREAK</b>
Week 11	Group discussion on project findings  <b>Assessment:</b> Group Discussion
Week12	Preparation for project presentation: <ul style="list-style-type: none"> <li>• Input on presentation skills <ul style="list-style-type: none"> <li>- delivery techniques</li> <li>- outline of speech</li> <li>- preparation of slide presentation</li> </ul> </li> </ul>
Week 13	Consultation with lecturer (II)  <b>Assessment:</b> Consultation II
Week 14-15	<b>Assessment:</b> Final Project Presentation

### REFERENCE :

#### Main Text

ULAB2222 Module

#### Other Reference

1. Carmichael, J.L., et al.(2011).*Leadership and Management Development*. Oxford: Oxford University Press.
2. Hasson, G. (2012).*BrilliantCommunication Skill: What the Best Communicators Know, Do and Say*. Great Britain: Pearson Education.
3. Kroehnert,G. (2010).*Basic Presentation Skills*. Sydney: McGraw Hill.

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### ATTENDANCE:

Students should adhere to the rules of attendance as stated in the University Academic Regulations:-

- Students must **attend not less than 80% of lecture hours.**
- Students who do not meet the above requirement will not be allowed to attend any lecture and assessment activities and subsequently be awarded a zero (0) mark.

### GRADING:

- Course Work – 60%
- Final Examination – 40%

No.	Assessment Method	PLO	Number	PPD & PSM Assessment (%)	PPK Assessment (%)	Implementation Dates
1	Project Proposal Presentation	PLO4	1	20	20	Week 4-5
2	Project Outline	PLO4	1	10	10	Week 4-5
3	Group Discussion	PLO4 PLO5 PLO9	1	20	20	Week 11
4	Consultation	PLO4	2 (5%)	10	10	Week 6 & 13
5	Project Presentation	PLO4	1	40	40	Week 14- 5
	<b>Overall Total</b>			<b>100</b>	<b>100</b>	