
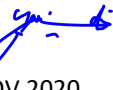


COURSE INFORMATION

School/Faculty:	FSSH UTMKL	Page:	1 of 5	
Programme:	All Diploma Programmes			
Course Code:	ULAB 1032 / UHLB 1032	Academic Session/Semester:	2020-2021 / 2	
Course Name:	Introductory Academic English	Pre-Requisite:	-	
Credit Hour:	2			
Course Synopsis	This course is designed to develop students' receptive and productive academic skills. Students will be guided to read and listen to academic texts as well as respond to question based on the texts. For the productive skill of speaking, students will be given guidance on how to deliver a short speech based on problem solution topics of their choice. This course will also familiarise students with guided writing based on nonlinear information and essay writing on problem-solution topics. It also provides enrichment activities to complement the development of both receptive and productive skills through self-access materials. At the end of the course, students should be able to apply these skills in current and future academic settings.			
Course coordinator	RAMONA BINTI ABD. RAHIM			
Course lecturer(s)	Name	Office	Contact No.	E-mail

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO (Code) Engineering	PLO (Code) Non-Engineering	*Taxonomies & **Generic skills	T & L Methods	***Assessment Methods
CLO1	Understand and analyse academic texts.	PLO10 (CS)	PLO5 (CS)	CSI	Lecture, Active Learning	F (40%) MyLine (2.5%)
CLO2	Write a guided report based on nonlinear information and a problem solution essay.	PLO10 (CS)	PLO5 (CS)	CS1	Lecture, Active Learning	F (10%), T (10%) MyLine (2.5%)
CLO3	Restate relevant information from a variety of listening text	PLO10 (CS)	PLO5 (CS)	CS2	Lecture, Active Learning	T (10%) MyLine (2.5%)
CLO4	Communicate ideas orally with confidence and fluency.	PLO10 (CS)	PLO5 (CS)	CS3 & CS4	Lecture, Active Learning, Blended Learning	Pr (15%) MyLine (2.5%)
Prepared by: Name: Mdm. Ramona Binti Abd. Rahim Signature:  Date: 28 NOV 2020				Certified by: Name: Mdm. Zaiton Binti Ismail Signature:  Date: 28 NOV 2020		

School/Faculty:	FSSH UTMKL	Page:	2 of 5
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Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement
 *** T - Test; Q- Quiz; HW - Homework; Asg - Assignment; PR - Project; Pr - Presentation; F - Final Exam etc.

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active learning	Brainstorm, Buzz, Think-Pair Share, Round Robin, Jigsaw, Problem Solving, Non-Linear text analysis, Lend me your ears
2.	Assignment	Take home assignment to be completed over a period of time

Weekly Schedule:

Week 1	<p>Introduction to the course</p> <ul style="list-style-type: none"> Overview of course content, mode of implementation and assessment <p>Input on Reading - Understanding Academic Texts</p> <ul style="list-style-type: none"> Skimming and scanning Extracting specific information Identifying main ideas and supporting details Using the introduction paragraph to identify central idea of reading content Deriving the meaning of words, phrases, sentences from context Identifying relationships within a sentence, between sentences and paragraphs
Week 2	<p>Input on Reading - Understanding Academic Texts</p> <ul style="list-style-type: none"> Reading problem solution text Making inferences (understanding text's underlying meaning, author's opinions, messages) <p>Input on Writing</p> <ul style="list-style-type: none"> Developing introduction and thesis statement Developing body paragraphs (topic, supporting & concluding sentences) Using cohesive devices to join sentences and paragraphs Developing a conclusion paragraph
Week 3	<p>Input on Listening</p> <p>Listening to problem-solution audio text</p> <ul style="list-style-type: none"> Recognising main ideas and supporting ideas Practising note taking skills Drawing a conclusion

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Week 4	Input on Reading - Transferring non-linear to linear information <ul style="list-style-type: none"> • Understanding graphs • Understanding legends, titles and labels • Understanding trend • Extracting specific information Forming a general conclusion		
Week 5	Input on Writing a Problem Solution Essay <ul style="list-style-type: none"> • Introducing Problem Solution Essay • Finding suitable topics • Brainstorming main ideas, supporting ideas Preparing an outline		
Week 6	Input on Listening <ul style="list-style-type: none"> • Recognising main ideas and supporting ideas • Practising note taking skills • Drawing a conclusion Listening Test		
Week 7	Input on Writing <ul style="list-style-type: none"> • Revising and editing essay • Spelling, punctuation, grammar • Content Writing Test - problem solution essay		
Week 8	Mid-Semester Break		
Week 9	Input on Speaking - Oral Presentation <ul style="list-style-type: none"> • Choosing a speech topic Developing and organising ideas		
Week 10	Input on Speaking - Oral Presentation <ul style="list-style-type: none"> • A guide to speaking skills - appropriacy, coherence & cohesion, grammatical accuracy, fluency, using correct language functions and forms Delivering speech using appropriate strategies (gestures, voice modulation, body language)		
Week 11	Input on Writing <ul style="list-style-type: none"> • Writing a guided report on non-linear information • Describing chart movements/trends • Making comparison using appropriate expressions/registers 		

School/Faculty:	FSSH UTMKL	Page:	4 of 5
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Week 12	<ul style="list-style-type: none"> Using appropriate phrases to rank/rate Writing a general conclusion 		
Week 13	Oral presentation		
Week 14	Oral presentation		
Week 15	Revision of Final Exam		

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Written and Oral Communication skills

Student learning time (SLT) details:

Distribution of Student Learning Time (SLT) by CLO	•Teaching and Learning Activities						SLT
	Guided Learning; (Face to Face) L: Lecture; T: Tutorial P: Practical, O: Others				Guided Learning- Non-Face to face	Independent Learning – Non-Face to face	
	L	T	P	O			
CLO	L	T	P	O			
CLO1	10h	-	-	3	2	4	19h
CL02	9h	-	-	5	5	3	22b
CL03	4h	-	-	3	-	4	11h
CL04	4h	-	-	3	5	4	16h
Total SLT	27h	-	-	14h	12h	15h	68h
No.	Continuous Assessment	PLO (Code) Engineering		PLO (Code) Non-Engineering		Percentage (%)	SLT
1.	Listening Test	PLO10		PLO5		10	1h
2.	Writing Test	PLO10		PLO5		15	1h
3.	Oral Presentation	PLO10		PLO5		15	8h
Final Assessment							
1.	Final Examination	PLO10		PLO5		60	2h
Total SLT						100	80h

h: hour, m: minute

Special requirement to deliver the course (Eg.: software, nursery, computer lab, simulation room): NIL

School/Faculty:	FSSH UTMKL	Page:	5 of 5
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Learning Resource:

Textbook

Main Reference

Haron, N.I.; Radzi, N.M.; Shafie, L.A; Mohd Radzi, AH.; Nayan, S. and Ibrahim, N.F.W. (2016), Foundation English, Kuala Lumpur: Oxford Fajar

Other Reference

Chuah, H.; Paul-Evanson, C. and Fatimah Dinna (2016), The Complete Text and Guide, MUET Latest Exam Format, Kuala Lumpur: Nusamas.

Oshima, A. and Hogue, A (2007). Introduction to Academic Writing. Third Edition. New York: Pearson Longman.

Online

<http://elearning.kl.utm.my>

<http://myline.utm.mv>

Academic honesty and plagiarism:

Assignments are individual tasks and NOT group activities (UNLESS EXPLICITLY INDICATED AS GROUP ACTIVITIES)
 Copying of work (texts, simulation results etc.) from other students/groups or from other sources is not allowed. Brief quotations are allowed and then only if indicated as such. Existing texts should be reformulated with your own words used to explain what you have read. It is not acceptable to retype existing texts and just acknowledge the source as a reference. Be warned: students who submit copied work will obtain a mark of zero for the assignment and disciplinary steps may be taken by the Faculty. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy.

Other additional information (Course policy, any specific instruction etc.):

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Disclaimer:

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