

## COURSE OUTLINE

<b>Faculty: Language Academy / FSSH UTM</b> <b>Centre for Diploma Studies</b> <b>SPACE, UTM Kuala Lumpur</b>	<b>Page: 1 of 6</b>
<b>Course Code : ULAB 2222</b> <b>(Communication Skills)</b> <b>Total Contact Hour: 2 hrs x 14 weeks = 28 hrs</b>	<b>Semester: 2</b> <b>Academic Session: 2020/2021</b>


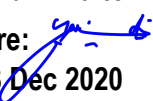
**Lecturer :**  
**Course Coordinator :** Mdm. Ramona Binti Abd. Rahim  
**Telephone No. :** 03-22031425  
**E-mail Address :** ramona.kl@utm.my  
  
**Pre-requisite :** ULAB 1032 Introductory Academic English  
 ULAB 1042 Intermediate Academic English

**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 course will enhance students' communication skills through several tasks outlined for the students. The tasks include a preliminary and final project proposal oral presentations, writing of reflection papers, oral communication activities through consultations and group discussions (panel of inquiry). Leadership skills are implicitly integrated through the tasks given. At the end of the course, students should be able to apply these skills in their future.

### 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.	Write a reflection paper	CS1, CS3	C3	Reflection Paper
2.	Discuss a community-based project	CS1, CS5, TS4, LS3	C5	Group Discussion (Panel of Inquiry)
3.	Present project proposal orally	CS3, CS4	C4	Preliminary Project Proposal Presentation Final Project Proposal Presentation
4.	Consult with a lecturer	CS2, TS4	C6	Consultation

<b>Prepared by: Course Coordinator</b> <b>Name: Mdm. Ramona Binti Abd. Rahim</b> <b>Signature:</b>  <b>Date: 28 Dec 2020</b>	<b>Certified by: Course Panel Head</b> <b>Name: Mdm. Zaiton Binti Ismail</b> <b>Signature:</b>  <b>Date: 28 Dec 2020</b>
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<b>STUDENT LEARNING TIME</b>	
<b>Teaching and Learning Activities</b>	<b>Student Learning Time (hours)</b>
1. Face-to-Face Learning	<b>28</b>
a. Lecture-Centred Learning             i. Lecture	14
b. Student-Centred Learning             i. Task-based activities                 • Group discussion practice                 • Writing practice                 • Oral practice                 • Preparation for presentation	14
2. Self-Directed Learning	<b>38</b>
a. Non face-to-face learning or student-centred learning (SCL) such as assignments and MyLinE resources	6
b. Preparing for a project                 • Looking for a topic                 • Discussing in group                 • Fieldwork                 • Preparing for proposal presentations	32
3. Formal Assessment	<b>14</b>
a. Group discussion (Panel of Inquiry)             b. Preliminary project proposal presentation             c. Project proposal presentation             d. Reflection papers             e. Consultations	14
<b>TOTAL</b>	<b>80</b>

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### TEACHING METHODOLOGY

Lecture, Discussion, Consultation, Independent Study, Project-Based Learning and Online Learning.

### WEEKLY SCHEDULE

Meeting	Content
Week 1	Introduction to the course -giving an overview of course content, mode of implementation and assessment  Introduction to a community-based project -giving an overview of the activities involved for a project  Deciding on a topic/target community <ul style="list-style-type: none"> <li>• choosing a target community</li> <li>• statement of need</li> <li>• objective of project</li> </ul>
Week 2-3	Discussion of a project (topic)  Planning a project -explaining and justifying for choosing a project topic -input on planning a project <ul style="list-style-type: none"> <li>• Scope of project</li> <li>• Breaking down tasks and sub-tasks</li> <li>• Project schedules (Gantt Chart)</li> <li>• Resource planning</li> <li>• Budget planning</li> </ul> Reflection paper -input on reflection paper <ul style="list-style-type: none"> <li>• Detailed description of project and/or experience</li> <li>• Reflective analysis of aspects of project</li> <li>• Assessment of learning experience</li> </ul>

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Week 4-5	<p>Preparation for preliminary proposal presentation</p> <ul style="list-style-type: none"> <li>- input on preliminary proposal presentation           <ul style="list-style-type: none"> <li>• Content of presentation - statement of need/objective/body/conclusion</li> <li>• Language of presentation – salutation/appropriate expression/modals</li> <li>• Delivery techniques</li> <li>• Visual Aids</li> </ul> </li> </ul> <p>Group Discussion (Panel of Inquiry)</p> <ul style="list-style-type: none"> <li>-input on ways to give comments/feedback           <ul style="list-style-type: none"> <li>• Focus on and respond to information given</li> <li>• Be specific and reasonable</li> <li>• Give comments for improvement</li> </ul> </li> </ul> <p>- input on question-and-answer session</p> <ul style="list-style-type: none"> <li>• Wh-questions</li> <li>• Yes/No questions</li> <li>• Tag questions</li> <li>• Expressing agreement/disagreement</li> </ul> <p>Fieldwork - meeting the target community</p> <ul style="list-style-type: none"> <li>-input on interviewing/question-answer session           <ul style="list-style-type: none"> <li>• Wh-questions</li> <li>• Yes/No questions</li> <li>• Tag questions</li> <li>• Expressing agreement/disagreement</li> </ul> </li> </ul>
Week 6	<p style="text-align: center;"><b>Assessment: Consultation 1 (5%)</b>  <b>Reflection Paper 1 – Group (10%)</b></p>
Week 7	<p style="text-align: center;"><b>Assessment: Preliminary Proposal Presentation (15%)</b>  <b>Panel of Inquiry (20%)</b></p>
Week 8	<p style="text-align: center;">MID-SEMESTER BREAK</p>
Week 9	<p style="text-align: center;"><b>Assessment: Preliminary Proposal Presentation (15%)</b>  <b>Panel of Inquiry (20%)</b></p>
Week 10-12	<p>Students embark on a fieldwork of proposed project</p> <p style="text-align: center;"><b>Assessment: Consultation 2 (10%)</b></p>

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<b>Week 13</b>	Preparation of final project proposal presentation: -input on proposal presentation (revisited) including <ul style="list-style-type: none"> <li>• Tentative vs. Programme Schedule</li> <li>• Anticipated Budget vs. Actual Expenses</li> <li>• Challenges</li> <li>• Lessons learnt</li> </ul> -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>
<b>Week 14-15</b>	<b>Assessment: Final Project Proposal Presentation (25%)</b> <b>Reflection Paper 2 – Individual (15%)</b>

**REFERENCE:**

**Main Text**

ULAB2222 Module

**Other Reference**

Carmichael, J.L., et al.(2011). *Leadership and Management Development*. Oxford: Oxford University Press.

Hasson, G. (2012). *Brilliant Communication Skill: What the Best Communicators Know, Do and Say*. Great Britain: Pearson Education.

Jacoby, Barbara. (2016). *Service-Learning Essentials*. San Francisco, California. Jossey Bass.

Kroehnert,G. (2010). *Basic Presentation Skills*. Sydney: McGraw Hill.

Nygaard, Clause, et al.(2013). *Student Engagement - Identity, Motivation and Community*. Short Run Press Limited.

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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 – 100%

No.	Assessment Method	Quantity	PPD & PSM Assessment (%)	Implementation Weeks
1	Consultation 1	1	5	Week 6
2	Reflection Paper 1	1	10	Week 6
3	Preliminary Project Proposal Presentation	1	15	Week 7 & 9
4	Group Discussion (Panel of Inquiry)	1	20	Week 7 & 9
5	Consultation 2	1	10	Week 10-12
6	Reflection Paper 2	1	15	Week 14-15
7	Final Project Proposal Presentation	1	25	Week 14-15
	<b>Overall Total</b>	<b>7</b>	<b>100</b>	