

## COURSE OUTLINE

<b>Department &amp; Faculty:</b> Language Academy	<b>Page :</b> 1 of 6
<b>Course Code:</b> ULAB2112 / UHB2422 (Advanced English for Academic Communication) <b>Total Lecture Hours:</b> 4 hours X 14 weeks (56 hours)	<b>Semester:</b> 1 <b>Academic Session:</b> 2016/2017

**Lecturer** : Teaching staff of Language Academy, UTM.  
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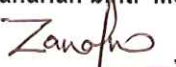
**Pre-requisite** : ULAB1112 / UHB1412 (English for Academic Communication)

**Synopsis** : This subject prepares students for advanced academic communication in English with emphasis on both written and oral communication skills. Students will be assigned projects that require them to look for and extract relevant information from various sources. In the process of completing the projects assigned, students will put into practice various skills developed in the earlier subject as well as skills in collecting data through interviews and questionnaire survey, integrating and presenting information (in oral and written form), managing time and interacting in a group. By the end of this course, students will be able to apply the skills to perform various oral and written activities such as presenting a project proposal, giving a briefing on the progress of the report and completing a written report, i.e. skills that are much needed in their studies.

### LEARNING OUTCOMES

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

No.	Course Learning Outcome	Programme Learning Outcome(s) Addressed	Taxonomies (C,P,A)	Assessment Methods
1.	analyse information from a variety of sources	CS1, CS6	C4	Drafts of Report Final Report
2.	construct appropriate questions for a questionnaire	CS1	P3, C5	Questionnaire
3.	present orally a research proposal using appropriate language	CS1, , CS3,	P3	Proposal Presentation

**Prepared by:** Course Coordinator  
**Name:** Pn Zanariah binti Md Saleh  
**Signature:**   
**Date:** September 2016

**Certified by:** Academic Manager  
**Name:** Puan Nur- Al Huda binti Hashim  
**Signature:**   
**Date:** September 2016  
**Nur-Al Huda binti Hashim**  
 Academic Manager (Undergraduate)  
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4.	write a report based on the research conducted	CS1	P3	Drafts of Report Final Report, FE
5.	deliver an informative oral presentation of the research report using technology	CS3, CS4	P4	Oral Presentation
6.	use self-access learning materials for language development	CS1	A3	MyLinE

### STUDENT LEARNING TIME

Teaching and Learning Activities	Student Learning Time (hours)
1. Face to Face Learning	
a. Lecturer-Centered Learning <ul style="list-style-type: none"> <li>i. Lecture               <ul style="list-style-type: none"> <li>• Research proposal</li> <li>• Introduction of a report</li> <li>• Literature Review</li> <li>• Research Methodology</li> <li>• Findings and Discussion</li> <li>• Conclusion</li> <li>• Recommendations</li> <li>• Preliminary and supplementary sections</li> </ul> </li> </ul>	12
b. Student-Centered Learning (SCL) <ul style="list-style-type: none"> <li>i. Practical/Tutorial</li> <li>ii. Student-centered learning activities               <ul style="list-style-type: none"> <li>• Preparing research proposal</li> <li>• Writing &amp; drafting the proposal</li> <li>• Designing research instrument/s</li> <li>• Collecting data (distributing questionnaire, conducting interviews &amp; observation)</li> <li>• Writing &amp; drafting final report</li> <li>• In class writing</li> <li>• Group discussion</li> </ul> </li> </ul>	35
2. Self-Directed Learning	
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a. Non-face-to-face learning or student-centered learning (SCL) such as manual, assignment, module, e-Learning, MyLinE etc.	
b. Revision	
c. Assessment Preparations (3 hours X 2)	6
<b>3. Formal Assessment</b>	
a. Ongoing Assessment	
<ul style="list-style-type: none"> <li>• Proposal presentation (20 min X 7 groups of 5)</li> <li>• Oral presentation (30 min X 8)</li> </ul>	3.0 4.0
b. Final Exam	2.5
<b>Total (SLT)</b>	<b>80/40 = 2</b>

### TEACHING METHODOLOGY

This subject is taught through lectures, group discussions and project work. Lectures will be delivered using transparencies, Power Point, CALL and learning module.

### WEEKLY SCHEDULE

<b>Week 1</b>	:	<b>Introduction to the course</b> Briefing on course content, mode of implementation and assessment <b>Identifying Research Topic</b> Narrowing down of topic
<b>Week 2</b>	:	<b>Research Proposal</b> Components of a proposal Outlining the proposal Project stage: Writing the Proposal <b>Language Input: Subject-Verb Agreement and Future Tense</b>
<b>Week 3</b> <i>Proposal</i> <i>Presentation</i>	:	<b>Introduction</b> Background Problem Statement Objectives/Research Questions Significance of Study Limitations Scope

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<p style="text-align: center;">Project Stage: Presenting the Proposal and Writing Introduction Language Input: Infinitive, Tenses, Question Formation, Subject-Verb Agreement</p> <p><b>Week 4</b> : <b>Literature Review</b> Identifying literature Reading &amp; extracting Information Summarising Paraphrasing In-text citations Writing references Project stage: Writing Literature Review</p> <p><b>MyLinE starts</b> : <b>Language Input: Language of in-text citation and cross referencing</b></p> <p><b>Week 5</b> : <b>Research Methodology</b> Questionnaire Interview Observation Project Stage: Writing Research Methodology</p> <p><b>Draft 1</b> : <b>Submission of Draft 1 (Introduction, Literature Review, Methodology)</b> <b>Language Input: Questioning &amp; Modal Verbs</b></p> <p><b>Week 6</b> : <b>Data Collection</b> <i>Research Instrument</i> : Feedback on Draft 1 (Introduction, Literature Review, Methodology)</p> <p><b>Week 7 - 10</b> : <b>Findings &amp; Discussion</b> Processing &amp; analysing data Describing &amp; interpreting data Project Stage: Writing Findings and Discussion <b>Language Input: Language of Writing Analysis and Interpreting data</b></p> <p><b>Week 9</b> : <b>SEMESTER BREAK (28 October – 5 November)</b></p> <p><b>Week 11</b> : <b>Writing Conclusion and Recommendations</b> <b>Language Input: Language of Writing Effective Conclusion and Recommendations</b></p>	

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- Week 12** : **Input on Preliminary and Supplementary Sections of Report**  
Abstract, Acknowledgements, Table of Content, List of Figures/Tables, List of Abbreviations, References, Appendix  
*Draft 2* : *Submission of Draft 2 (Findings and Discussion, Conclusion and Recommendations)*
- Week 13-14** : **Input on Oral Presentation**  
Language, Content & Delivery  
*MyLinE ends* : *Feedback on Draft 2 (Findings and Discussion, Conclusion and Recommendations)*
- Week 15** : **Oral Presentation**  
*Oral Presentation* : *Submission of Final Report*  
*Final Report*
- Week 16-17** : **Revision Week and Final Exam**

### REFERENCES :

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**GRADING:**

No.	Assessment	Number	% each	% total	Week
1.	Proposal Presentation (group)	1	5	5	3
2.	Research Instrument (group)	1	10	10	6
3.	Drafts of Report (group)	2	10	20	5, 12
4.	MyLinE Activities	1	5	5	4-14
5.	Final Report (group)	1	10	10	15
6.	Oral Presentation (individual)	1	10	10	15
7.	Final Exam	1	40	40	17
	<b>Overall Total</b>			100	