

COURSE INFORMATION

School/Faculty:	Language Academy, Faculty of Social Sciences and Humanities	Page:	1 of 5
Program name:			
Course code:	UHLB 1112	Academic Session/Semester:	2019/2020-3
Course name:	ENGLISH COMMUNICATION SKILLS	Pre/co requisite (course name and code, if applicable):	-
Credit hours:	30		

Course synopsis	This English course is designed to reinforce and enhance students' existing English Language skills to enable them to communicate better in their current surrounding. Through guided and independent learning activities, students will develop their skills in reading, listening, writing as well as speaking. At the end of the course, students should be able to distinguish relevant information in factual texts on topics of interest. Students should also acquire the ability to compose texts on familiar topics. Additionally, this course will provide students with opportunities to enhance their listening and speaking skills and be able to identify the main points of speech given on frequently encountered matters as well as articulate their views on matters of interest.			
Course coordinator (if applicable)	SHALINI SRIKA BALA			
Course lecturer(s)	Name	Office	Contact no.	E-mail
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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)	*Taxonomies and **generic skills	T&L methods	***Assessment methods
1	recognise relevant information in straightforward factual texts on subjects of interest.		CS1	Active Learning	Four Online Reading Quizzes (40%)
2	write straightforward connected texts on familiar subjects.		CS1	Project-based learning	Web-based Project (<i>vlog</i>) Written (10%) Reflective Journal (10%)
3	articulate views with some confidence in familiar routine and non-routine matters.		CS2	Active learning	Video Review (15%) Web-based Project (<i>vlog</i>) Spoken (10%)
4	identify the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, including short narratives.		CS3	Blended learning	MyLinE Listening Quizzes (15%)

Prepared by:	Certified by:
Name: PN.SHALINI SRIKA A/P BALA	Name:
Signature:	Signature:
Date: 03/02/2020	Date:

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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	Conducted through in-class activities
2.	Project-based learning	Web-based Project
3.	Blended learning	Online instructional videos on in-text citation and referencing skills as well as writing mechanics and language skills practices are available for students to access at https://myline.utm.my/moodle282/ , https://elearning.utm.my and other links stated in the textbook as well as the textbook companion website at cw.oxfordfajar.com.my/redeem .

Weekly Schedule:

MEETING 1	<p>Introduction Course Briefing Talk about self and interests</p> <p>Reading Input and Practice (refer to Reading Components in Unit 1 to 12):</p> <ul style="list-style-type: none"> • Skim and pick out main information in short texts dealing with everyday topic • Scan for specific information in short texts dealing with everyday topic • Evaluate relevance of information from reading texts • Learn about tenses (simple, present and past) <p>Briefing and Input:</p> <ul style="list-style-type: none"> • Web-based Project (vlog) (20%)
MEETING 2	<p>Group Discussion Input and Practice (refer to Speaking Components in Unit 1 to 12):</p> <ul style="list-style-type: none"> • Give or seek personal views and opinions in discussing topics of interest • Express belief, opinion, agreement and disagreement politely • Make and respond to suggestions • Use appropriate language expressions in a group discussion <p>Assessment:</p> <ul style="list-style-type: none"> • Online Reading Quiz 1 (20%)

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MEETING 3	<p>Reading Input and Practice (refer to Reading Components in Unit 1 to 12):</p> <ul style="list-style-type: none"> • Skim and pick out main information in short texts dealing with everyday topic • Scan for specific information in short texts dealing with everyday topic • Evaluate relevance of information from reading texts • Learn about tenses (simple, present and past) <p>Assessment:</p> <ul style="list-style-type: none"> • Group Discussion (15%) <ul style="list-style-type: none"> ○ Possible topics will be provided by the committee
MEETING 4	<p>Listening Input and Practice (refer to Listening Components in Unit 1 to 12):</p> <ul style="list-style-type: none"> • Listen and understand instruction on familiar activities • Listen and extract for information from recorded or broadcast audio/video material. <p>Assessment:</p> <ul style="list-style-type: none"> • Online Reading Quiz 2 (20%) • Start of Online Listening Quizzes (15%)
MEETING 5	<p>Writing Input and Practice (refer to Writing Components in Unit 1 to 12):</p> <ul style="list-style-type: none"> • Form simple, compound and complex sentences using a number of cohesive devices • Write simple and logical paragraph • Link a series of short paragraphs into a connected cohesive short text <p>Assessment:</p> <ul style="list-style-type: none"> • Reflective Journal Assessment (10%) <p>Submission:</p> <ul style="list-style-type: none"> • Submission of Web Based Project (20%) • Due of Online Listening Quizzes (15%)

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

<p>Team working Written communication</p>

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Student learning time (SLT) details:

Distribution of student Learning Time (SLT) Course content outline					Teaching and Learning Activities		TOTAL SLT
	Guided Learning (Face to Face)				Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
CLO	L	T	P	O			
CLO 1	10h				20h	10h	40h
CLO 2	6h			2h		8h	16h
CLO 3	6h				8h	2h	16h
CLO 4	4h				4h		8h
Total SLT	26h			2h	32h	20h	80h

Continuous Assessment		PLO	Percentage	Total SLT
1	Online Reading Quizzes(2 x 20%)		40	As in CLO1
2	Group Discussion		15	As in CLO3
3	Web-based Project Written (vlog)		10	As in CLO2
4	Web-based Project Spoken(vlog)		10	As in CLO3
5	Reflective Journal		10	As in CLO2
6	Online Listening Quiz		15	As in CLO4
Grand Total				80h

L: Lecture, T: Tutorial, P: Practical, O: Others

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

Instagram, Facebook, YouTube, MyLine

Learning resources:

<p>Text book (if applicable) Headway 5th Edition Pre-intermediate</p> <p>Main references: Not applicable</p> <p>Online: http://elearning.utm.my http://myline.utm.my</p>
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Academic honesty and plagiarism: (Below is just a sample)

Assignments are individual tasks and NOT group activities (UNLESS EXPLICITLY INDICATED AS

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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 only if acknowledged as such. Existing texts should be reformulated with students' own words used to explain what they have read. It is not acceptable to retype existing texts and just acknowledge the source as a reference. Be warned: students who submit plagiarised work will obtain a mark of **zero** for the assignment and disciplinary steps may be taken by the Faculty. It is also not ethical and unacceptable to get your work done by someone or to do someone else's work, to lend your work to other students or to make your work available for others to copy.

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

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Disclaimer:

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