# COURSE INFORMATION

| Department/ Faculty: | Language Academy, Faculty Of Social Sciences And Humanities | Page: | 1 of 4 | |
|---|---|---|---|---|
| Course code: | ULAB 3162 | Academic Session/Semester: | | 2020/2021-3 |
| Course name: | ENGLISH FOR PROFESSIONAL PURPOSES | Pre/co requisite (course name and code, if applicable): | | ULAB 1122 and ULAB 2122 |
| Credit hours: | 2 | | | |

| Course synopsis | This course prepares students with the skills of effective communication that are necessary in order for them to be able to function effectively in workplace situations. At the beginning of the course, students are required to do enculturation tasks in order to discover their potential and possible expectations of the prospective workplace environment. Through active learning, it emphasises oral and written communication skills that are practiced in workplace situation. Using authentic workplace scenarios, students will be given opportunities to negotiate and present information through group discussions and presentations. By the end of the course, students should be able to function as individuals and team members using appropriate communication skills at the workplace. |
|---|---|
| Course coordinator (if applicable) | 'ATIQAH BTE SHAHARUDDIN |

| Course lecturer(s) | Name | Office | Contact no. | E-mail |
|---|---|---|---|---|
| | Teaching staff of Language Academy, UTM | D05 & D06 | | |

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

| No. | CLO | PLO (ICGPA CODE) | Weight (%) | *Taxonomies & **Generic skills | T&L methods | ***Assessment methods |
|---|---|---|---|---|---|---|
| 1 | Create effective oral presentation and present points of view effectively | | 40 | C6 / CS2, CS3 | Lecture/ Active learning | Pr (Presentation – 20%), (Debate – 20%) |
| 2. | Negotiate interactively in group discussions | | 20 | C6 / CS6 | Lecture/ Active learning | Pr (Negotiation – 20%) |
| 3. | Compose an email and personal write-up using appropriate language effectively | | 25 | C6 / CS1 | Lecture/ Active learning | Q (E-mail -15%), (Personal Write-Up – 10%) |
| 4. | Apply conventions of writing an email and job seeking skills via online self-access learning platform | | 15 | C6 / CS3 | Self-access/ Blended learning | Q (MyLinE – 15%) |

Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement

***T – Test; Q – Quiz; HW – Homework; PR – Project; Pr – Presentation; F – Final Exam etc.

**Details on Innovative T&L practices:**

| No. | Type | Implementation |
|---|---|---|
| 1. | Active Learning | Through discussions and presentations |
| 2. | Blended Learning | Through the use of UTM e-learning and MyLinE online platform |

| Prepared by: | Certified by: SPACE Coordinator |
|---|---|
| Name:  MS 'ATIQAH BTE SHAHARUDDIN | Name:  Pn HALIZA JAAFAR |
| Signature: | Signature: |
| Date:  23 JULY 2021 | Date:  23 JULY 2021 |

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**Weekly Schedule:**

| Meeting 1 | Introduction to the Course <br><br> Input on Oral Presentation and Personal Write Up <br>• Presenting Self in a Professional Setting <br>• Matching Personality to Career Test <br> Input on Oral Presentation <br>• Language Input: Expressions for formal presentation, responding to difficult questions <br>• Pronunciation and English Sound Patterns <br>• Stress and Intonation <br> Input on Personal Write-up <br>• Refer to Module <br><br> **Assessment: Oral Presentation (20%)** <br> *MyLine online activity begins(15%)* |
|---|---|
| Meeting 2 | • **Assessment: Oral Presentation (continuation)** <br>• **Assessment: Personal Write-Up Submission (10%)** |
| Meeting 3 | Input on Negotiation: <br>• Approaches to negotiation, negotiation process, language forms and functions, giving and responding to opinion, agreeing, disagreeing, reaching a decision, making suggestions and recommendation. <br>• Language Input: language expressions for negotiating and reaching agreement <br>• Negotiation Practice <br><br> **Assessment: Negotiation (20%)** |
| Meeting 4 | Input on Email & Language Etiquette <br>• Language Input: expressing ideas clearly in written form <br>• Writing Concisely and Effectively <br><br> **Assessment: Negotiation (Continuation)** <br> **Assessment: E-mail (15%)** |
| Meeting 5 | Input on Persuasive Speech <br>• Asserting Yourself Confidently <br>• Language Input: language expressions used to present argument, agreeing/disagreeing with other people's opinions and supporting arguments by giving facts and evidence, refuting and rebutting <br>• Debate Practice <br><br> **Assessment: Debate (20%)** |
| Meeting 6 | **Assessment : Debate (continuation)** <br> All Assessments and MyLinE online activity ends |

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

| Skills to discuss, negotiate, present and respond appropriately. |
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**Student learning time (SLT) details:**

| | | | |
|---|---|---|---|
| **Course code:** | ULAB 3162 | **Academic Session/Semester:** | 2020/2021-3 |
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| **Credit hours:** | 2 | | |

| Distribution of Student Learning Time (SLT) Course content outline | Guided Learning (Face to Face) | | | | Teaching and Learning Activities | | TOTAL SLT |
|---|---|---|---|---|---|---|---|
| | | | | | Guided Learning Non-Face to Face | Independent Learning Non-Face to face | |
| **CLO** | L | T | P | O | | | |
| CLO 1 | 7h | | | 8hr | | 17h | **32h** |
| CLO 2 | 5h | | | 4hr | | 7h | **16h** |
| CLO 3 | 2h | | | 1hr | | 17h | **20h** |
| CLO 4 | 1h | | | | | 11h | **12h** |
| **Total SLT** | **15h** | | | **13h** | | **52h** | **80h** |

| Continuous Assessment | | PLO | Percentage % | Total SLT |
|---|---|---|---|---|
| 1 | Oral Presentation | | 20 | **32h** |
| | Debate | | 20 | |
| 2 | Negotiation | | 20 | **16h** |
| 3 | Email | | 15 | **20h** |
| | Personal Write-up | | 10 | |
| 4 | MyLinE Activity | | 15 | **12h** |
| **Final Assessment** | | | **Percentage %** | **Total SLT** |
| 1 | Final Exam | | Not applicable | - |
| **Grand Total SLT** | | | | **80h** |

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

Lecture room with computer and LCD

**Learning resources:**

**Main reference:**

1. _____ (2015). ULAB 3162 *English for Professional Purposes Teaching Module (Internal Circulation Only)*. Language Academy, Universiti Teknologi Malaysia. Johor Bahru.

**Additional references:**

1. Hancock, M. (2006). *English Pronunciation in Use*. Cambridge: Cambridge University Press.
2. Henrick, J.A. (2011). *Argumentation: Understanding and Shaping Arguments*. State College, PA: Strata Publishing.
3. Sahirah Marzuki et.al. (2007). *Towards Effective Oral Communication. Second Edition*. Pearson Malaysia Sdn. Bhd.

**Online platforms:**

1. http://elearning.utm.my/18191/
2. http://myline.utm.my/moodle282/

**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.):**

Nil

**Disclaimer:**

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