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| **Course synopsis** | This course prepares students with the fundamental skills of speaking and writing in professional related settings. Students will develop the ability to participate in a formal discussion, compose formal correspondence and produce a self-narrative in an online setting. In addition, the course fosters independent learning through web-based learning resources. At the end of this course, students should be able to apply and produce effective communication skills in professional settings.  |
| **Course coordinator** **(if applicable)** | NUR HAZWANI BINTI MOHD MUHRIDZA |
| **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)** | **\*Taxonomies &****\*\*Generic skills** | **T&L methods** | **\*\*\*Assessment methods** |
| 1 | Participate actively in a discussion, following it easily and contributing to it spontaneously, presenting a formal position convincingly and use the language sufficiently in responding to questions and comments fluently and appropriately | PLO5 | CS4 | Active Learning | Group Discussion (30%) |
| 2. | Compose correspondence clearly and accurately using the register, structure and conventions appropriate for an online setting  | PLO5 | CS1 | Blended Learning | Correspondence (40%)Activity 1 – 20%Activity 2 – 20% |
| 3. | Produce a clear, systematically developed narrative of self, by highlighting significant points, andrelevant supporting details appropriate in an online setting  | PLO5 | CS5 | Active Learning | Video Resume (30%) |

**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, MyLinE, and Youtube. |

**Weekly Schedule:**

|  |  |
| --- | --- |
| Week 1  | * Introduction to the Course
* Ice-Breaking
 |
| Week 2 - 3 | * Input on video resume
* Planning of video resume
 |
| Week 4 | * Planning of video resume
* Input and practice on correspondence
* **Activity 1: Correspondence (20%) (Duration: Week 4 – 15)**
 |
| Week 5- 6 | * Input and practice on correspondence
* **Activity 2: Correspondence (20%)**
 |
| Week 7 | **Mid-Semester Break** |
| Week 8 - 9 | * Input and practice for Group Discussion
* **Assessment: Video Resume (30 %)**
 |
| Week 10 – 12 | * Input and practice for Group Discussion
* Planning for Group Discussion
 |
| Week 13 – 15 | * **Assessment: Group Discussion (30%)**
 |

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

|  |
| --- |
| Speaking skills Writing skills |

**Student learning time (SLT) details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Distribution of Student Learning Time (SLT) Course content outline |  | Teaching and Learning Activities | TOTALSLT |
| Guided Learning(Face to Face) | Guided LearningNon-Face to Face | Independent LearningNon-Face to face |  |
| **CLO** | **L** | **T** | **P** | **O** |  |  |  |
| CLO 1  | 2h |  |  | 6hr | 6h | 10h | **24** |
| CLO 2  | 6h |  |  | 6hr | 10h | 10h | **32** |
| CLO 3  | 2h |  |  | 6hr | 4h | 12h | **24** |
| **Total SLT** | **10hr** |  |  | **18hr** |  | **52h** | **80h** |

|  |  |  |  |
| --- | --- | --- | --- |
| Continuous Assessment | PLO | Percentage % | Total SLT |
| 1 | Group Discussion |  | 30 | **As in CLO1** |
| 2 | Correspondence Activity 1 (20%)Activity 2 (20%) |  | 40 | **As in CLO2** |
| 3 | Video Resume |  | 30 | **As in CLO3** |
| 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):

|  |
| --- |
| ,E-Learning, MyLinE, Youtube |

**Learning resources:**

|  |
| --- |
| **Main reference:****Additional references:****Online platforms:**1. <http://elearning.utm.my/18191/>
2. <http://myline.utm.my/moodle282/>
3. Youtube.com
 |

**Academic honesty and plagiarism:**

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| --- |
| 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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| All teaching and learning materials associated with this course are for personal use only. The materials are intended for educational purposes only. Reproduction of the materials in any form for any purposes other than what it is intended for is prohibited. While every effort has been made to ensure the accuracy of the information supplied herein, Universiti Teknologi Malaysia cannot be held responsible for any errors or omissions.  |

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