School/Faculty:	Language Academy/ FSSH		
Program name:	Undergraduate Program		
Course code:	**PCS 1**	Academic Session/Semester:	2 /2024/2025
Course name:	Professional Communication Skills 1	Pre/co requisite (course name and code, if applicable):	UHLB 1112/MUET BAND 4
Credit hours:	2 Credits		

Course synopsis	The course focuses on developing writing skills via read-to-write tasks and prepares students for the demands of writing in a professional setting at B2 level. In groups, students are given read-to-write tasks which will later be discussed and presented. By engaging in active learning activities, students will be able to gather information from different online and offline sources to compose a well-organised and coherent report. The students in this course will develop the ability to participate in a discussion and deliver an organised presentation with clearly developed points highlighting both main and supporting points.
Course coordinator (if applicable)	MAWADDAH BINTI SALLEH

Course lecturer(s)	Name	Office	Contact no.	E-mail

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

No.	CLO*	PLO **(MQF Cluster Code)	***Taxonomies and ****generic skill	T&L methods	*****Assessment methods
CLO1	Participate actively in a discussion, following it easily and contributing to it spontaneously, presenting a formal position convincingly and using the language sufficiently in responding to questions and comments fluently, accurately and effectively.	PLO 5	P5, CS2, CS3	Discussion, Lecture, take-home task	Group Discussion (15%)
CLO2	Compose a report based on information and ideas drawn from different sources, and develop a systematic argument, highlighting important points and relevant supporting details.	PLO5 (CS)	P5, CS1	Lecture Intensive Writing	Project Report (40%)
CLO3	Use appropriate language and in-text citations for report writing, synthesize texts	PLO5 (CS))	P5, CS1	Lecture, Self-Access Learnin	Response to Text (20%) Online Quizzes (10%)

CLO4	Give a systematically developed presentation, giving reasons supporting or against points of view and emphasizing significant points and relevant supporting details.	PLO5 (CS))	P5, CS4	Lecture Group Discussion	Oral Presentation (15%)

This is the basic mapping required for the CI. Any added information is allowed (extra columns for weight or other elements) provided this is made consistent for all CI at program/school/faculty level.

*Up to 5 CLO

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

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

**MQF Cluster Code

C1 = Knowledge & Understanding, **C2** = Cognitive Skills, **C3A** = Practical Skills, **C3B** = Interpersonal Skills, **C3C**= Communication Skills, **C3D** = Digital Skills, **C3E** = Numercy Skills, **C3F** = Leadership, Autonomy & Responsibility, **C4A** = Personal Skills, **C4B** = Enterpreneurial Skills, **C5** = Ethics & Professionalism

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Details on Innovative T&L practices:

No.	Type	Implementation
1	Active Learning	Conducted through in-class activities
2	Project-based learning	Conducted through report on real employment issues
3	Blended learning	Conducted through the use of UTM E-learning, Myline, Youtube

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

Communication skills

Team working, Written Communication

Student learning time (SLT) / Effective Learning Time (ELT) details:

Week/ Meeting	Course Content Outline and Subtopics	CLO*	Learning and Teaching Activities										TOTAL SLT
			Face-to-Face (F2F)								Non F2F Independent Learning		
			Physical				Online (Synchronous)				Online (Asynchronous)	Others	
			L	T	P	O	L	T	P	O			
Week 1	Introduction to Introduction to the course MyLinE (10%)the course	CLO2					2					2	
Week 2	Input on topic, narrow down, finding sources	CLO2					2					2	
Week 3	Input on Reading skills Reading for Main Ideas Differentiating main Ideas from supporting details	CLO2					2					3	
Week 4	● Input on Group Discussion - Turn taking - Asking for clarification - Cooperating ● Assessment: Online	CLO1	2									4	
Week 5	Assessment: Group discussion (15%)	CLO1	2										
Week 6	Assessment: Group discussion (15%)	CLO1	2										

Week	Topic	CLO	Physical						Online (Synchronous)	Online (Asynchronous)	Others	Total
Week 7	Input for Reading Table (Summary, Paraphrase & Synthesis) - Part 1	CLO3	2								4	
Week 8	Mid Semester break											
Week 9	Project report- Input on Response to text (Evaluation) Submission on Response to Text	CLO3	2								3	
Week 10	Input for Reading Table (Summary, Paraphrase & Synthesis) - Part 2 Submission of Response to Text (20%)	CLO3	2							2	3	
Week 11	Report writing structure (introduction, body & conclusion)	CLO3	2							2	3	
Week 12	Report writing (body part) content elaboration coherent & cohesion	CLO4	2								2	
Week 13	Report writing (body part) citations and referencing)	CLO4	2								2	
Week 14	Project report – Input Oral Interaction & Report Submission (40%	CLO4	2									
Week 15	Presentation	CLO4	2									
										SUB-TOTAL SLT :		**60**

Continous Assessment	%	Face-to-Face (F2F)		NF2F Independent Learning for Assessment		TOTAL SLT
		Physical	Online (Synchronous)	Online (Asynchronous)	Others	
1 Group Discussion (Informal)	15	2		2	1	5
2 Response to Text	20	2		2		4
3 Report Writing	40	2		4		6
4 Oral Presentation	15	3				3
5 Online Quizzes	10			2		2
				SUB-TOTAL SLT :		**20**

Summative Assessment	%	Face-to-Face (F2F)		NF2F Independent Learning for Assessment		TOTAL SLT
		Physical	Online (Synchronous)	Online (Asynchronous)	Others	
1 0						0
2						0
3						0
4						0
5						0
				SUB-TOTAL SLT :		**0**
				SLT for Assessment:		**20**
				GRAND TOTAL SLT:		**80**

A	% SLT for F2F Physical Component		37.18
B	% SLT for Online & Independent Learning Component :		62.82
C	%SLT for Online Component:		25.00
D	% SLT for All Practical Component:		0.00
D1	% SLT for F2F Physical Practical Component:		0.00
D2	% SLT for F2F Online Practical Component:		0.00
Please tick (/) if this course is Industrial Training/ Clinical Placement/ Practicum using 50% of Effective Learning Time (ELT)			

Identify special requirement or resources to deliver the course (e.g.,software,nursery, computer lab, simulation room etc)

Turnitin Software, video conferencing tools, reference management software.

References (include required and further readings, and should be the most current)

Main reference:

Sowton, C., Kennedy, A.S.. (2021). Unlock 4: Reading, Writing, and Critical Thinking. Cambridge University Press.

Additional references:

Brandon, L., & Brandon, K. (2011). Paragraphs and Essays: With Integrated Readings (11th ed.). Boston, Mass.:

Wadsworth.

de Chazal, E., & Moore, J. (2013). Oxford EAP: A Course In English For Academic Purposes: Advanced/C1. Oxford: Oxford

University Press.

Shafie, L.A., Yahaya, M.F., Mansor, M. & Osman, N. (2017). English for Academic Writing. Shah Alam: Oxford Fajar Sdn.

Bhd.

Online platforms:

http://elearning.utm.my

http://myline.utm.my/myline/

Other additional information (if applicable)

Academic honesty and plagiarism: *(Below is just a sample)*

Other additional information (if applicable)

Disclaimer:

ELT = (Theory + Industrial Guidance + Assessment) x 50%

Total of credit for LI/Practical = ELT/40 Notional Hours

Note: For ODL Programme : Courses with mandatory practical requirement imposed by programme standards or any related standards can be exempted from complying to the minimum 80% ODL delivery rule in the SLT.

Prepared by: MAWADDAH BINTI SALLEH	Certified by:
Name: MAWADDAH BINTI SALLEH	**Name:** SITI KHADIJAH BINTI ABDUL WAHAB
Signature: *MawaSalleh*	**Signature:**
Date: 11-Mar-25	**Date:** 13-Mar-25