COURSE INFORMATION

School/Faculty:	Language Academy, Faculty of Social Sciences and Humanities		
Program name:	Undergraduate Programs		
Course code:	**UHLB3132**	Academic Session/Semester:	**2024/2025-2**
Course name:	**PROFESSIONAL COMMUNICATION SKILLS 2**	Pre/co requisite (course name and code, if applicable):	**UHLB 2122**
Credit hours:	**2**		

Course synopsis	This course prepares students with the fundamental skills required for speaking in professional settings at the B2 level. Students will develop the ability to produce clear and detailed business proposals. After that, they will also present ideas based on the business proposal. Finally, they will actively participate in formal group discussions, expressing their ideas convincingly. The course also promotes learning through web-based resources. By the end of this course, students should be able to present arguments clearly, expand significant points with relevant examples, and rounding off with conclusions.			
Course coordinator (if applicable)	Puan Siti Rahmah binti Abdullah			
Course lecturer(s)	**Name**	**Office**	**Contact no.**	**E-mail**
	Teaching staff of Language Academy, UTM			

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 skills	T&L methods	*****Assessment methods
CLO1	Compose a clear and well-structured proposal, underlining the relevant salient issues, expanding, and supporting points of view at some length with subsidiary points, reasons and relevant examples, and rounding off with an appropriate conclusion.	PLO5 (C3C)	C3	Lecture Group-Discussion	Proposal (20%)

CLO2	Present clearly with detailed descriptions and presentations of the proposal, integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	PLO5 (C3C)	C3	Lecture Scenario-based Learning	Pitching (20%) - Online Task (15%)
CLO3	Discuss systematically in well-structured language, taking into account the interlocutor's perspective, highlighting significant points with supporting examples and concluding appropriately.	PLO5 (C3C)	C3, P3	Lecture Role-play	Negotiation (30%) - Online Task (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** = Interpersonal 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

Details on Innovative T&L practices:

No.	Type	Implementation
1	Lecture	Conducted during class time
2	Group Discussion	Conducted in the preparation of the Proposal Assessment
3	Scenario based learning	Students will be given example of scenarios through e-learning and YouTube
4	Role-play	Students will be place into certain situations where they need to make a role play

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

Speaking Skills, Writing Skills, Teamwork Skills

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

Week/ Meeting	Course Content Outline and Subtopics	CLO*	Face-to-Face (F2F) Physical				Face-to-Face (F2F) Online (Synchronous)				Non F2F Independent Learning Online (Asynchronous)	Others	TOTAL SLT
			L	T	P	O	L	T	P	O			
Week 1	Introduction to the Course Ice-Breaking	1					2						2
Week 2	Input on Proposal Writing	1					2				2		4
Week 3	Input on Proposal and Pitching	2,3					2					2	4
Week 4	Practice and Preparation for Proposal Assessment	1	2										2
Week 5	Input on Pitching	2	2									2	4
Week 6	- Proposal: In-class assessment (20%) - Online Task Pitching begins (15%)	1,2	2								2	4	8
Week 7	Pitching Practice	2	2										2
Week 8	Mid-semester break												0
Week 9	Assessment: Pitching (20%)	2	2										2
Week 10	Assessment: Pitching (20%)	2	2										2
Week 11	Input on Negotiation - Online Task Negotiation begins (15%)	3	2								2		4
Week 12	Input on Negotiation	3	2								2	2	6
Week 13	Practice on Negotiation Skills	3	2								2	4	8
Week 14	Assessment: Negotiation (30%)	3	2										2
Week 15	- Assessment: Negotiation (30%) - Online Task Ends (Pitching and Negotiation)	3	2								2		4
											SUB-TOTAL SLT :		**54**

Continous Assessment	%	Face-to-Face (F2F)		NF2F Independent Learning for Assessment		TOTAL SLT
		Physical	Online (Synchronous)	Online (Asynchronous)	Others	
1 Proposal	20	1			3	4
2 Pitching	20	2			6	8
3 Negotiation	30	1		4	5	10
4 Online Quizzes	30			4		4
					SUB-TOTAL SLT :	26

Summative Assessment	%	Face-to-Face (F2F)		NF2F Independent Learning for Assessment		TOTAL SLT
		Physical	Online (Synchronous)	Online (Asynchronous)	Others	
1						0
2						0
3						0
4						0
5						0
					SUB-TOTAL SLT :	0
					SLT for Assessment:	26
					GRAND TOTAL SLT:	80

A	% SLT for F2F Physical Component	40.00
B	% SLT for Online & Independent Learning Component :	60.00
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)
Myline

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

Lanford, L., Brinks Lockwood, R., Sowton, C., William, J., & Cavage, C. (2019). Unlock Level 4: Listening, Reading, and Critical Thinking Skills (2nd ed.). Cambridge University Press.

Online:
http://myline.utm.my

Other additional information (if applicable)

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

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 (if applicable)

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Disclaimer:

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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.

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:	**Certified by:**
Name: SITI RAHMAH BINTI ABDULLAH	**Name:** SITI KHADIJAH ABDUL WAHAB
Signature:	**Signature:**
Date: 11 MARCH 2025	**Date:** 11 MARCH 2025