

## COURSE INFORMATION

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<b>Course code:</b>	ULAB 3162	<b>Academic Session/Semester:</b>	2020/2021-1
<b>Course name:</b>	ENGLISH FOR PROFESSIONAL PURPOSES	<b>Pre/co requisite (course name and code, if applicable):</b>	ULAB 1122 and ULAB 2122
<b>Credit hours:</b>	2		

<b>Course synopsis</b>	This course prepares students with the skills of effective communication that are necessary in order for them to be able to function effectively in professional 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 professional environment. Through active learning, it emphasises oral and written communication skills that are practiced in professional situation. Using authentic professional 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 professionally.			
<b>Course coordinator (if applicable)</b>	'ATIQAH BTE SHAHARUDDIN			
<b>Course lecturer(s)</b>	Name Teaching staff of Language Academy, UTM	Office D05 & D06	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 (ICGPA CODE)	Weight (%)	*Taxonomies & **Generic skills	T&L methods	***Assessment methods
1	Create effective oral presentation and present points of view effectively	PLO 5	40	C6 / CS2, CS3	Active learning	Presentation – 20% Debate – 20%
2.	Negotiate interactively in group discussions	PLO 5	20	C6 / CS6	Active learning	Negotiation – 20%
3.	Compose an email and personal write-up using appropriate language effectively	PLO 5	25	C6 / CS1	Active learning	E-mail -15% Personal Write-Up – 10%
4.	Apply conventions of writing an email and job seeking skills via online self-access learning platform	PLO 5	15	C6 / CS3	Self-access/ Blended learning	Online platform – 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:

Prepared by:  Name: 'ATIQAH BTE SHAHARUDDIN Signature:  Date: 11 October 2020	Certified by:  Name: AZURA BINTI SIRRI Signature:  Date: 11 October 2020
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No.	Type	Implementation
1.	Active Learning	Through discussions and presentations
2.	Blended Learning	Through the use of UTM e-learning and MyLinE online platform

**Weekly Schedule:**

<b>Week 1</b>	<b>Introduction to the Course</b> <ul style="list-style-type: none"> <li>• Overview of course content, mode of implementation and assessments</li> </ul> <b>Input on Oral Presentation</b> <b>Structure and Features of Oral Presentation</b> <ul style="list-style-type: none"> <li>• Presenting Self in a Professional Setting</li> <li>• Matching Personality to Career Test</li> <li>• Language Input: Expressions for formal presentation, responding to difficult questions</li> </ul>
<b>Week 2</b>	<b>Online activity begins</b> <b>Sound system of English</b> <ul style="list-style-type: none"> <li>• Pronunciation and English Sound Patterns</li> <li>• Stress and Intonation</li> <li>• Online Activity</li> </ul>
<b>Week 3</b>	<b>Input on Personal Write-up and Personal Write-Up Practice</b> <ul style="list-style-type: none"> <li>• Online Activity</li> </ul>
<b>Week 4</b>	<ul style="list-style-type: none"> <li>• Oral Presentation Practice</li> <li>• <b>Assessment: Oral Presentation</b></li> </ul>
<b>Week 5</b>	<ul style="list-style-type: none"> <li>• <b>Assessment: Oral Presentation</b> (continuation)</li> <li>• <b>Assessment: Personal Write-Up Submission</b></li> <li>• Online Activity</li> </ul>
<b>Week 6</b>	<ul style="list-style-type: none"> <li>• Resolving Issues and Reaching an Agreement</li> </ul> <b>Input on Negotiation:</b> <ul style="list-style-type: none"> <li>• approaches to negotiation, negotiation process, language forms and functions, giving and responding to opinion, agreeing, disagreeing, reaching a decision, making suggestions and recommendation.</li> <li>• Language Input: language expressions for negotiating and reaching agreement</li> <li>• Online Activity</li> </ul>
<b>Week 7</b>	<ul style="list-style-type: none"> <li>• Negotiation Practice</li> <li>• Online Activity</li> </ul>
<b>Week 8</b>	<b>Mid-Semester Break</b>
<b>Week 9</b>	<ul style="list-style-type: none"> <li>• <b>Assessment: Negotiation</b></li> </ul>
<b>Week 10</b>	<b>Input on Email &amp; Language Etiquette</b> <ul style="list-style-type: none"> <li>• Language Input: expressing ideas clearly in written form</li> <li>• Writing Concisely and Effectively</li> <li>• Online Activity</li> </ul>
<b>Week 11</b>	<ul style="list-style-type: none"> <li>• <b>Assessment: E-mail</b></li> <li>• Asserting Yourself Confidently</li> </ul>

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	<b>Input on Persuasive Speech</b> • 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
<b>Week 12</b>	• Debate Practice • Online Activity
<b>Week 13</b>	<b>Assessment : Debate</b>
<b>Week 14</b>	<b>Assessment : Debate (continuation)</b>
<b>Week 15</b>	All Assessments 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.

**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	4h			6hr	10h	12h	<b>32</b>
CLO 2	2h			7hr	5h	2h	<b>16</b>
CLO 3	3h			4hr	6h	7h	<b>20</b>
CLO 4	1h			1h	2h	8h	<b>12</b>
<b>Total SLT</b>	<b>10h</b>			<b>18hr</b>	<b>23h</b>	<b>29h</b>	<b>80h</b>

Continuous Assessment		PLO	Percentage %	Total SLT
1	Oral Presentation Debate		20 20	<b>32h</b>
2	Negotiation		20	<b>16h</b>
3	Email Personal Write-up		15 10	<b>20h</b>
4	Online Self-access Activity		15	<b>12h</b>
Final Assessment			Percentage %	Total SLT
1	Final Exam		Not applicable	-
<b>Grand Total SLT</b>				<b>80h</b>

**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.

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**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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